

CONCORD CONSERVATION COMMISSION

REGULAR MEETING MINUTES **DRAFT**

August 14, 2024, 7:00 p.m.

City Hall, 2<sup>nd</sup> Fl Conference Rm, 41 Green St

Attendees: Mark Coen, Katherine Healy, Tracey Lesser, Vice-Chair Jeff Lewis, Alternate Allison McGregor, and Chair Kristine Tardiff

Absent: Rick Chormann, Councilor Michele Horne, Emily Landry, and Alternate Jim Owers

Staff: AnneMarie Skinner, City Planner  
Krista Tremblay, Administrative Specialist II

Public: Nick Golon (TF Moran)

1. Call to Order

The meeting was called to order by Chair Tardiff at 7:02 p.m.

2. Minutes – Approve June 12, 2024 meeting minutes

Vice-Chair Lewis moved, Ms. McGregor seconded, to adopt the minutes as written. All in favor. Motion passed unanimously.

3. New Business

a. CUP for 2024-048 Unitil

Mr. Golon (48 Constitution Drive, Bedford) is present representing Unitil. Unitil needs to upgrade the structure for current and future needs. There are no impacts to the wetlands themselves, but there are disturbances to the wetland buffers. There are shoreland buffer impacts for the City of Concord and the State of New Hampshire. Mr. Golon stated they are working with New Hampshire Fish and Game. Mr. Golon noted this is in-kind replacement of existing utility pole structures.

Ms. Skinner stated a conditional use permit is also required if they are placing any pole in the flood way.

Mr. Golon stated Unitil will be replacing two poles in the flood way that have been there for 70 years.

Mr. Lewis moved, seconded by Ms. Healy, that the Conservation Commission has no objection to the conditional use permit applications presented tonight nor do they have any concerns with the pole replacements within the flood way as long as they are in the area where they currently exist. All in favor. The motion passed unanimously.

b. Review documents recommended for approval by Trails Subcommittee

(Criteria for Trail Discontinuance, Procedure for Trail Discontinuance, Criteria for New Trail, Procedure for New Trail)

The Commission discussed the four documents the Trails Subcommittee prepared, noting that the Criteria for New Trail and the Procedure for a New Trail are existing, adopted in 2018. The Trails

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Subcommittee worked on proposed amendments to the two adopted documents. The two documents for trail discontinuance are proposed new documents.

The Commission had suggested changes, listed below, and the Commission noted that the suggested changes be placed on the agenda for the next Trails Subcommittee meeting for discussion amongst the members of the subcommittee.

Suggested changes are as follows:

- Criteria for a New Trail
  - Number the list
  - Add a couple of lines to each item for comments
  - Add “may” to the first sentence such that it reads: “The following are criteria which may weigh in favor of taking on the project:” and “The following are criteria which may weigh against, or pose a challenge, for taking on the project:”
- Procedure for Approving a New Trail or Trail Network
  - Change title to “Procedural Guidelines for Establishing a New Trail or Trail Network”
  - Discuss the appointment of the project manager
- Procedure for Discontinuance of a Trail or Trail Network
  - Change title to “Procedural Guidelines for Discontinuance of a Trail or Trail Network
  - Change the public notice and public hearing portions to be consistent with the language used in the Procedural Guidelines for Establishing a New Trail or Trail Network
  - To item 7, add “and take any other appropriate actions” to the first sentence
- Criteria for Discontinuance
  - Number the list
  - Add a couple of lines to each item for comments
  - Add “may” to each of the first sentences so that it reads “which may weigh in favor” and “which may weigh against”
  - Delete “History of repeated” so that it only read “Problematic use”
  - Change “not well used” to “not heavily used by the public”
  - Change to “trail is used by the public” in the first Against item

Ms. Skinner noted that the suggested changes will be placed on the Trails Subcommittee agenda for the September meeting.

c. Current Land Use Tax

Ms. Skinner noted that the information requested by Chair Tardiff regarding the current land use tax is included in the agenda packet.

Chair Tardiff stated that she has not yet had a chance to review the information in the detail needed and asked Ms. Skinner to continue the item to the September meeting.

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d. Review fund balance

Ms. Skinner stated that she neglected to include the fund balance information in the agenda packet, but that she will place the information in the packet for the September meeting.

4. Reports

a. Trails Subcommittee update – Kris Tardiff and Jeff Lewis

There was no Trails Subcommittee meeting tonight due to lack of a quorum.

Ms. Skinner stated that she included the report from the trails ranger in the agenda packet for the Commission to review.

b. Forestry

Ms. Skinner noted that the monthly report from the consultant forester was included in the agenda packet. There was no further discussion.

c. Tree Subcommittee update – Rick Chormann

Ms. Skinner noted that Rick Chormann was not present to report anything from the last meeting.

d. Local River Advisory Committees

There was nothing to report on this agenda item.

e. New Hampshire Department of Environmental Services

There was nothing to report on this agenda item.

f. City Open Space and Easements

Ms. Skinner stated they closed on the Potter Farm easement. Ms. Skinner stated there are no updates on the CSX project.

g. City Council/Planning Board

Ms. Skinner noted that Councilor Horne was unable to attend tonight's meeting, so there is no report from City Council. Regarding Planning Board, Ms. Skinner noted that conditional use permits for wetland and shoreland buffers disturbances and floodway encroachments are always brought to the Conservation Commission for review and comment prior to the Planning Board meeting.

5. Old Business

a. Preservation Matrix

Chair Tardiff asked to have this agenda item continued.

b. Standard easement template

Ms. McGregor stated that she made changes and will be ready to discuss at next month's meeting.

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c. Disposal of invasive plant species

Ms. Skinner noted that she contacted Parks and Recreation and General Services regarding the disposal of invasive plant species and was told they do not deal with the disposal of invasive species in the City by City staff.

Chair Tardiff suggested placing a link on the City's website on the Conservation Commission page for education regarding identifying and disposing of invasive plant species.

Ms. Skinner will add such a link to the Conservation Commission's page on the website and add to the agenda for any follow-up discussion at next month's meeting.

6. Staff updates on items

Ms. Skinner provided update on the illegal trail that was constructed, noting that the city attorney is finalizing with the fire chief the finer details relating to the emergency access as discussed in previous meetings. The Conservation Commission stated that they do not need to see the agreement upon completion since they already reviewed the draft prepared by the city attorney and Ms. Skinner is authorized to send the agreement once it is completed.

Ms. Skinner provided an update on the timber sale set for Country Hill Estate, noting that the bidding process has been noticed and confirming that no one from the Commission needed to be present at the bidding.

Ms. Skinner spoke with Ethan from the Vermont Cattle Company who does the mowing of the rotating three acres of the milkweed. He has agreed to do the mowing again this year for \$750 and will coordinate with Ron Klemarczyk on the timing to ensure that all the seed has been released.

**Other business**

Mr. Lewis stated the sunflower festival has had a good turnout.

7. Non-public session for consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of the public body, even where legal counsel is not present, in accordance with RSA 91-A:3,II(I).

**Adjournment**

Ms. Lesser moved, seconded by Ms. Healy, to adjourn the meeting at 9:14 p.m. All in favor. Motion passed unanimously.

Respectfully Submitted,

*Krista Tremblay*

Krista Tremblay

Administrative Specialist II