

**Atkinson Conservation Commission Minutes**  
**Monday, January 6, 2020**  
**Atkinson Town Hall**

Approved February 3, 2020

**Members Present:**

Paul Wainwright, Chair  
Denise Legault, Vice Chair  
Jeff Nenart  
Dan Kimball  
Dennis Krause  
Bill Steele (Alternate)  
Tim Dziechowski (Alternate)

**Others Present:**

**1) Call to Order & Attendance:**

Chair Wainwright called the meeting to order at 7:00PM on Monday, January 6, 2020. Chair Wainwright reviewed the attendance list and declared that a quorum was present. Chair Wainwright stated that since only five regular members are present, the two alternates will be voting during this meeting.

Chair Wainwright noted that the following three members have terms expiring this year: Pete McVay, Dan Kimball & Bill Steele. Dan & Bill both stated that they plan to renew.

**2) Review & Approval of Minutes:**

Chair Wainwright requested a motion to approve the minutes of the December 9, 2019 public meeting of the Atkinson Conservation Commission, as written.

**Member Legault made a motion to approve the minutes of the December 9, 2019 public session of the Atkinson Conservation Commission. Member Kimball seconded the motion. Members Nenart & Dziechowski abstained. Five members of the Atkinson Conservation Commission present at the December 9, 2019 meeting voted in favor. Vote: 5/0/2.**

**3) Treasurer's Report – 2019 Final & 2020:**

Chair Wainwright presented the latest Treasurer's Report. A copy is attached. Invoices submitted for the past month are highlighted in yellow. Chair Wainwright stated that he is pleased to announce that the Commission came in under budget by \$1.17 for 2019! Chair Wainwright stated that the only significant thing not covered under the budget was the hedge trimmer he purchased earlier in the year; he'll take ownership of this hedge trimmer.

Chair Wainwright presented the proposed 2020 budget which has been approved by the Selectmen and the Budget Committee. Chair Wainwright stated that one major change over 2019 was having to hire a recording clerk as a Town employee rather than hiring a temporary employee. Chair Wainwright stated that the other major change in the 2020 budget was moving \$500.00 from the care-of-grounds line item to the printing & binding line item for the purpose of printing the trail maps. Chair Wainwright stated finally that he is hopeful that this proposed budget will not be decreased at the deliberative session.

#### **4) Proposed Land Acquisition – Map 12 Lot 1-15:**

Chair Wainwright stated that this agenda item is Steve Lewis' offer to sell the 32-acre parcel of land to the Town, which was previously discussed at the November 2019 Conservation Commission meeting. However, Chair Wainwright stated that he needs to discuss this proposed land deal with Steve Lewis before this topic can be discussed again by the Commission. This agenda item will be tabled until the next meeting so Chair Wainwright can have these discussions, and so Steve has the opportunity to be present at the meeting.

#### **5) Warrant Articles:**

##### **a) Forest Maintenance Fund – Invasive Plant Management on Sawyer:**

Chair Wainwright stated that this warrant article is currently written as such:

**Shall the Town vote to appropriate the sum of Nineteen Thousand Dollars (\$19,000) to hire one or more qualified, professional contractors to control invasive plants in the Sawyer Town Forest, with said funds to come from the Forest Maintenance Fund, the work to be performed under the direction and control of the Atkinson Conservation Commission?** As of December 31, 2019, there were Thirty-One Thousand Six Hundred Fifty-Seven Dollars (\$31,657) in the Forest Maintenance Fund. This will be a non-lapsing appropriation per RSA32:7, VI, and will not lapse until the project is complete, or by December 31, 2025, whichever is sooner. This is in addition to Article #2020-\_\_\_\_\_, the Operating Budget.

Chair Wainwright stated that the Selectmen did not vote to put this warrant article on the ballot at their last meeting due to the article's wording of where the funds would be coming from; it should be approved at the next Board meeting with this new wording.

##### **b) Zoning Change – Cluster Development Perimeter Buffers:**

Chair Wainwright stated that the cluster development perimeter buffers are designed to "hide" cluster developments, through tree-cover or other natural attributes, from the town roads that pass by them. Chair Wainwright stated that although these buffer regulations were put in place to hide the developments, the language in the regulations is not strong enough to prevent creative interpretations by developers. Chair Wainwright stated that the wording is being updated to make the regulations more clear & more strict in what sort of activity is allowed within the buffer zones.

Chair Wainwright stated that the new regulations also offer better definitions of what the buffer zones should consist of, which is mainly *just* natural vegetation. Chair Wainwright continued that trees should also be planted along the road frontage if not already existing. Chair Wainwright stated that these buffer zones are not to be used for stormwater management or have any other soil disturbances such as grading. Chair Wainwright noted a few other minor changes and asked the Commission what they thought of the updates. The members agreed that these changes are for the better and are in the best interest of the Town.

**Member Nenart made a motion to endorse the new zoning changes in regard to cluster development perimeter buffers and to highly commend the work of the Planning Board towards this effort. Member Legault seconded the motion. Alternate Dziechowski abstained. Six members of the Atkinson Conservation Commission voted in favor. Vote: 6/0/1.**

**6) Update on GIS Tools & File Sharing – Pete:**

Chair Wainwright stated Pete McVay has been doing quite a bit of research into different GIS tools & file sharing programs but could not be at tonight's meeting, so this discussion will be tabled until the next meeting.

**7) Trails and Grants Working Group Report – Pete & Dennis:**

**Printable Trail Maps:** Member Krause stated that since the Woodlock trail map is done and is being used as a template for the other trails, he submitted the maps for the Sawyer and Orr trails to the graphic designer for completion. Member Krause produced various draft copies of the new maps for the Commission's comments. Member Krause also asked the Commission to clear up some logistical questions in regard to property lines and trail blazes. Member Krause stated that Hampstead Print & Copy is offering great pricing for this project and have also agreed to a 20% discount for including their logo on the backside of the maps.

Member Krause provided the following cost breakdown:

- Graphic Design Total: \$250.00
  - \$150.00 for the first map
  - \$100.00 for the remaining six maps
- Map Printing Total: \$424.00
  - \$0.24 per map for 1,750 maps (250 maps for each of the seven trails)
- Sign Printing Total: \$364.00
  - \$13.00 per 8.5"x 11" sign (assuming four signs per trail)
  
- **Project Total: \$1,038.00**

Chair Wainwright expressed great thanks to Member Krause and stated how pleased he was with the effort put forth thus far; the Commission members echoed his sentiments.

## 8) **Brief Reports & Other Business:**

### a) Glyphosate Safety

Chair Wainwright stated that he came across some articles from the *New York Times* and noted the various conclusions different people can draw from reading the same data. Chair Wainwright indicated where to find these particular articles on the Commission's website and stated that there would be more discussion to follow on this topic. Chair Wainwright stated, finally, that he doesn't see how the Town's limited use of glyphosate on individual plants is anywhere near the level of concern as in the farming communities who use it on entire crop fields.

### b) Land Conservation Plan – Work to Begin in March – Grant “paperwork” not yet done

Chair Wainwright stated that there is much work to do towards this project but the work cannot begin until March due to grant paperwork that needs to be completed and any associated contract signatures.

### c) January 18, 2020 – Wildlife Tracking – Session is FULL! 2<sup>nd</sup> Session in February?

Chair Wainwright stated that twenty people have signed up to attend this session so it is now full. Chair Wainwright stated that although Emma Tutein cannot commit to running a second session, the Commission can run one on our own; the Commission agreed that a second session would be great.

### d) 3<sup>rd</sup> Saturday “Office Hours” Resume February 15, 2020

Chair Wainwright stated that the office hours will resume in February unless the Commission plans on guiding their own Wildlife Tracking session, in which case the office hours will resume in March.

### e) Spring Tree Giveaway – Update – Scott

Chair Wainwright stated that in speaking with Member Kukshel he determined that the order for tree seedlings has been placed and will cost the Commission just over \$200.00. Chair Wainwright stated that a good time to give the seedlings to residents would be during the Commission's office hours in April or May; the Commission agreed.

f) Deed Requirements Re: Hunting – Scott

Chair Wainwright stated that when the Commission works on the Land Conservation Plan, we need to revisit the topic of hunting and make sure to get a good map of what activities are allowed in which areas. Member Nenart stated that hunting must be allowed on federal lands. Chair Wainwright concurred with Member Nenart but could not remember to which town lands that regulation applied.

h) Conservation Easement Training –

- <http://sctv-17.com/CablecastPublicSite/show/13405?channel=1>

Chair Wainwright stated that Barbara Richter from the New Hampshire Association of Conservation Commissions gave a talk at the last Salem, New Hampshire Conservation Commission meeting; it can be viewed at the hyperlink above. Chair Wainwright expressed how informative it is especially for people unfamiliar with conservation easements.

i) Scouts: Barry Conservation Camp & Potential Eagle Projects – Bill

Member Steele stated that his initial mention of this opportunity to the scouts garnered some interest but no scouts stepped forward to put their name in. Chair Wainwright stated that the deadline to reserve a spot at this camp is February 3<sup>rd</sup>. Member Steele continued that he has since heard from three scouts who are interested in attending the camp so now the scout leaders are tasked with determining which scout is selected to attend.

Member Steele stated that he has an Eagle Scout candidate slated to do some work in the Sawyer Town forest which could include refurbishing foot bridges that are currently in disrepair. Chair Wainwright agreed and stated that the foot bridges should be made a priority over other projects in that area.

j) Adam Torres' Court of Honor – January 11, 2020 at 11:00AM

Chair Wainwright stated that Adam Torres, whose Eagle Scout project was to repair the town's canoe launch, will be having his Court of Honor at the Atkinson Community Center. Chair Wainwright also stated that he'll be in attendance.

k) Conservation Commission By-Laws

Chair Wainwright stated that the New Hampshire Association of Conservation Commissions' handbook recommends that each commission have its own by-laws. The last version of by-laws written for the Commission were written about 20 years ago. As a result, Chair Wainwright suggests that the Commission sit down and write some new by-laws some time in the near future.

**9) Next Meetings:**

The next two regular Conservation Commission meetings will be Mondays February 3<sup>rd</sup>, and March 2<sup>nd</sup>, 2020 at 7:00PM.

**9) Save the Date: NH ACC Annual Conference: Saturday, November 7, 2020**

**10) Adjournment:**

Chair Wainwright requested a motion to adjourn.

**Member Nenart made a motion to adjourn the January 6, 2020 meeting of the Atkinson Conservation Commission. Member Krause seconded the motion. Seven members of the Atkinson Conservation Commission voted in favor. Vote: 7/0/0.**

The meeting adjourned at 8:10PM.

Respectfully Submitted,

Zachary Gilberti, Recording Clerk

**Attachments:**

- a) Treasurer's Report
- b) draft 2020 budget
- c) Letter to the Planning Board concerning cluster development perimeter buffers.

Town of Atkinson Conservation Commission 2019 Budget Tracking

Account Number	Description	TM Approved 2019 Budget	What	Amount	Date Prepared	Date Submitted	Amount Submitted	YTD Total	YTD Unspent		
40.46111.110.00	RECORDING CLERK	\$ 998.00	Minutes, Dec 9, 2019	\$72.00	12/15/2019	12/16/2019	\$72.00				
			Minutes, Nov 4, 2019 (5 hr @ \$18/hr)	\$90.00	11/14/2019	11/15/2019	\$90.00				
			Minutes, Oct 7, 2019 (4 hr @ \$18/hr)	\$72.00	10/15/2019	10/15/2019	\$72.00				
			Minutes, Sep 9, 2019 (5 hr @ \$20/hr)	\$100.00	9/13/2019	9/13/2019	\$100.00				
			Minutes, Aug 5, 2019 (8 hr @ \$20/hr)	\$160.00	8/9/2019	8/9/2019	\$160.00				
			Minutes, Jan 7, 2019	\$82.50	1/14/2019		\$82.50	\$ 576.50			
			Budget Adjustment - removed					12/17/2019	\$ 226.50		remove \$ 421.50
			Budget Adjustment - removed			8/12/2019	\$195.00		\$ -		
40.45111.220.00	FICA .062	\$ 1.00	Minutes, Dec 9, 2019	\$4.46	12/15/2019	12/16/2019	\$4.46				
			Minutes, Nov 4, 2019	\$5.58	11/14/2019	11/15/2019	\$5.58				
			Minutes, Oct 7, 2019	\$4.46	10/15/2019	10/15/2019	\$4.46				
			Minutes, Sep 9, 2019	\$6.20	9/13/2019	9/13/2019	\$6.20				
			Minutes, Aug 5, 2019	\$9.92	8/9/2019	8/9/2019	\$9.92	\$ 30.63			
			Budget Adjustment - removed					12/17/2019	\$ 14.25		add (\$29.75)
			Budget Adjustment - added					8/12/2019	(\$44.00)		\$ 0.12
40.45111.225.00	Medicare .0145	\$ 1.00	Minutes, Dec 9, 2019	\$1.04	12/15/2019	12/16/2019	\$1.04				
			Minutes, Nov 4, 2019	\$1.31	11/14/2019	11/15/2019	\$1.31				
			Minutes, Oct 7, 2019	\$1.04	10/15/2019	10/15/2019	\$1.04				
			Minutes, Sep 9, 2019	\$1.45	9/13/2019	9/13/2019	\$1.45				
			Minutes, Aug 5, 2019	\$2.32	8/9/2019	8/9/2019	\$2.32	\$ 7.16			
			Budget Adjustment - removed					12/17/2019	\$ 3.70		add (\$6.30)
			Budget Adjustment - added					8/12/2019	(\$10.00)		\$ 0.14
40.46111.390.00	OTHER PROF SERVICES	\$ 2,500.00	Charlie Moreno - Sawyer Invasives Phase 2	\$487.50	12/9/2019	12/9/2019	\$487.50				
			RPC (Julie LaBranche) Cons Plan - Phase 1	\$750.00	10/2/2019	10/2/2019	\$750.00				
			Charlie Moreno - Sawyer Invasive - Phase 1	\$1,230.75	10/2/2019	10/2/2019	\$1,230.75				
			Minutes, July 1, 2019	\$84.00	7/26/2019	7/26/2019	\$84.00				
			Lavelle - Merrill Drive Survey	\$787.50	7/8/2019	7/8/2019	\$787.50				
			Charlie Moreno - Chadwick inspection	\$450.00	6/20/2019	6/20/2019	\$450.00				
			Minutes, June 3, 2019	\$90.00	6/18/2019	6/18/2019	\$90.00				
			Minutes, May 6, 2019	\$36.00	5/27/2019	5/27/2019	\$36.00				
			Minutes, Apr 1, 2019	\$132.00	4/24/2019	4/26/2019	\$132.00				
			Registry of Deeds (Tim)	\$3.00	3/26/2019	3/26/2019	\$3.00				
			Minutes, Mar 3, 2019	\$120.00	3/26/2019	3/26/2019	\$120.00				
			Minutes, Feb 4, 2019	\$156.00	2/21/2019	2/22/2019	\$156.00	\$ 4,326.75			
			Budget Adjustment - added					12/16/2019	\$ (256.75)		add \$ (1,826.75)
			Budget Adjustment - added					8/12/2019	(\$1,570.00)		\$ -
			40.46111.550.00	PRINTING AND BINDING	\$ 1.00	Copy Moose Plate Grant	\$118.20	12/15/2019	12/16/2019	\$118.20	\$ 118.20
Budget Adjustment - Added								12/17/2019	\$ (117.50)		
Budget Adjustment									\$ -		\$ 0.30
40.46111.560.00	DUES/SUBS/MEMBERSHIPS	\$ 400.00	NH ACC Dues (confirmed 10/2)	\$425.00	10/9/2019	10/10/2019	\$425.00				
			NH Ass'n of Natural Resource Scientists	\$20.00	3/26/2019	3/26/2019	\$20.00	\$ 445.00			
			Budget Adjustment - removed					12/16/2019	\$ 25.00		add \$ (45.00)
			Budget Adjustment - added					8/12/2019	\$ (70.00)		\$ -
40.46111.620.00	OFFICE SUPPLIES	\$ 1.00	Budget Adjustment - removed					\$ 1.00		remove \$ 1.00	
			Budget Adjustment					8/12/2019	\$ -		\$ -
40.46111.625.00	POSTAGE	\$ 1.00	Mail Moose Plate Grant	\$8.75	12/15/2019	12/16/2019	\$8.75				
			Somebody charged postage					\$ 0.71	\$ 9.46		add \$ (8.50)
			Budget Adjustment - Added					12/17/2019	\$ (8.50)		
			Budget Adjustment					8/12/2019	\$ -	\$ 0.04	
40.46111.650.00	CARE OF GROUNDS	\$ 3,000.00	Mowing - Dan	\$850.00	10/7/2019	10/10/2019	\$850.00				
			Supplies for gates - Dan	\$98.94	8/6/2019	8/6/2019	\$98.94				
			Gates and Posts - Dan	\$595.03	5/13/2019	5/13/2019	\$595.03				
			Sign Posts (from late December)	\$37.18	3/26/2019	3/26/2019	\$37.18				
			Registry of Deeds (Tim)- moved to Other Prof. Svcs								
			Terrain Navigator Pro License	\$361.00	3/26/2019	3/26/2019	\$361.00				
			Replacement float for Town Dock, -2%	\$126.89	1/24/2019	1/25/2019	\$124.35				
			Ebner reimbursement: Junction Markers	\$103.68	1/2/2019	1/7/2019	\$103.68	\$ 2,170.18			
			Budget Adjustment - removed					12/15/2019	\$ 100.80		remove \$ 829.80
			Budget Adjustment - removed					8/12/2019	\$ 729.00		\$ 0.02
40.46111.740.00	NEW EQUIPMENT	\$ 300.00	New Critter Camera - Paul	\$118.01	12/15/2019	12/17/2019	\$118.01				
			New Critter Camera - Tim	\$77.93	8/6/2019	8/6/2019	\$77.93				
			Stihl Hedge Trimmer, battery, and charger	\$449.96	hold for now						
			Budget Adjustment - removed					12/15/2019	\$ 195.94		remove \$ 104.00
			Budget Adjustment					8/12/2019	\$ -	\$ 0.06	
40.46111.820.00	MILEAGE	\$ 74.00	Meeting w/ Eben Lewis 1/2/19 - 98 mi + \$4	\$60.84	3/26/2019	3/26/2019	\$60.84	\$ 60.84		remove \$ 13.00	
			Budget Adjustment - removed					12/15/2019	\$ 13.00		
			Budget Adjustment					8/12/2019	\$ -		\$ 0.16
40.46111.840.00	SPECIAL PROGRAMS	\$ 1,000.00	Eagle Project - Adam Torres	\$87.40	9/10/2019	9/10/2019	\$87.40				
			Barry Conservation Camp	\$315.00	3/26/2019	3/26/2019	\$315.00	\$ 402.40			
			Budget Adjustment - removed					12/15/2019	\$ 22.50		remove \$ 597.50
			Budget Adjustment - removed					8/12/2019	\$ 575.00		\$ 0.10
40.46111.850.00	EDUCATION & CONFERENCES	\$ 250.00	Paul Wainwright - Cons Comm Handbook	\$13.00	12/15/2019	12/16/2019	\$13.00				
			Paul Wainwright - Invasives Academy	\$65.00	12/15/2019	12/16/2019	\$65.00				
			Paul Wainwright - NH ACC Conference	\$60.00	12/15/2019	12/16/2019	\$60.00				
			Denise Legault - NH ACC Conference	\$60.00	11/4/2019	11/4/2019	\$60.00				
			Dennis Krause - NH ACC Conference	\$60.00	11/4/2019	11/4/2019	\$60.00				
			Jeff Nenart - NHACC Conference	\$60.00	11/4/2019	11/4/2019	\$60.00				
			Bill Steele - NH ACC Conference	\$60.00	10/8/2019	10/11/2019	\$60.00	\$ 378.00			
			Budget Adjustment - Added					12/17/2019	\$ (128.00)		add \$ (128.00)
			Budget Adjustment					8/12/2019	\$ -	\$ -	
40.46111.875.00	SIGNS	\$ 500.00	Conservation Easement Boundary Markers	\$304.77	1/28/2019	1/29/2019	\$304.77	\$ 304.77		remove \$ 195.00	
			Budget Adjustment					12/17/2019	\$ -		
			Budget Adjustment - removed					8/12/2019	\$ 195.00		\$ 0.23
<b>TOTALS</b>		<b>\$ 9,027.00</b>					<b>\$ 9,025.83</b>	<b>\$ 1.17</b>	<b>\$ -</b>		

## Town of Atkinson Conservation Commission Proposed 2020 Budget

Account Number	Description	TM Approved 2019 Budget	Proposed 2020 Budget	Notes	\$ Increase	% Increase
40.46111.110.00	RECORDING CLERK	\$ 998	\$ 1,680	7 hours per month	\$ 682	68%
40.45111.220.00	FICA .062	\$ 1	\$ 105	0.062	\$ 104	
40.45111.225.00	Medicare .0145	\$ 1	\$ 25	0.0145	\$ 24	
40.46111.390.00	OTHER PROF SERVICES	\$ 2,500	\$ 2,500		\$ -	
40.46111.550.00	PRINTING AND BINDING	\$ 1	\$ 500	from Care of Grounds	\$ 499	to print new trail maps
40.46111.560.00	DUES/SUBS/MEMBERSHIPS	\$ 400	\$ 450	NH ACC dues increase	\$ 50	13%
40.46111.620.00	OFFICE SUPPLIES	\$ 1	\$ 1		\$ -	
40.46111.625.00	POSTAGE	\$ 1	\$ 1		\$ -	
40.46111.650.00	CARE OF GROUNDS	\$ 3,000	\$ 2,500	Move \$500 to Printing	\$ (500)	
40.46111.740.00	NEW EQUIPMENT	\$ 300	\$ 300		\$ -	
40.46111.820.00	MILEAGE	\$ 74	\$ 74		\$ -	
40.46111.840.00	SPECIAL PROGRAMS	\$ 1,000	\$ 1,000		\$ -	
40.46111.850.00	EDUCATION & CONFERENCES	\$ 250	\$ 250		\$ -	
40.46111.875.00	SIGNS	\$ 500	\$ 500		\$ -	
<b>TOTALS</b>		<b>\$ 9,027.00</b>	<b>\$ 9,886.00</b>		<b>\$ 859</b>	<b>10%</b>

Recording Clerk Total	\$ 1,810
% of budget	18%



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

January 6, 2020

Atkinson Planning Board  
21 Academy Avenue  
Atkinson, NH 03811

**Re: Motion of support for the revisions to the Cluster Development Perimeter Buffer zoning requirements.**

Dear Chairman –

At our meeting on January 6, 2020, the Atkinson Conservation Commission passed the following motion in support of the proposed zoning changes to the perimeter buffer and open space requirements for cluster developments:

**Jeff Nenart moved to endorse the proposed changes to zoning section 600 that define perimeter buffer and open space requirements for cluster developments, and to highly commend the Planning Board for its timely and thorough review of this matter. Denise Legault seconded. The motion passed 6/0/1.**

Sincerely,



Paul Wainwright, Chair

Atkinson Conservation Commission  
email: [conservation@atkinson-nh.gov](mailto:conservation@atkinson-nh.gov)

Copy to :

Sue Coppeta, Town of Atkinson Planning and Zoning Administrator