

Atkinson Conservation Commission Minutes
Wednesday, September 6, 2023, 6:30 PM
Atkinson Kimball Library

Approved September 27, 2023

Members Present:

Paul Wainwright, Chair
Bill Steele, Vice Chair
John Fournier, Secretary
Monique Chrétien
Jeff Nenart
Suzie Newman
Charlie Pitts, Alternate
Sandy Cannon, Alternate - Voting

Others Present:

1. Call to Order, and Attendance:

Chair Paul Wainwright called the Special Meeting of the Atkinson Conservation Commission to order at 6:30 PM in the Large Conference Room of the Kimball Library, declared that the meeting had been properly posted (see attached), declared that a quorum was present, and designated Alternate Sandy Cannon to vote in place of Member Scott Kukshtel, who was not able to attend.

2. Review of the Agenda

Chair Wainwright reviewed the agenda for tonight's meeting, as follows:

- Review and approval of the Slade Accessible Trails Phase 1 construction contract,
- Review and approval for the new trail layout for the Marshall Town Forest,
- Give a report about the follow-up to the two abutter complaints that were heard at our August meeting, and
- Review the proposed 2024 budget, which is due next week.

3. Slade Accessible Trails Contract – John Fournier

Member John Fournier handed out the latest "Supplemental" page (see attached) to our draft contract with Ted Stewart (also attached) to construct Phase 1 of the Accessible Trails Project in the Slade Town Forest. Town Attorney Sumner Kalman had reviewed the original contract, and while Ted's proposed contract stated his hourly rate and billing frequency, it did not really address how much of

the trail he would accomplish, and what the overall cost would be. The Supplemental page is our attempt to address those issues.

Member Fournier gave a short presentation on his work to research the sources of crushed stone for the project, and the difficulties in finding sources that could meet the specifications that are documented in the GPI design. The “not to exceed” cost on the Supplemental page is the result of Member Fournier’s recent discussions with Ted Stewart, architect Robert White, and various stone vendors, and Member Fournier’s research is still a work in progress.

Chair Wainwright expressed some concern that the current plan would be to mix stone dust and 3/8 inch on site. Member Fournier indicated that Ted was comfortable doing this.

Vice Chair Steele asked if we had the funds to pay for this work, and Chair Wainwright said we had sufficient funds in the bank.

There was discussion about the parking lot – Member Fournier replied that most of the parking lot work would be in Phase 2.

There was discussion about the roads to the HAWC wells, which would give us construction access for Phase 2, as well as emergency responder access in the future. Member Fournier indicated he would be following up on this with the Settler’s Ridge Homeowners’ Association.

Chair Wainwright asked Member Fournier if the current Supplemental page was something that he thought Ted Stewart would initial, and Member Fournier indicated he thought Ted would approve once the cost numbers are final.

Member Fournier made a motion to recommend that the Town Administrator initial the Supplemental page and sign the contract, conditioned upon completion of the crushed stone research and inclusion of the resulting final cost-of-materials numbers on the Supplemental page, and conditioned upon Ted Stewart initialing the Supplemental page indicating his agreement with the materials research and costs. Member Nenart seconded the motion. The vote: 7/0/0, the motion carried.

Chair Wainwright thanked Member Fournier for all the work that he is putting into this project.

4. Final Layout of Trails in the Marshall Town Forest – Sandy Cannon and Charlie Pitts

Chair Wainwright passed around a copy of the most recent map of the trails in the Marshall Town Forest that was prepared by Jim Wilkinson of the Hampstead Conservation Commission (see attached), and presented the final recommendations for the blaze colors (also attached). At Jim’s recommendation,

the previous bright green color has been replaced by a light blue color for better visibility.

Member Fournier mentioned that Jim's final maps will be available in GPS form for people to use on their cell phones.

There was also discussion of a possible future implementation of an emergency location system using numbered sign posts similar to what was done a few years ago for the trails in Atkinson, Hampstead, and Plaistow in the northeast part of Atkinson. Brent Ebner of the Hampstead Conservation Commission did all the work for that.

There was additional discussion about the trails on the Marshall Town Forest.

Vice Chair Steele made a motion to approve the trail layout for the Marshall Town Forest as shown in Jim Wilkinson's most recent map which is attached to these minutes. Member Fournier seconded the motion. Vote: 7/0/0, the motion carried.

Chair Wainwright thanked Alternates Cannon and Pitts for their work on the Marshall trails. Chair Wainwright stated that he would have paint by Saturday. There was some general discussion about updating the map on the kiosk and about getting started with painting the blazes.

5. Follow-up about the complaint about trees overhanging the property on North Broadway

Chair Wainwright gave the following report about follow-up discussions with Selectman Worden and Town Administrator Apple concerning the abutter complaint about trees overhanging his property.

The complaints by the landowner at 12 North Broadway about the overhanging trees will be handled by the Town Administrator and the Director of Public Works. While the Conservation Commission is normally responsible for "Care of Grounds" on conservation land, as soon as a landowner claims legal liability for potential damage to his property the issue becomes "above our pay grade." The Town will speak with one voice on this issue, and that voice will be the Town Administrator.

By consensus, Commission members agreed to this resolution of the issue.

6. Follow-up about the complaint about traffic, parking, and disrespectful behavior at the Canoe/Kayak Launch

Chair Wainwright gave the following report about follow-up discussions with Selectman Worden and Town Administrator Apple concerning the abutter

complaint about traffic, parking, and disrespectful behavior at the Canos/Kayak Launch on Stickney Road.

Neither John Apple nor Bob Worden endorsed the idea of having the Recreation Director administer a process to limit access to the Canoe/Kayak Launch. Both felt that the neighborhood complaints are somewhat blown out of proportion, or at least are a condensed version of the scattered events that have happened over the past few years. Bob said that every time he has been there it is practically deserted, and that has been my observation as well. The Canoe/Kayak Launch has been a public facility since the Atkinson Lions Club cleaned up the area and built the first dock in 1986, and people who have purchased homes and/or upgraded or winterized their homes since then did so with full awareness that the dock was used by the public. John Apple said that trash cans will be provided. Bob Worden said the Selectmen may consider a security camera similar to the one at Woodlock Park. In short, we are the Conservation Commission, not the Recreation Commission. The Town will speak with one voice on this issue, and that voice will be the Town Administrator.

By consensus, Commission members agreed to this resolution of the issue.

7. Review and Discussion about the proposed 2024 budget

Chair Wainwright presented a draft of the proposed Conservation Commission budget for 2024, which is due to the Budget Committee next week. After discussion, he increased the "Special Projects" line item from \$1000 to \$1500 to reflect the costs associated with the 50th Anniversary celebration and related monthly presentations.

The resulting proposed budget, together with a set of notes about the increases, are attached to these minutes. Chair Wainwright will present this information to the Budget Committee next Tuesday.

By consensus, Commission members agreed to submit this proposed budget to the Budget Committee.

8. Adjournment

Member Fournier made a motion to adjourn the meeting. Member Chrétien seconded the motion. Vote: 7/0/0, the motion carried.

The meeting adjourned around 7:15 PM.

Attachments:

- Meeting Announcement Posting
- Current Supplemental page to Ted's contract
- Ted's original contract
- Final map of trails on Marshall
- Final blaze color selections
- Draft proposed 2024 budget
- Notes about the draft proposed budget

TOWN OF ATKINSON CONSERVATION COMMISSION
19 Academy Avenue
Atkinson, New Hampshire 03811

SPECIAL MEETING ANNOUNCEMENT

Wednesday, September 6, 2023, 6:30 PM

Kimball Library, Large Conference Room

The Atkinson Conservation Commission will hold a Special Meeting on Wednesday, September 6, 2023, beginning at 6:30 PM in the Large Conference Room of the Kimball Library. The purpose of the meeting will be to review and approve the trail locations proposed for the Marshall Town Forest, and to review and approve a contract to begin construction of the Accessible Trails in the Slade Town Forest

The Commission may also consider any other business of concern to the members.

The public is invited to attend.

Paul Wainwright, Chair
Atkinson Conservation Commission

Posted Friday, September 1, 2023

SUPPLEMENTAL INFORMATION

Work Agreement between
Edward A. Stewart Trucking
And
Town of Atkinson, NH

All work to be performed in accord with the RFP, Scope of Work, and Engineering Plans for the Phase 1 portion of the Accessible Trails on Slade project. These documents are included in this agreement by reference.

All work is to be performed under the supervision of Project Manager John Fournier, with support from Project Architect Robert White of GPI Engineering.

Before starting work, Contractor will provide Proof of Insurance acceptable to Town Administrator John Apple.

Preparation activities such as trail surface materials vendor selection, manual exploratory digging, and QA testing of materials may begin immediately upon signing of this agreement. Machine excavation of ***parking areas only*** may also begin then. However, machine excavation of trails in the forest will only commence on or after October 15, 2023, to comply with NH Fish & Game guidelines for the protection of Threatened and Endangered turtles that may exist on or transit through the project site prior to that date.

Unless otherwise agreed to in writing, the Contractor agrees to complete, no later than December 15, 2023:

- A minimum of 1,050 linear feet of trail, as specified in the engineering design, at a cost not to exceed \$19,500 for both labor and materials.
- Grading and surfacing of the parking lot and 2 parking spaces, as specified in the RFP Scope of Work, at a cost not to exceed \$1,000 for both labor and materials.

This work agreement was signed: _____

Initials: Edwards A. Stewart _____

John Apple: _____

John Fournier: _____



EDWARD A. STEWART TRUCKING



TELEPHONE 603-362-8304
165 MAIN STREET, ATKINSON, NH 03811

DATE: August 2023

Atkinson Conservation
Commission
Town of Atkinson

Invoices to be
submitted weekly

All equipment work
at rate of \$100. per hr

All Labor work
at rate of \$ 50. per hr

Applies to Phase I
of handicap accessible
trail

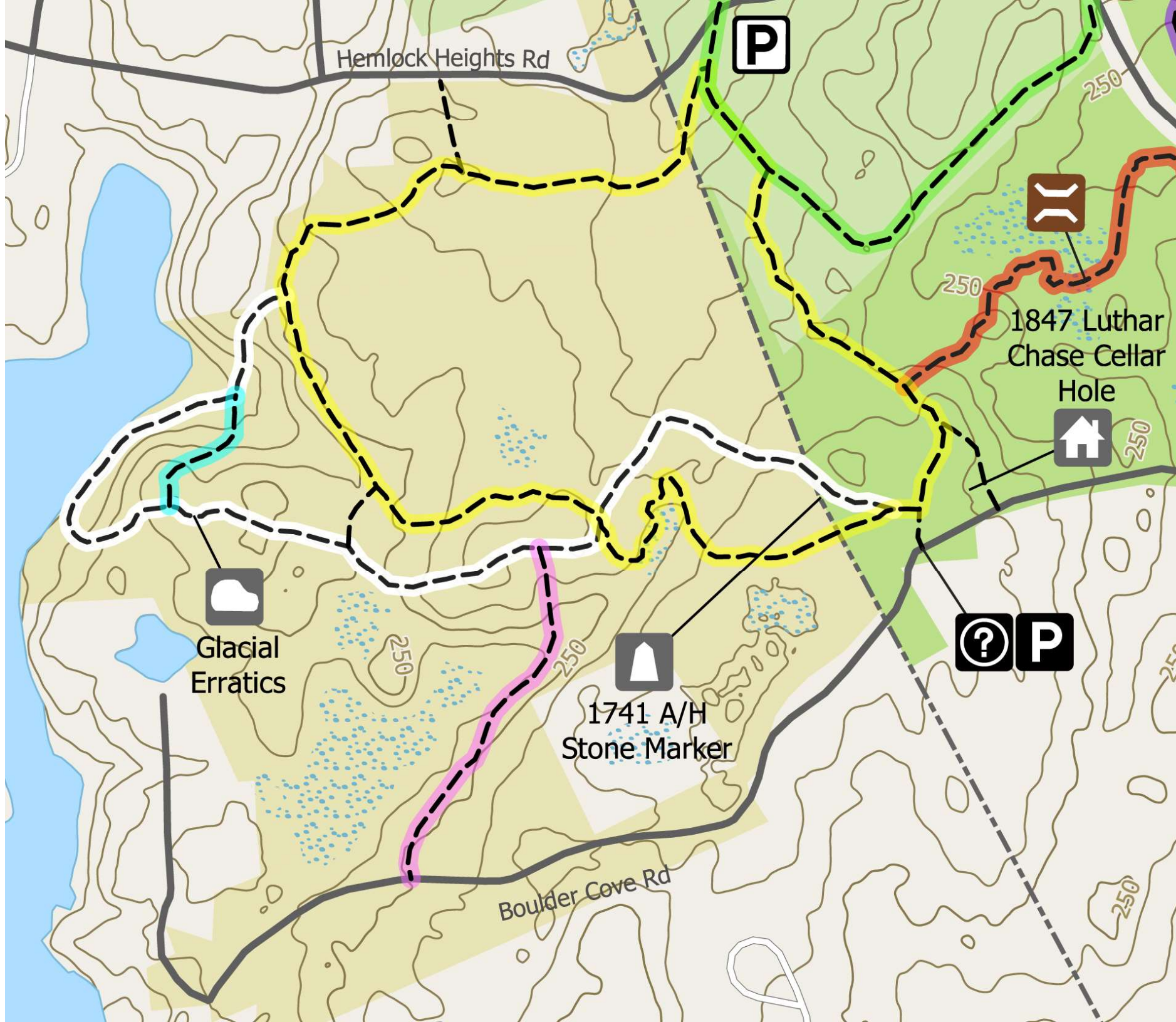
Edward A Stewart
8/23/2023

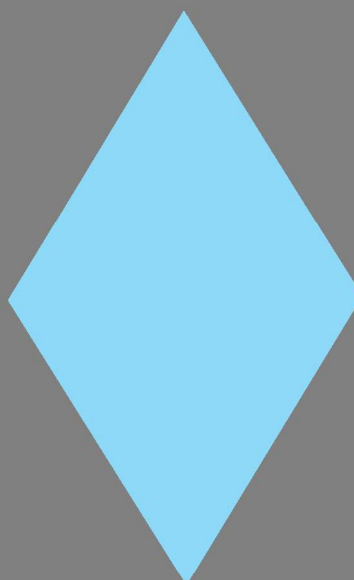
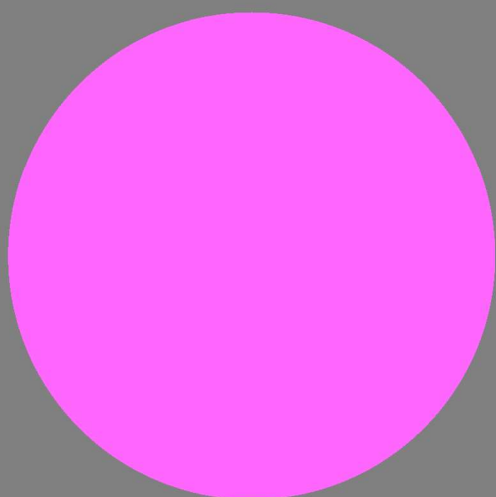
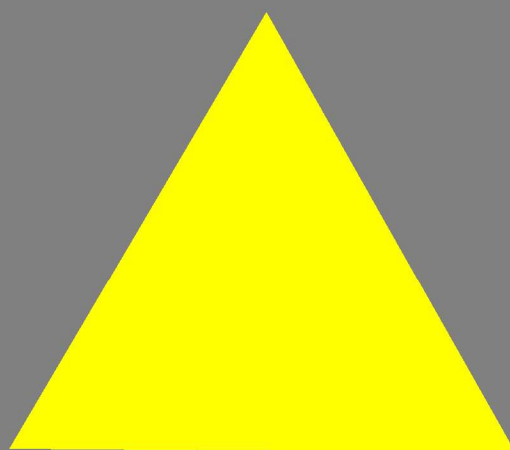
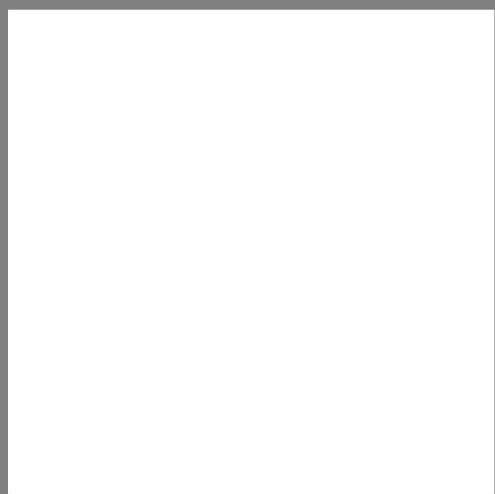
ACC representative

Date

TOTAL DUE

Thank You





Conservation Budget Worksheet

Last updated by Bill Smith 8/6/2023: Prototype 2023-2024 new-line-number version, w/ June 2023 Expended via 1st-draft new macro functions LUBE* in department tabs' E

	2019	2020	2021	2022	2023		2024	
Description	Expended	Expended	Expended	Expended	Budget	Expended	Default	Proposed
Conservation								
Recording Clerk	577	794	1,175	922	1,200	#NAME?	1,200	1,320
Fica					75	#NAME?	75	83
Medicare					20	#NAME?	20	22
Other Professional Services	4,327	3,152	2,668	3,298	2,548	#NAME?	2,548	2,550
Printing	118	985	1,075	1,434	1,000	#NAME?	1,000	1,500
Dues and Subscriptions	445	450	480	425	500	#NAME?	500	500
Office Supplies	-	-	156	2	1	#NAME?	1	1
Postage	9	39	18	45	1	#NAME?	1	1
Groundskeeping	2,170	2,256	2,481	1,706	2,500	#NAME?	2,500	3,500
New Equipment	196	239	366	275	300	#NAME?	300	300
Mileage	61	-	62		39	#NAME?	39	1
Special Programs	402	632	500	679	1,000	#NAME?	1,000	1,500
Education/Conferences	378	284	335	540	250	#NAME?	250	600
Signs	305	994	477	534	500	#NAME?	500	500
Account Total: Conservation	8,988	9,825	9,793	9,860	9,934	#NAME?	9,934	12,378
UNIT TOTAL: CONSERVATION	8,988	9,825	9,793	9,860	9,934	#NAME?	9,934	12,378
GROUP TOTAL: CONSERVATION	8,988	9,825	9,793	9,860	9,934	#VALUE!	9,934	12,378

TOWN OF ATKINSON CONSERVATION COMMISSION
19 Academy Avenue
Atkinson, New Hampshire 03811

DRAFT 2024 Conservation Commission Budget

Notes – see green highlighted items

Recording Clerk – Increased by 10% because of longer and more frequent meetings. Increase applies to FICA and Medicare as well.

Printing – Increased by \$500 to reflect the popularity of our trail maps, and the need to re-design the maps for Marshall and Stickney following the selective tree harvest.

Groundskeeping – Increased by \$1000 at the recommendation of Town Administrator John Apple to reflect the additions of land over the past several years.

Special Programs – Increased by \$500 to support special programs during our 50th anniversary year.

Education/Conferences – Increased to \$600 to cover the increased number of commission members attending the NHACC Annual Conference.