

Atkinson Conservation Commission Minutes
Wednesday, December 23, 2020, 7:00 PM
Via Zoom (no physical venue)

Approved January 27, 2021

Members Present:

Paul Wainwright, Chair
Bill Steele, Vice Chair
Jeff Nenart
Denise Legault
Dennis Krause
Pete McVay
Scott Kukshel
Suzie Newman (Alternate)

Others Present:

Bob Worden, Selectmen Liaison
Ryan Torres

1. Call to Order, Emergency Declaration, and Attendance (via roll-call)

Chair Paul Wainwright called the meeting to order via Zoom conference call at 7:00PM on Wednesday December 23, 2020. Chair Wainwright began the meeting by reading the state-of-emergency declaration that can be found in Attachment A. Chair Wainwright took attendance via a roll call and all members are present with the exception of Member McVay and Alternates Borisko and Fournier. Alternate Newman will be voting in Member McVay's place until he arrives.

2. Review and Approval of minutes: November 25, 2020 Public Session

Chair Wainwright requested a motion to approve the minutes of the November 25, 2020 public meeting of the Atkinson Conservation Commission, as written. Vice Chair Steele noted two corrections. Member Legault noted three corrections.

Vice Chair Steele made a motion to approve the minutes of the November 25, 2020 public session of the Atkinson Conservation Commission, as amended. Member Legault seconded the motion. Alternate Newman abstained from voting because she was not at the November meeting. Vote: 6/0/1. (The details of this roll-call vote can be found in Attachment B).

3. 2020 Treasurer's Report - Paul

Chair Wainwright showed the Treasurer's report, attached to these minutes, and asked whether or not the members that had any questions; the members had none. Chair Wainwright noted a surplus of \$0.76 for 2020 after all expenditures, the members applauded his work.

Member McVay joined the meeting at this time.

4. Eagle Project Presentation – Ryan Torres

Eagle Scout Candidate Ryan Torres shared a presentation of the work he's done on the Marshall Land for his Eagle Scout recognition. Ryan listed the different portions of the project which included replacing the guide stations and installing trail intersection markers. Ryan reported that the overall cost of this project was \$557.19; \$446.95 was the final cost to the Commission after donations were collected in the amount of \$110.24. Ryan stated that there were some unexpected costs incurred [and which were approved by Chair Wainwright], which raised the final cost of the project. Ryan agreed to send along the descriptions he'd re-written for the guide stations. Vice Chair Steele stated that he thought some of the posts might need some final adjustments and asked that Ryan be available in the springtime to help shore the posts up. Chair Wainwright stated that he'd like to change the intersection number markers to letter markers to avoid confusion with the numerically labeled guide stations, but that this was not part of Ryan's project. The Commission thanked Ryan for his efforts towards this project.

Vice Chair Steele made a motion to approve the completion of the work done on the Marshall Land by Ryan Torres towards his Eagle Scout recognition and to extend the Commission's thanks to him for his efforts. Member Krause seconded the motion. Vote: 7/0/0. (The details of this roll-call vote can be found in Attachment B).

5. Approval of Invasive Plant Proposal

Chair Wainwright stated that the only response to the published RFP came from the New England Right of Way Vegetation Management, LLC, despite the Commission's efforts of targeting this RFP at vendors such as the Granite Coast Landscapes, the John Brown & Son's Company, Rick Ambrose, David Martin, and Jim Lavoie. The New England Right of Way Vegetation Management, LLC has completed similar invasive plant removal projects at Odiorne Point State Park, and came highly recommended by the Rockingham County Conservation District. Chair Wainwright stated that he is pleased with the professional qualifications of this company and that the price of \$1,250.00 per acre is very fair according to the Rockingham County Conservation District.

Member Nenart made a motion to accept the proposal from New England Right of Way Vegetation Management to perform work to mechanically remove invasive plants from the Sawyer Town Forest, as described in the November 2, 2020 Request for Proposal, and to authorize the expenditure of up to \$5,600 from the Forest Maintenance Fund to pay for the work upon satisfactory completion of the job. Member Legault seconded the motion. Vote: 7/0/0. (The details of this roll-call vote can be found in Attachment B).

6. Other urgent business

a. Warrant Articles:

Chair Wainwright stated that a formal vote was never taken to submit the two proposed warrant articles to the Town. Chair Wainwright asked if there were any questions in regard to the updated list of Town Forest parcels.

Member Nenart made a motion to submit the warrant article related to adding lands to Town Forest to the Board of Selectmen for inclusion on the next Town Meeting ballot. Member Kukshel seconded the motion. Vote: 7/0/0. (The details of this roll-call vote can be found in Attachment B).

Chair Wainwright stated, in regard to the expanded use of the Conservation Fund warrant article, that he was ruled against when he proposed adding the following wording: "Passing this article will not result in any new taxes, will not result in any immediate expenditure of funds, and will not impact Conservation lands already owned by the Town of Atkinson. Rather it would give the Atkinson Conservation Commission a very cost-effective tool to assist willing landowners in Atkinson who desire to protect their land from development"; as such, this wording will not be on the final ballot.

Vice Chair Steele made a motion to submit the warrant article related to the expanded use of the Conservation Fund. Member Legault seconded the motion. Vote: 7/0/0. (The details of this roll-call vote can be found in Attachment B).

Vice Chair Steele & Member Nenart volunteered to attend the upcoming deliberative session on behalf of Chair Wainwright who is unable to attend.

7. Next meeting: January 27, 2021 (4th Wednesday at 7:00)

8. Non-public discussion under NH RSA 91-A:3 II(I) for consideration of legal advice provided by legal counsel

Chair Wainwright stated that the Commission would be going into a non-public session in order to discuss advice he has received from the Town attorney in regard to Town lands being encroached upon. Chair Wainwright continued that no decisions would be made in this non-public session, and that it is purely informational.

Member McVay made a motion to go into non-public session under NH RSA 91-A:3 II(I) for consideration of legal advice provided by legal counsel. Member Nenart seconded the motion. Vote: 7/0/0. (The details of this roll-call vote can be found in Attachment B.)

The meeting continued in non-public session.

Member McVay made a motion to exit the non-public session. Member Legault seconded the motion. Vote: 7/0/0. (The details of this roll-call vote can be found in Attachment B.)

Member Nenart made a motion to seal the minutes of the non-public session. Vice Chair Steele seconded the motion. Vote: 7/0/0. (The details of this roll-call vote can be found in Attachment B.)

9. Adjournment

Chair Wainwright adjourned the meeting by acclamation.

The meeting adjourned at 8:15PM.

Respectfully Submitted,

Zachary Gilberti, Recording Clerk

Attachments:

- a. State-of-Emergency Declaration**
- b. Details of Roll-Call Votes**
- c. Treasurer's Report**

Attachment A

A Checklist To Ensure Meetings Are Compliant With The Right-to-Know Law During The State Of Emergency

As Chair of the [Atkinson Conservation Commission](#), I find that, due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, I am confirming that we are:

a) Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means:

We are utilizing [Zoom](#) for this electronic meeting. All members of the [Commission](#) have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone # [+1 929 205 6099](#) with meeting ID [990 5458 7488](#) and **phone** password [496061](#), or by clicking on the following website address:

<https://zoom.us/j/92163965777?pwd=VndoaVU3NW1jdit0QlI0SG9mdW5mZz09>

b) Providing public notice of the necessary information for accessing the meeting:

We previously gave notice to the public of the necessary information for accessing the meeting, including how to access the meeting using Zoom or telephonically. Instructions have also been provided on the website of the [Town of Atkinson](#) at:

www.town-atkinsonnh.com.

c) Providing a mechanism for the public to alert the public body during the meeting if there are problems with access:

If anybody has a problem, please call [362-4549](#) or email at: stationmgr@atkinson-nh.gov.

d) Adjourning the meeting if the public is unable to access the meeting:

In the event the public is unable to access the meeting, the meeting will be adjourned and rescheduled.

Please note that **all votes** that are taken during this meeting shall be done by **roll call vote**.

Let's start the meeting by taking a roll call attendance. When each member states their presence, please also state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.

Town of Atkinson Conservation Commission 2020 Expenditure Tracking

Account Number	Description	TM Approved 2019 Budget	What	Amount	Date Prepared	Date Submitted	Amount Submitted	YTD Total	YTD Unspent
			Rounding				\$ -		
			Minutes, November 25, 2020	5	\$91.80	12/4/2020	12/4/2020	\$91.80	
			Minutes, October 28, 2020	6	\$110.16	11/7/2020	11/7/2020	\$110.16	
			Minutes, September 23, 2020	4.5	\$82.62	10/6/2020	10/6/2020	\$82.62	
			Minutes, August 26, 2020	3.5	\$64.26	9/2/2020	9/2/2020	\$64.26	
			Minutes, July 22, 2020	3.5	\$64.26	7/29/2020	7/31/2020	\$64.26	
			Minutes, June 24, 2020	4	\$73.44	7/2/2020	7/3/2020	\$73.44	
			Minutes, May 27, 2020	4.5	\$82.62	6/6/2020	6/6/2020	\$82.62	
			Minutes, Mar 2, 2020	4	\$72.00	3/6/2020	3/6/2020	\$72.00	
			Minutes, Feb 3, 2020	4.5	\$81.00	2/8/2020	2/8/2020	\$81.00	
			Minutes, Jan 6, 2020	4	\$72.00	1/10/2020	1/10/2020	\$72.00	
			Budget Adjustment - removed			00/00/2020		\$ -	
40.46111.110.00	RECORDING CLERK	\$ 1,680.00	Budget Adjustment - removed			12/7/2020		\$ 885.75	\$ 0.09
			Rounding				\$ (0.02)		
			Minutes, November 25, 2020		\$5.69	12/4/2020	12/4/2020	\$5.69	
			Minutes, October 28, 2020		\$6.83	11/7/2020	11/7/2020	\$6.83	
			Minutes, September 23, 2020		\$5.12	10/6/2020	10/6/2020	\$5.12	
			Minutes, August 26, 2020		\$3.98	9/2/2020	9/2/2020	\$3.98	
			Minutes, July 22, 2020		\$3.98	7/29/2020	7/31/2020	\$3.98	
			Minutes, June 24, 2020		\$4.55	7/2/2020	7/3/2020	\$4.55	
			Minutes, May 27, 2020		\$5.12	6/6/2020	6/6/2020	\$5.12	
			Minutes, Mar 2, 2020		\$4.46	3/6/2020	3/6/2020	\$4.46	
			Minutes, Feb 3, 2020		\$5.02	2/8/2020	2/8/2020	\$5.02	
			Minutes, Jan 6, 2020		\$4.46	1/10/2020	1/10/2020	\$4.46	
			Budget Adjustment - removed			12/17/2019		\$ -	
40.46111.220.00	FICA .062	\$ 105.00	Budget Adjustment - removed			12/7/2020		\$ 55.75	\$ 0.03
			Rounding				\$ (0.02)		
			Minutes, November 25, 2020		\$1.33	12/4/2020	12/4/2020	\$1.33	
			Minutes, October 28, 2020		\$1.60	11/7/2020	11/7/2020	\$1.60	
			Minutes, September 23, 2020		\$1.20	10/6/2020	10/6/2020	\$1.20	
			Minutes, August 26, 2020		\$0.93	9/2/2020	9/2/2020	\$0.93	
			Minutes, July 22, 2020		\$0.93	7/29/2020	7/31/2020	\$0.93	
			Minutes, June 24, 2020		\$1.06	7/2/2020	7/3/2020	\$1.06	
			Minutes, May 27, 2020		\$1.20	6/6/2020	6/6/2020	\$1.20	
			Minutes, Mar 2, 2020		\$1.04	3/6/2020	3/6/2020	\$1.04	
			Minutes, Feb 3, 2020		\$1.17	2/8/2020	2/8/2020	\$1.17	
			Minutes, Jan 6, 2020		\$1.04	1/10/2020	1/10/2020	\$1.04	
			Budget Adjustment - removed			12/17/2019		\$ -	
40.46111.225.00	Medicare .0145	\$ 25.00	Budget Adjustment - removed			12/7/2020		\$ 13.45	\$ 0.05
			Crafts Appraisal Associates	\$1,000.00	12/7/2020	12/7/2020	\$1,000.00		
			James Lavelle Associates - Marshall TF line	\$400.00	12/1/2020	12/1/2020	\$400.00		
			Framing of Comm Ctr trails poster	\$148.60	9/16/2020	9/16/2020	\$148.60		
			RPC (Julie) - assistance with LCHIP grant app.	\$548.86	8/26/2020	8/26/2020	\$548.86		
			Framing of posters	\$409.29	8/11/2020	8/11/2020	\$409.29		
			Trail Maps: Graphic Design - dated Mar 11, 2020	\$495.00	3/13/2020	3/13/2020	\$495.00		
			Trail Maps: Graphic Design - dated Dec 2, 2019	\$150.00	3/4/2020	3/4/2020	\$150.00	\$ 3,151.75	
			Budget Adjustment - added			12/16/2019		\$ -	
40.46111.390.00	OTHER PROF SERVICES	\$ 2,500.00	Budget Adjustment - added			12/7/2020		\$ (652.00)	\$ 0.25
			Trail Maps: Printing - dated Oct 14, 2020	\$228.91	10/26/2020	10/26/2020	\$228.91		
			Trail Maps: Printing - dated Sep 22, 2020	\$298.80	9/23/2020	9/23/2020	\$298.80		
			Trail Maps: Printing - dated Mar 11, 2020	\$457.00	3/13/2020	3/13/2020	\$457.00	\$ 984.71	
			Budget Adjustment - Added			12/17/2019		\$ -	
40.46111.550.00	PRINTING AND BINDING	\$ 500.00	Budget Adjustment - added			12/7/2020		\$ (484.75)	\$ 0.04
			NHACC Dues	\$450.00	10/16/2020	10/16/2020	\$450.00	\$ 450.00	
			Budget Adjustment - removed			12/16/2019		\$ -	
40.46111.560.00	DUES/SUBS/MEMBERSHIPS	\$ 450.00	Budget Adjustment - added			8/12/2019		\$ -	\$ -
			Budget Adjustment - removed			12/16/2019		\$ -	
40.46111.620.00	OFFICE SUPPLIES	\$ 1.00	Budget Adjustment - removed			12/7/2020		\$ 1.00	\$ -
			Wainwright - reimbursement - see below	\$38.65	12/7/2020	12/7/2020	\$38.65	\$ 38.65	
			Budget Adjustment - Added			12/17/2019		\$ -	
40.46111.625.00	POSTAGE	\$ 1.00	Budget Adjustment - added			12/7/2020		\$ (37.75)	\$ 0.10
			Paul - out of pocket expenses (see below)	\$44.38	12/7/2020	12/7/2020	\$44.38		
			Dennis - out of pocket - kiosk wood	\$15.90	11/2/2020	11/2/2020	\$15.90		
			Dennis - out of pocket (kiosks and map displays)	\$ 617.97	10/26/2020	10/26/2020	\$ 617.97		
			Mowing of Fields	\$930.00	10/6/2020	10/16/2020	\$930.00		
			East Coast Lumber - 2% discount	(\$8.69)			(\$8.69)		
			East Coast Lunmer - Kiosk supplies	\$574.39	8/11/2020	8/11/2020	\$574.39		
			East Coast Lumber - Kiosk supplies returned	(\$139.80)	8/11/2020	8/11/2020	(\$139.80)		
			Blaze Materials ordered Mar 11, 2019	\$132.62	3/4/2020	3/4/2020	\$132.62		
			Blaze Materials ordered Dec 30, 2019	\$89.51	3/4/2020	3/4/2020	\$89.51	\$ 2,256.28	
			Budget Adjustment - removed			12/15/2019		\$ -	
40.46111.650.00	CARE OF GROUNDS	\$ 2,500.00	Budget Adjustment - removed			12/7/2020		\$ 243.70	\$ 0.02
			Replacement critter camera (PW reimb)	\$239.46	12/7/2020	12/7/2020	\$239.46	\$ 239.46	
			Budget Adjustment - removed			12/15/2019		\$ -	
40.46111.740.00	NEW EQUIPMENT	\$ 300.00	Budget Adjustment - removed			12/7/2020		\$ 60.50	\$ 0.04
			Budget Adjustment - removed			12/15/2019		\$ -	
40.46111.820.00	MILEAGE	\$ 74.00	Budget Adjustment - removed			12/7/2020		\$ 74.00	\$ -
			Wainwright reimbursement - hats	\$185.00	12/7/2020	12/7/2020	\$185.00		
			Ryan Torres Eagle Project	\$446.95	12/1/2020	12/1/2020	\$446.95		
			Barry Cons. Camp - Jake Martineau - CANCELLED	\$315.00					
			Scott - Tree Give-away CANCELLED	(\$210.00)	3/26/2020	3/26/2020	(\$210.00)		
			Scott - Tree Give-away	\$210.00	2/3/2020	2/3/2020	\$210.00	\$ 631.95	
			Budget Adjustment - removed			12/15/2019		\$ -	
40.46111.840.00	SPECIAL PROGRAMS	\$ 1,000.00	Budget Adjustment - removed			12/7/2020		\$ 368.00	\$ 0.05
			NHACC Annual Conference - Dennis	\$35.00	11/2/2020	11/2/2020	\$35.00		
			NHACC Annual Conference - \$35 x 6	\$210.00	10/11/2020	10/11/2020	\$210.00		
			NHACC Handbook - John	\$13.00	6/15/2020	6/15/2020	\$13.00		
			NHACC Handbooks - Andrew & Suzie	\$26.00	3/11/2020	3/11/2020	\$26.00	\$ 284.00	
			Budget Adjustment - Added			12/17/2019		\$ -	
40.46111.850.00	EDUCATION & CONFERENCES	\$ 250.00	Budget Adjustment - added			12/7/2020		\$ (34.00)	\$ -
			Wainwright reimbursement - see below	\$80.34	12/7/2020	12/7/2020	\$80.34		
			"Wear Orange" signs \$20 x 12	\$120.00	10/6/2020	10/6/2020	\$120.00		
			Foam Core poster for Comm Ctr	\$27.00	8/29/2020	8/29/2020	\$27.00		
			Canoe/Kayak Rules sign	\$55.00	8/29/2020	8/29/2020	\$55.00		
			18 x 24 Trail Map signs for kiosks	\$210.00	8/24/2020	8/24/2020	\$210.00		
			Trail Maps: posters (2) - 7/16/20 invoice	\$95.00	7/24/2020	7/24/2020	\$95.00		
			Canoe/Kayak parking signs - Suzie reimb	\$222.40	7/24/2020		\$ 222.40		
			Trail Maps: Sign Printing - 7/16 invoice	\$44.00	7/24/2020	7/24/2020	\$44.00		
			Trail Maps: Sign Printing - 6/19 invoice	\$139.83	6/19/2020	6/22/2020	\$139.83	\$ 993.57	
			Budget Adjustment			12/17/2019		\$ -	
40.46111.875.00	SIGNS	\$ 500.00	Budget Adjustment - added			12/7/2020		\$ (493.65)	\$ 0.08
			TOTALS					\$ 9,885.24	\$ 0.76