

**Atkinson Conservation Commission Minutes
Wednesday, November 24, 2021, 7:00 PM
Atkinson Town Hall**

Approved January 26, 2022

Members Present:

Paul Wainwright, Chair
Bill Steele, Vice Chair
Pete McVay, Secretary
John Fournier
Suzie Newman
Monique Chrétien, Alternate

Others Present:

Charlie & Garrick Pitts
Jessica & Micah Satrape
Katherine & Adam McDougale
Nicole & Charlotte Pitts
Tanya & Cole Dube
Anna Newman

1. Call to Order, and Attendance:

Chair Paul Wainwright called the meeting to order in person at Atkinson Town Hall at 7:00PM on Wednesday, November 24th, 2021. Chair Wainwright took attendance and all members are present with the exception of Members Nenart & Kukshel; Alternate Member Chrétien will be voting in their stead.

2. Review and approval of minutes:

a. October 27, 2021 Public

Chair Wainwright presented the minutes of the October 27, 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 September 22, 2021 public session of the Atkinson Conservation Commission, as written. Member Fournier seconded the motion. Member McVay abstained from the motion. Vote: 5/0/1

b. October 27, 2021 Non-Public

Chair Wainwright presented the minutes of the October 27, 2021 non-public meeting and asked for comments of corrections, there were none.

Vice Chair Steele made a motion to approve the meeting minutes of the October 27, 2021 non-public session of the Atkinson Conservation Commission, as written. Member Fournier seconded the motion. Members McVay & Chretien abstained from the motion. Vote: 4/0/2

3. Treasurer's report:

Chair Wainwright produced the latest Treasurer's report and stated that there are about \$700.00 left in the budget for the rest of the year. Chair Wainwright continued that these funds are not earmarked for any specific purpose but he does have receipts for some Commission expenses that he paid for out-of-pocket for which he will take reimbursement. Chair Wainwright stated that after this reimbursement, the budget will be just about fully expended.

4. Duck Nesting Boxes – Cub Scout Pack 95

Chair Wainwright introduced the Cub Scouts of Pack 95 and welcomed them to speak about their duck nesting box project. The Cub Scout Pack Leader, Charlie Pitts, stated that the Scouts have put together some facts about Wood Ducks that the Scouts would like to present, and then they'd like to propose some potential locations for placement of these boxes, if approved by the Commission. Mr. Pitts continued that they began this project to be able to give back to the community, and stated that since the Commission does so much for the community as well, they chose a project that would fit in with our mission. The Cub Scouts read a few facts about Wood Ducks and Mr. Pitts gave a demonstration of how the nesting boxes were designed.

Mr. Pitts stated that Wood Ducks begin building their nests in March, so they'd like to install these nesting boxes in late January or early February. The Commission suggested installing the posts now before the ground freezes, and then the nesting boxes could be installed on the posts in January or February. Mr. Pitts continued that they'd like to install two of the nesting boxes in the Slade Town Forest off of Pope Road, one box on the Sawmill Swamp, and then one box could go in another location that the Commission saw fit. Chair Wainwright suggested the pond behind Woodlock Park on the opposite side of the trails. Mr. Pitts welcomed the Commission's help in picking the exact locations at these sites. Vice Chair Steele & Member Newman volunteered to help the Cub Scouts find suitable locations to place these nesting boxes.

Chair Wainwright stated that the Commission is in agreement with this project and the Cub Scouts should feel free to move forward with the nesting box installation with Member Newman & Vice Chair Steele's guidance on specific locations. Mr. Pitts stated that the Cub Scouts worked hard on this project and they are excited to give back to the Commission and the community. The Commission thanked the Cub Scouts for their hard work and their contribution.

5. Proposal for ADA-Compliant Trail: Surveying and Planning Proposal

Chair Wainwright asked the Commission for comments on the ADA compliant Trail proposal that he has received from Town Engineer Steve Keach. Chair Wainwright stated that for about a year, the Commission has been discussing the value of having trails in Town that people with disabilities can enjoy. Chair

Wainwright continued that the Slade Town Forest has been identified as a prime location for this type of trail because it is relatively flat and there are currently no trails on this land.

Chair Wainwright stated that the Commission has asked Steve Keach, the Town Engineer, to come up with a proposal which included surveying, planning, and designing of a suitable ADA compliant trail. Chair Wainwright continued that the proposal to complete this engineering work came to \$17,500.00 which he feels is quite reasonable for this kind of work.

Chair Wainwright stated that the Commission plans to pay for this work with funds from the American Rescue Plan Act (ARPA) since they are to be used for pandemic-related projects. Chair Wainwright continued that this project is classified as pandemic-related since hiking the trails were one of the only activities that was available to residents during the height of the pandemic, but people with disabilities were not able to use them.

Chair Wainwright stated that there are a few tasks involved in planning and designing this trail. Chair Wainwright continued that the first task is to produce an "existing conditions plan," which surveys the Slade Town Forest for boundaries, topographical slopes, and any wetlands in the area. Chair Wainwright continued that the second task is "planning and schematic design," which is identifying how the trail should be designed and what sort of features should be included. Chair Wainwright continued that the third task is to actually design the trail in compliance with all of the ADA standards. Chair Wainwright stated that once the trail is fully designed, the Commission can put the work out to bid for builders to actually build the trail. Chair Wainwright stated that the final task, which Keach & Nordstrom have agreed to assist with, is evaluating the bidders to help the Town identify the builder which is best suited to complete this project. Chair Wainwright stated that all of this planning & design work will cost \$17,500.00, and he will suggest to the Board of Selectmen to budget an additional \$1,000.00 allocated to this project in case any unexpected expenses come up along the way.

Member Chretien stated her reservations about cutting more trees on Town Forest land, but she sees the value of creating trails that everyone can enjoy. The Commission had a brief discussion about minimizing the number of trees cut to implement this trail.

Vice Chair Steele made a motion to recommend that the Selectmen accept the proposal from Steve Keach dated November 24, 2021 for the surveying, design and project management services relating to the construction of an ADA-compliant trail in the Slade Town Forest, and to authorize the Chair to prepare a cover letter to the Board of Selectmen recommending the project be included in the Town's American Rescue Plan program. Member McVay seconded the motion. Vote: 6/0/0

6. **Beckhorn Gift of Land on Boulder Cove Road**

Chair Wainwright stated that Susan Beckhorn has donated a 9-acre parcel of land, and the Selectmen have voted to accept this land donation as Town property. Chair Wainwright continued that the deed has been written, signed, notarized and is currently in the Town Attorney's office to be recorded in the registry of deeds by next week. [This deed was recorded on November 29, 2021, and can be found at the Rockingham County Registry of Deeds, Book 6358, Page 1010.] Chair Wainwright stated that the Commission just needs to make a motion to formally accept this gift of land and a motion to pay the closing costs of \$1,649.00. Chair Wainwright continued that the Commission also needs to vote to authorize him to sign any IRS forms associated with the acceptance of this donation.

a. **Vote to Accept the Gift**

Member McVay made a motion, pursuant to NH RSA 36-A:4, to accept the gift from Susan Beckhorn of the 9-acre parcel shown on Tax Map 20 Lot 37-1, to be administered under the supervision and control of the Atkinson Conservation Commission, and to be managed as permanent woodland and wildlife habitat in perpetuity. Member Fournier seconded the motion. Vote: 6/0/0

b. **Vote to Pay Closing Costs**

Vice Chair Steele made a motion to pay \$1,649 in closing costs for the Beckhorn land, said funds to be paid from the Conservation Fund. Member Newman seconded the motion. Vote: 6/0/0

c. **Vote to Authorize Chair to Sign IRS Forms**

Member Chretien made a motion to authorize the Chair to provide documentation needed by Susan Beckhorn's tax advisor substantiating the charitable nature of her gift of land and our qualifications to receive and manage such a gift, and to sign any IRS forms attesting to our acceptance of the gift and our commitment to manage the land as permanent open space. Vice Chair Steele seconded the motion. Vote: 6/0/0

Chair Wainwright stated that the land has been surveyed and there are a number of encroachments. Chair Wainwright continued that, at this time, he has no plans of resolving these encroachments but they will be documented. Commission members were in consensus that the abutters should be informed of any encroachments, and be asked to not encroach any further than they already have. The Commission had a brief discussion about how to move forward with this situation.

7. **Short Reports & Discussions:**

a. Trails & Maps - Dennis

Chair Wainwright stated Dennis reported that all trailheads and distribution centers (Town Hall, Kimball Library, Community Center) have been restocked with maps and there are plenty of maps in reserve. Chair Wainwright continued that the trailhead map holders have also been equipped with QR code decals for hikers to be able to bring up the trail maps electronically.

b. Selective Cut on Stickney – Trees Being Marked

Chair Wainwright stated that Charlie Moreno and his assistant walked all of the boundaries and were very pleased with the boundary markers placed by the Commission. Chair Wainwright continued that the trees have begun to be marked with blue paint in preparation for the selective timber cut.

c. Field Mowing (2 Fields Only) - Done

Chair Wainwright stated that Jim Lavoie has completed the mowing of the two fields and his invoice for \$750 has been submitted.

d. Barry Conservation Camp 2022

Chair Wainwright stated that the Commission will try again to send a Boy Scout to Barry Conservation Camp next year. Vice Chair Steele stated that Jake Martineau has accepted the offer to go to the camp and continued that he will work with Jake and his parents to complete the application to ensure everything works out as intended.

e. Eagle Scout Projects

Vice Chair Steele stated that Jake Martineau was planning on completing his Eagle Scout project on the Stickney Town Forest, but that was before the selective cut was planned. Vice Chair Steele continued that he is unsure if Jake will be choosing another location or just waiting until after the selective cut is completed. Vice Chair Steele continued that he will follow up with Jake to figure out what his plans are.

f. Natural Resource Inventory on Possible Land Purchase - Ongoing

Chair Wainwright stated that the Commission hired Rick Van de Poll to complete this inventory but the work is slower-going than Rick initially thought, so the report is not yet ready; it should be ready by next month.

g. Conservation Easement on 4 Industrial Way – Deed Has Been Signed

Chair Wainwright stated that the conservation easement deed on the Palmer Gas land at 4 Industrial Way has been signed and accepted by the Selectmen, and will be recorded in the registry of deeds once the final plan drawings are complete.

h. Bryant Woods Unpermitted Sand Extraction – Wetland Issues

Chair Wainwright stated that the Bryant Woods condos had an unpermitted sand extraction in their Cluster Open Space. Chair Wainwright continued that the Homeowner’s Association was unaware of this activity even though it was occurring on their land. Chair Wainwright stated that there were some Town zoning violations in addition to the State wetland violations. Chair Wainwright continued that this matter is currently being investigated by the Land Use office as well as by the State. The Commission had a brief discussion about the situation and expected outcomes.

Chair Wainwright stated that this situation illustrated his concerns about the Open Space areas of the Town’s cluster developments, and the fact that there is really no one watching the activity being conducted in these open spaces. Chair Wainwright stated that four of the Town’s Cluster Open Spaces have conservation easements established so the Commission is responsible for them. These are the Cogswell Farm field, Little River off of Maple Avenue, Millstream Crossing on Westside Drive, and Winslow Drive.

i. Page Farm Open Space Complaint

Chair Wainwright produced a map of the open space on Page Farm and stated that he heard from Dave Kerem, who is complaining that one of the houses in the Page Farm development that abuts his property has built a patio that seems to be encroaching on the Open Space. Chair Wainwright showed the “Foundation Certification Plan” of Page Farm Unit 22 (the unit with the patio), which outlines the location of the structure as well as an area seeming to be usable outdoor living space. This plan was given to the homeowner at the time of purchase but was not approved by the Planning Board. Chair Wainwright continued that the Foundation Certification Plan’s outdoor living space clearly overlaps the Dedicated Open Space. The Planning Board & Land Use office are investigating the matter. Chair Wainwright stated that if this is the case with Unit 22, it may be the same for the rest of the units, which would lead to a much larger issue.

j. Pages Lane Wetland Complaint

Chair Wainwright produced a map of Pages Lane and highlighted a property that has been cutting down trees and removing a stone wall. Chair Wainwright continued that the trees were in a wetland area and the driveway that was moved several years ago also crosses a wetland area. Chair Wainwright stated that the Code Enforcement Officer could not find

any zoning ordinances that would prevent a resident from filling in a wetland. Chair Wainwright continued that he has notified Neil Bilodeau, who is the NHDES enforcement officer for this area, who was planning on inspecting the site on Tuesday of this week and has hopefully already issued the stop-work order.

k. Other Reports

Member Fournier stated that the birding event with Matt Tarr to be held on Saturday, May 21, at 7:00AM will be held on Ted Stewart's tree farm. Member Fournier continued that this will be a great location for this event.

Chair Wainwright mentioned Ted Stewart's resignation from his position as Town Road Agent, and recognized the number of times he went above and beyond the responsibilities listed in his job description to help the Commission. Chair Wainwright stated that the Commission should formally recognize Mr. Stewart's efforts, and asked the Members if they had any ideas.

Member Fournier made a motion to formally recognize Ted Stewart for all that he has done for the Commission and for the Town in general, and to say that his services will be missed; and to send a letter of recognition to the Board of Selectmen. Member McVay seconded the motion. Vote: 6/0/0

8. Other Business

9. Next Regular Meeting: January 26, 2022, at 7:00PM

There will not be a regular meeting in December because of schedule conflicts during the upcoming holiday season. If Commission action is urgently needed, the Chair will call a special meeting and gather a quorum.

10. Hold the Date: NH ACC Annual Conference will be Saturday, November 5, 2022

11. Adjournment

Member McVay made a motion to adjourn the meeting. Member Newman seconded the motion. Vote: 6/0/0.

The meeting adjourned at 8:07PM.

Respectfully Submitted,

Zachary Gilberti, Recording Clerk

Attachments:

- Treasurer's Report

Town of Atkinson Conservation Commission 2021 Expenditure Tracking

Account Number	Description	TM Approved 2021 Budget	What	Amount	Date Prepared	Date Submitted	Amount Submitted	YTD Total	YTD Unspent	
			Rounding				\$ -			
			Nov	5	\$91.80		\$91.80			
			October 27, 2021 Minutes	4	\$73.44	11/3/2021	11/3/2021	\$73.44		
			September 29, 2021 Minutes	4	\$73.44	10/5/2021	10/5/2021	\$73.44		
			September 22, 2021 Minutes	3	\$55.08	10/3/2021	10/3/2021	\$55.08		
			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		
			December 2020 Minutes	5.5	\$100.98	1/7/2021	1/7/2021	\$100.98	\$ 1,175.04	remove
			Budget Adjustment - removed			00/00/2020		\$ -	\$ -	\$ -
40.46111.110.00	RECORDING CLERK	\$ 1,680.00							\$ 504.96	
			Rounding				\$ (0.02)			
			Nov		\$5.69		\$5.69			
			October 27, 2021 Minutes		\$4.55	11/3/2021	11/3/2021	\$4.55		
			September 29, 2021 Minutes		\$4.55	10/5/2021	10/5/2021	\$4.55		
			September 22, 2021 Minutes		\$3.41	10/3/2021	10/3/2021	\$3.41		
			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	\$ 72.83	remove
			Budget Adjustment - removed			12/17/2019		\$ -	\$ -	\$ -
40.46111.220.00	FICA .062	\$ 105.00							\$ 32.17	
			Rounding				\$ (0.01)			
			Nov		\$1.33		\$1.33			
			October 27, 2021 Minutes		\$1.06	11/3/2021	11/3/2021	\$1.06		
			September 29, 2021 Minutes		\$1.06	10/5/2021	10/5/2021	\$1.06		
			September 22, 2021 Minutes		\$0.80	10/3/2021	10/3/2021	\$0.80		
			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	\$ 17.03	remove
			Budget Adjustment - removed			12/17/2019		\$ -	\$ -	\$ -
40.46111.225.00	Medicare .0145	\$ 25.00							\$ 7.97	
			Natural Resource Inventory for land purchase		\$1,850.00		\$1,850.00			
			Survey for land purchase		\$500.00	11/22/2021	11/22/2021	\$500.00		
			Charlie Moreno - timber appraisal on 20-37-1		\$318.75	2/11/2021	2/11/2021	\$318.75	\$ 2,668.75	add
			Budget Adjustment - added			12/16/2019		\$ -	\$ -	\$ -
40.46111.390.00	OTHER PROF SERVICES	\$ 2,500.00							\$ (168.75)	
			Hamp Print & Copy - Trail Maps & Brochure		\$236.18	11/17/2021	11/17/2021	\$236.18		
			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	\$ 1,075.34	add
			Budget Adjustment - Added			12/17/2019		\$ -	\$ -	\$ -
40.46111.550.00	PRINTING AND BINDING	\$ 500.00							\$ (575.34)	
			NHACC Dues		\$425.00	10/3/2021	10/3/2021	\$425.00	\$ 425.00	remove
			Budget Adjustment - removed			12/16/2019		\$ -	\$ -	\$ -
40.46111.560.00	DUES/SUBS/MEMBERSHIPS	\$ 450.00							\$ 25.00	
			Budget Adjustment - removed			12/16/2019		\$ -	\$ -	add
40.46111.620.00	OFFICE SUPPLIES	\$ 1.00							\$ 1.00	
			Budget Adjustment - Added			12/17/2019		\$ -	\$ -	add
40.46111.625.00	POSTAGE	\$ 1.00							\$ 1.00	
			Mowing of Fields (4H Field excluded)		\$750.00	11/11/2021	11/11/2021	\$750.00		
			Pipe for culvert replacement on Sawyer		\$759.50	8/19/2021	8/19/2021	\$744.31		
			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	\$ 2,463.41	add
			Budget Adjustment - removed			12/15/2019		\$ -	\$ -	\$ -
40.46111.650.00	CARE OF GROUNDS	\$ 2,500.00							\$ 36.59	
			Budget Adjustment - removed			12/15/2019		\$ -	\$ -	added
40.46111.740.00	NEW EQUIPMENT	\$ 300.00							\$ 300.00	
			2021 rate per mile: 0.56	108	\$60.48		\$60.48	\$ 60.48		remove
			Budget Adjustment - removed			12/15/2019		\$ -	\$ -	\$ -
40.46111.820.00	MILEAGE	\$ 74.00							\$ 13.52	
			Not on Gloria's tally		\$135.25	9/22/2021	9/22/2021	\$135.25		
			Legal Notice for September 29 Public Hearing		\$184.28	10/5/2021	10/5/2021	\$184.28		
			Barry Conservation Camp - Jake Martineau			Cancelled - Check returned 7/12/2021				
			Acrylic holders for Ryan Torris' Eagle project		\$56.04	3/12/2021	3/12/2021	\$56.04	\$ 375.57	remove
			Budget Adjustment - removed			12/15/2019		\$ -	\$ -	\$ -
40.46111.840.00	SPECIAL PROGRAMS	\$ 1,000.00							\$ 624.43	
			Tuition for NHACC Annual Meeting - \$35	9	\$315.00	11/17/2021	11/17/2021	\$315.00		
			NHACC Handbooks for Monique and Hannah		\$20.00	4/20/2021	4/20/2021	\$20.00	\$ 335.00	add
			Budget Adjustment - Added			12/17/2019		\$ -	\$ -	\$ -
40.46111.850.00	EDUCATION & CONFERENCES	\$ 250.00							\$ (85.00)	
			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	remove
			Budget Adjustment			12/17/2019		\$ -	\$ -	\$ -
40.46111.875.00	SIGNS	\$ 500.00							\$ 23.08	
			TOTALS		\$ 9,886.00			\$ 9,145.37	\$ 740.63	\$ -

Budget Adjustment Total: \$ -