

**Atkinson Conservation Commission Minutes
Wednesday, September 22, 2021, 7:00 PM
Atkinson Town Hall**

Approved October 27, 2021

Members Present:

Paul Wainwright, Chair
Bill Steele, Vice Chair
John Fournier
Scott Kukshel
Suzie Newman
Pete McVay, Secretary (arrived late)
Hannah Fried, Alternate
Denise Legault, Alternate

Others Present:

Bob Worden, Selectman Liaison
Charlie Moreno, Consulting Forester (via telephone)
ACTV Station Manager, Dave Williams

1. Call to Order, and Attendance:

Chair Paul Wainwright called the meeting to order in person at Atkinson Town Hall at 7:03PM on Wednesday, September 22nd, 2021. Chair Wainwright took attendance and noted that all Members are present with the exception of Members Nenart and McVay (who arrived late), and Alternate Chrétien. Alternates Fried and Legault will be voting, at least until Pete arrives.

2. Review and approval of minutes:

a. August 25, 2021 Public

Chair Wainwright presented the minutes of the August 25, 2021 public meeting and asked for comments of corrections, there were none.

Vice Chair Steele made a motion to approve the meeting minutes of the August 25, 2021 public session of the Atkinson Conservation Commission, as written. Member Fried seconded the motion. Member Kukshel abstained from the vote because he was not in attendance. Vote: 6/0/1.

b. August 25, 2021 Non-Public

Chair Wainwright presented the minutes of the August 25, 2021 non-public meeting and asked for comments of corrections, there were none.

Member Fournier made a motion to approve the meeting minutes of the August 25, 2021 non-public session of the Atkinson Conservation

Commission, as written. Member Newman seconded the motion. Member Kukshel abstained from the vote because he was not in attendance. Vote: 6/0/1.

c. August 31, 2021

Chair Wainwright presented the minutes of the August 31, 2021 site walk with Charlie George and asked for comments or corrections, there were none.

Member Fournier made a motion to approve the meeting minutes of the August 31, 2021 public site walk of the Atkinson Conservation Commission, as written. Member Legault seconded the motion. Members who were not present at the site walk abstained. Vote: 3/0/4.

d. September 18, 2021

Chair Wainwright presented the minutes of the September 18, 2021 site walk and noted one spelling error to be corrected.

Member Fournier made a motion to approve the meeting minutes of the September 18, 2021 public site walk of the Atkinson Conservation Commission, as amended above. Member Fried seconded the motion. Members who were not present at the site walk abstained. Vote: 3/0/4.

3. **Treasurer's report:**

Chair Wainwright produced the latest Treasurer's report (a copy is attached to these minutes) and stated that there is about \$800 left in our 2021 Operating Budget that is not already committed.

Chair Wainwright continued that Dennis Krause has reported that we are low on some of the trail maps, so some of these funds may go towards trail map reprinting. Chair Wainwright stated that Member Krause will also be looking into pricing for printing QR codes to be posted at the trail entrances so hikers can scan the code and access the maps from their cell phones.

Chair Wainwright continued that if there are funds left over, he may look into some weed-pulling tools to be used in the effort against invasive plants.

4. **The "Worden Report":**

Selectman Liaison Bob Worden stated his thanks for the training presentation given at the Fire Station on September 9, which completes his program to have emergency plans for all Town trails for Atkinson First Responders. Mr. Worden asked how the Budget Committee meeting went in regards to the proposed budget for next year, and Chair Wainwright responded that it went well. Chair Wainwright continued that he will be at the October 5th Budget Committee

meeting to see what they actually recommend for next year, and he will work to convince them that a level-funded Conservation Commission budget is wise for the Town.

Mr. Worden stated that he has been working to secure ARPA Funds, and thinks that they may be able to be used towards a wheelchair accessible trail in Town, as previously discussed. Mr. Worden also stated that he & Charlie George will be holding a fundraising Comedy Night, with 100% of proceeds going to the Town; 50% to the Conservation Commission, and 50% to the Recreation Commission. Mr. Worden continued that this event will be held on Friday, October 22nd at 7:00, at Charlie's Country Barn – 6 Upland Road, and tickets can be purchased online at EventBrite.

5. Selective Cut on Stickney – Review & Approve Consulting Forester Proposal

Chair Wainwright produced the proposal received from Consulting Forester Charlie Moreno – a copy of the proposal is attached to these minutes. Chair Wainwright called Mr. Moreno on speaker phone so he could speak about the proposal. Mr. Moreno stated that the project includes two phases; preparation and project management. Mr. Moreno continued that the preparation portion of the project includes a site walkthrough of the forest to find a suitable access point, to locate & demarcate property lines, and to mark which trees should be cut. Mr. Moreno continued that the project management portion of the project includes showing the site to different loggers to bid on the job, supervision of the harvest, and preparing the final report to explain how the project went.

Member Newman asked how they decide which trees are good to cut versus keep, and Mr. Moreno responded that there are many variables that go into this equation but some of the most important factors are the health of the tree and the spacing of the trees. Mr. Moreno continued that he tries to see what the forest will look like 25, 50 & 100 years in the future to ensure it stays healthy and thriving. Mr. Moreno stated that there are two permits necessary to complete this work, and the Selectman will need to be consulted for approval to ensure the timber tax is not charged to the Town. Mr. Moreno stated that they are targeting this winter to complete the project. Chair Wainwright stated that the work agreement estimate is \$4,550, and the Commission had a brief discussion on how the payments will work – in short, the cost of the cut is usually covered by the revenue from timber sales to saw mills.

Member Kukshel made a motion to accept Charlie Moreno's plan to manage the forest maintenance on the Stickney Town Forest, which is estimated to cost \$4,550. Vice Chair Steele seconded the motion. Vote: 7/0/0

6. Short Reports and Discussions

a. Trails and Maps – Dennis

Chair Wainwright stated that Member Krause will be looking into the pricing for printing another run of maps. Vice Chair Steele stated that he has received positive feedback from residents in regard to having these maps available for use.

b. “Bow Hunting Only” Signs – Need Volunteers to Install

Chair Wainwright stated that these signs have arrived and need to be installed. Chair Wainwright continued that he’s assigned the project to Vice Chair Steele to choose appropriate locations for the signs and to install them but Bill will need some volunteers to help install them.

c. BioBlitz Report – Monique

Chair Wainwright stated that the BioBlitz program is ongoing and residents are encouraged to participate through the “iNaturalist” phone application.

d. Milkweed Pod Collection – Suzie

Chair Wainwright stated that the second annual pollinator pathways event will be happening next year, and it starts with the collection of milkweed pods. Member Newman stated that she has received approval to put out collection baskets in Town Hall, the Community Center, the Kimball Library, and at Freshwater Farms where residents can drop off their collected milkweed pods. Member Newman stated that if the milkweed pods have “popped” they are ready for collection. Member Newman continued that if the pods have not yet popped, you can open the pods to see the color of the seeds; a rich, dark brown color indicates the pods are ready for collection. Member Newman stated, finally, that she has already confirmed that Freshwater Farms will once again host the seed distribution event in the spring after all the pods have been collected and prepared.

e. *Wild Atkinson* – Status and Next Steps – Pete, Scott, Bill and Dave Williams

ACTV Station Manager Dave Williams joined the conversation and stated that he took the audio & video files to be compiled and went through them to piece them together. Mr. Williams continued that he still has some more work to do to fix the timing of the final cut, and he needs the original fonts used by Member McVay in order to complete the video. Mr. Williams stated that in a few days, he’ll be ready to sit down with Members McVay, Kukshel & Steele to preview the work he has done to ensure it matches their vision. Chair Wainwright asked if the video would be ready for

preview at the next meeting, D. Williams stated that, theoretically, this is possible.

f. RCCD Invasives Control on Sawyer

Chair Wainwright stated that he and a few Members just went through the invasive plant training with RCCD earlier in the day, which was fascinating and opened his eyes to a lot more invasive species in the Caroline Orr land that he was previously unaware of. Chair Wainwright continued that RCCD has completed the herbicide treatment on the Sawyer land and they will soon produce a report to explain what they did and which herbicides they used. They will also return to this land in a few weeks to report on what effects they see as a result of this treatment. Chair Wainwright stated that RCCD recommends not mowing the 4H field to give the herbicides time to work effectively.

g. Field Mowing Plans

Chair Wainwright stated that he will be contacting Jim Lavoie about mowing the other two fields in Town (Caroline Orr & the Bonin Field). Since the 4H field does not need to be mowed, the Town will save a little bit of money this year. Chair Wainwright stated that he will ask Mr. Lavoie to mow as late into October or even early November, if possible.

h. Moose Plate Land Conservation Plan – Paul

Chair Wainwright stated that this work is coming along well, and he recently met with the Rockingham Planning Commission who are producing a whole new set of natural resource inventory maps which, will be very valuable during the planning and co-occurrence mapping phase of this project. Chair Wainwright continued that this work will all be updated in the GRANIT database and should update the tax maps as well.

i. Other Reports?

Chair Wainwright stated that Jim Lavelle is overloaded with work, and as a result will not be able to help in the design phase of the ADA handicap-accessible trail. Chair Wainwright continued that he has reached out to Steve Keach who may be able to help with the design, and has agreed to send pricing for this work.

7. Other Business:

There was none.

8. Upcoming Public Hearing - September 29, 2021 at 7:30PM

The Public Hearing will be to consider spending money from the Conservation Fund to facilitate a conservation easement on Dean & Sue Killam's land.

Chair Wainwright stated that he went for a site walk last weekend on this land and mentioned how gorgeous the land is and how lucky the Town is for being gifted a conservation easement on the land in perpetuity. Chair Wainwright continued that some of the neighbors are concerned about the possibility of a public nuisance relating to parking, but after speaking with SELT, he confirmed that this land would not be advertised as public trails, although the land will not be posted against public access.

9. Next Regular Meeting: October 27, 2021, at 7:00PM

10. Hold the Date: NH ACC Annual Conference will be Saturday, November 6, 2021 via Zoom

11. Discussion of November and December Meeting Dates

Chair Wainwright stated that the November meeting is scheduled for the night before Thanksgiving, and the December meeting is scheduled for the 22nd, which is just before Christmas. Chair Wainwright continued that he will try to keep the business to only pressing matters in order to keep the meetings brief, and will likely cancel the December meeting unless there is something important to vote on such as accepting a piece of land.

12. Non-Public Session Under RSA 91-A:3, II (d) for the consideration of the acquisition of land

Member Fried made a motion to go into a non-public session under RSA 91-A:3, II (d) for the consideration of the acquisition of land. Vice Chair Steele seconded the motion. Vote: 7/0/0

Minutes of the non-public session are contained in a separate document.

Member Steele made a motion to close the non-public session. Member Fournier seconded the motion. The motion carried 7/0/0.

The meeting resumed in public session.

Member Steele made a motion to seal the minutes of the non-public session. Member Newman seconded the motion. The motion carried, 7/0/0.

13. Adjournment

Vice Chair Steele made a motion to adjourn the meeting. Member McVay seconded the motion. Vote: 7/0/0.

The meeting adjourned at 8:35PM.

Respectfully Submitted,

Zachary Gilberti, Recording Clerk

Attachments:

Treasurer's Report
Consulting Forester Moreno's forest management proposal

Town of Atkinson Conservation Commission 2021 Expenditure Tracking

Account Number	Description	TM Approved 2019 Budget	What	Amount	Date Prepared	Date Submitted	Amount Submitted	YTD Total	YTD Unspent	
			Rounding				\$ -			
			Sep x2 + Oct + Nov	24	\$440.64					
			August 2021 Minutes	5.5	\$100.98	8/27/2021	8/27/2021	\$100.98		
			July 2021 Minutes	6.5	\$119.34	8/9/2021	8/9/2021	\$119.34		
			June 2021 Minutes	5.5	\$100.98	7/16/2021	7/16/2021	\$100.98		
			May 2021 Minutes	5	\$91.80	5/17/2021	5/17/2021	\$91.80		
			April 2021 Minutes	5.5	\$100.98	5/17/2021	5/17/2021	\$100.98		
			March 2021 Minutes	6	\$110.16	4/16/2021	4/16/2021	\$110.16		
			February 2021 Minutes	4	\$73.44	3/12/2021	3/12/2021	\$73.44		
			January 2021 Minutes	4.5	\$82.62	2/8/2021	2/8/2021	\$82.62		
	Rate -->	18.36	December 2020 Minutes	5.5	\$100.98	1/7/2021	1/7/2021	\$100.98	\$ 881.28	remove
			Budget Adjustment - removed			00/00/2020		\$ -	\$ -	\$ -
40.46111.110.00	RECORDING CLERK	\$ 1,200.00	Budget Adjustment - removed			12/7/2020		\$ -	\$ -	\$ 318.72
			Rounding				\$ (0.01)			
			Sep x2 + Oct + Nov		\$27.32					
			August 2021 Minutes		\$6.26	8/27/2021	8/27/2021	\$6.26		
			July 2021 Minutes		\$7.40	8/9/2021	8/9/2021	\$7.40		
			June 2021 Minutes		\$6.26	7/16/2021	7/16/2021	\$6.26		
			May 2021 Minutes		\$5.69	5/17/2021	5/17/2021	\$5.69		
			April 2021 Minutes		\$6.26	5/17/2021	5/17/2021	\$6.26		
			March 2021 Minutes		\$6.83	4/16/2021	4/16/2021	\$6.83		
			February 2021 Minutes		\$4.55	3/12/2021	3/12/2021	\$4.55		
			January 2021 Minutes		\$5.12	2/8/2021	2/8/2021	\$5.12		
			December 2020 Minutes		\$6.26	1/7/2021	1/7/2021	\$6.26	\$ 54.63	remove
			Budget Adjustment - removed			12/17/2019		\$ -	\$ -	\$ -
40.46111.220.00	FICA .062	\$ 75.00	Budget Adjustment - removed			12/7/2020		\$ -	\$ -	\$ 20.37
			Rounding				\$ (0.01)			
			Sep x2 + Oct + Nov		\$6.39					
			August 2021 Minutes		\$1.46	8/27/2021	8/27/2021	\$1.46		
			July 2021 Minutes		\$1.73	8/9/2021	8/9/2021	\$1.73		
			June 2021 Minutes		\$1.46	7/16/2021	7/16/2021	\$1.46		
			May 2021 Minutes		\$1.33	5/17/2021	5/17/2021	\$1.33		
			April 2021 Minutes		\$1.46	5/17/2021	5/17/2021	\$1.46		
			March 2021 Minutes		\$1.60	4/16/2021	4/16/2021	\$1.60		
			February 2021 Minutes		\$1.06	3/12/2021	3/12/2021	\$1.06		
			January 2021 Minutes		\$1.20	2/8/2021	2/8/2021	\$1.20		
			December 2020 Minutes		\$1.46	1/7/2021	1/7/2021	\$1.46	\$ 12.77	remove
			Budget Adjustment - removed			12/17/2019		\$ -	\$ -	\$ -
40.46111.225.00	Medicare .0145	\$ 20.00	Budget Adjustment - removed			12/7/2020		\$ -	\$ -	\$ 7.23
			Natural Resource Inventory for land purchase		\$1,850.00					
			Survey for land purchase		\$500.00					
			Charlie Moreno - timber appraisal on 20-37-1		\$318.75	2/11/2021	2/11/2021	\$318.75	\$ 318.75	add
			Budget Adjustment - added			12/16/2019		\$ -	\$ -	\$ -
40.46111.390.00	OTHER PROF SERVICES	\$ 2,500.00	Budget Adjustment - added			12/7/2020		\$ -	\$ -	\$ 2,181.25
			Hamp Print & Copy - Trail Maps & Brochure		\$453.16	5/17/2021	5/17/2021	\$453.16		
			Hamp Print & Copy - Trail Maps & Brochure		\$336.00	2/18/2021	2/18/2021	\$336.00		
			Hamp Print & Copy - Marshall brochure		\$50.00	2/3/2021	2/3/2021	\$50.00	\$ 839.16	add
			Budget Adjustment - Added			12/17/2019		\$ -	\$ -	\$ -
40.46111.550.00	PRINTING AND BINDING	\$ 1,000.00	Budget Adjustment - added			12/7/2020		\$ -	\$ -	\$ 160.84
			NHACC Dues - per Barbara R 9/7/2021		\$425.00			\$ -	\$ -	add
			Budget Adjustment - removed			12/16/2019		\$ -	\$ -	\$ -
40.46111.560.00	DUES/SUBS/MEMBERSHIPS	\$ 500.00	Budget Adjustment - added			8/12/2019		\$ -	\$ -	\$ 500.00
			Budget Adjustment - removed			12/16/2019		\$ -	\$ -	remove
40.46111.620.00	OFFICE SUPPLIES	\$ 1.00	Budget Adjustment - removed			12/7/2020		\$ -	\$ -	\$ 1.00
			Budget Adjustment - Added			12/17/2019		\$ -	\$ -	add
40.46111.625.00	POSTAGE	\$ 1.00	Budget Adjustment - added			12/7/2020		\$ -	\$ -	\$ 1.00
			Mowing of Fields (4H Field excluded)		\$600.00					
			Stone for culvert repair							
			Pipe for culvert replacement on Sawyer		\$759.50	8/19/2021	8/19/2021	\$759.50		
			Corrected Bojndary Markers		\$445.50	7/9/2021	7/12/2021	\$445.50		
			Conservation Land Boundary Markers			Order re-done				
			Easement Boundary Markers		\$523.60	6/22/2021	6/22/2021	\$523.60	\$ 1,728.60	add
			Budget Adjustment - removed			12/15/2019		\$ -	\$ -	\$ -
40.46111.650.00	CARE OF GROUNDS	\$ 2,500.00	Budget Adjustment - removed			12/7/2020		\$ -	\$ -	\$ 771.40
			Budget Adjustment - removed			12/15/2019		\$ -	\$ -	remove
40.46111.740.00	NEW EQUIPMENT	\$ 300.00	Budget Adjustment - removed			12/7/2020		\$ -	\$ -	\$ 300.00
			Budget Adjustment - removed			12/15/2019		\$ -	\$ -	remove
40.46111.820.00	MILEAGE (2021 rate: \$0.56 per mile)	\$ 39.00	Budget Adjustment - removed			12/7/2020		\$ -	\$ -	\$ 39.00
			Legal Notice for September 29 Public Hearing		\$184.25					
			Barry Conservation Camp - Jake Martineau			Cancelled - Check returned 7/12/2021				
			Jack Carrubba - Eagle project (estimate)		\$94.03					
			Acrylic holders for Ryan Torris' Eagle project		\$56.04	3/12/2021	3/12/2021	\$56.04	\$ 56.04	remove
			Budget Adjustment - removed			12/15/2019		\$ -	\$ -	\$ -
40.46111.840.00	SPECIAL PROGRAMS	\$ 1,000.00	Budget Adjustment - removed			12/7/2020		\$ -	\$ -	\$ 943.96
			Tuition for NHACC Annual Meeting - \$35	7	\$245.00					
			NHACC Handbooks for Monique and Hannah		\$20.00	4/20/2021	4/20/2021	\$20.00	\$ 20.00	add
			Budget Adjustment - Added			12/17/2019		\$ -	\$ -	\$ -
40.46111.850.00	EDUCATION & CONFERENCES	\$ 250.00	Budget Adjustment - added			12/7/2020		\$ -	\$ -	\$ 230.00
			Bow Hunting Only signs (12)		\$408.00	9/15/2021	9/15/2021	\$408.00		
			Replacement signs for Marshall TF vandalism		\$30.00	4/16/2021	4/16/2021	\$30.00		
			Revised Sawyer trails plastic signs		\$38.92	2/24/2021	2/24/2021	\$38.92	\$ 476.92	add
			Budget Adjustment			12/17/2019		\$ -	\$ -	\$ -
40.46111.875.00	SIGNS	\$ 500.00	Budget Adjustment - added			12/7/2020		\$ -	\$ -	\$ 23.08
			TOTALS		\$ 9,886.00			\$ 4,388.15	\$ 5,497.85	\$ -

Charles Moreno, LPF
Consulting Forester
PO Box 60
Center Strafford, NH 03815

PROFESSIONAL WORK AGREEMENT

September 16, 2021

Landowner:
Town of Atkinson
c/o Atkinson Conservation Commission
21 Academy Avenue
Atkinson, NH 03811

Job: Preparation and Project Management for
Forest Improvement Harvest

Location: 25± accessible acres of the 34± acre Stickney Lot
parcel complex off NH Route 111 & Stickney Road in Atkinson, NH.
Atkinson Tax Map 20, Lots 35 and 15-1; Map 23, Lots 40 and 91.

Project Task Description:

- I. **Preparation of Forest Improvement Harvest**
 - a) **Property reconnaissance** to view forest conditions & project logistics.
 - b) **Access logistics:** Landing location.
 - c) **Location and demarcation** (painting) of common **property lines** adjacent to project area.
 - d) **Selection and marking** of trees to harvest for forest health, regeneration, habitat enhancement.
 - e) Preparation of **Wetland Notification permit**. (Maps, NHB Data Check). This is logger's permit, and logger is fully responsible for compliance.
- II. **Administration of Forest Improvement Harvest**
 - a) **Showing(s)** of operation.
 - b) Prepare bid forms. Prepare bid compilation. Review with Conservation Commission (ACC)
 - c) Negotiation and preparation of **logging contract**.
 - d) **Supervision** of harvest operation (6± visits).
 - e) **Communications** with ACC, logger to manage project.
 - f) Cost/revenue **accounting** and final review.

Professional Service Fees: (Estimated cost \$4,550±)

Moreno Forestry personnel @ \$75/hr.

Part I: Projected as 27.5± hours, with \$150± materials (paint). Projected cost: \$2,350±.


Part II: Projected as 27.5± hours. Total projected cost: \$2,200±.

Service Quotation and Conditions:

- I. Billing for Harvest Preparation and Administration, Part I and II, to be made at the time of the logging operation, when stumpage payments are received from logger or mill.
- II. Logger stumpage payments will be supervised by Charles Moreno, via an escrow account. Charles Moreno will deduct above quoted fees and submit stumpage balance to the Landowner, with full accounting.
- III. Stumpage revenue received by the Landowner depends on types of forest products, timber volume harvested, and price received for timber.
- IV. The Landowner will reimburse Charles Moreno for professional and administrative time spent on this project if the Landowner cancels or postpones project after professional services have been initiated.
- V. Deviation from above outlined project tasks, or additional requested project tasks, may cause an increase in project cost, if professional hours or materials used exceed those projected above.

Acceptance Signatures:

Town of Atkinson, New Hampshire Date



Charles Moreno, LPF Date
Consulting Forester, Center Strafford, NH 03815

Town of Atkinson, New Hampshire Date

Stickney Lot, Town of Atkinson

Forestry Time Estimate -- 25+/- Acre Harvest

9/16/2021

Task	Hours	Notes
I. Project Preparation		
Planning, Reconnaissance	1	>Walk site, review forest conditions, timber value, and tree health.
Access	0.5	> Determine feasible landing sites and woodlot layout.
Property Lines	4	>Approx 1,500 feet of property line--locate and mark (painted).
Tree Marking	18	>Selection and marking of trees for harvest--25+/- acres (for forest improvement)
Timber Summary	1	>Compile volume of marked sawtimber trees
Harvest Permits:		
Intent to Cut/Report of Cut	1.5	>Preparation
Wetlands	1.5	For stream crossings, if needed: >(Notification permit preparation, Natural Heritage Bureau data check, required maps.)
PART I TOTAL	27.5	estimated hours

II. Project Management

Project showing(s)	6	>2+/- hours per <i>showing</i> (calls, scheduling, field meeting and walk-through).
Bid Summary	3	>Prepare bid forms. After showings, compile bid summary, and Zoom review with ACC.
Logging Contract	2.5	>Negotiate and Prepare logging contract.
Supervise harvest	10	>Multiple visits (1.75 to 2 hrs/visit)
Communications	1	>Multiple calls, texts, emails to manage project
Accounting	3	>Organize, examine, and summarize timber payments and receipts received from logger.
Final Review	2	>Final accounting and project review meeting with Conservation Commission (ACC).
PART II TOTAL	27.5	estimated hours