

**Town of Northwood  
Conservation Commission Minutes  
December 3, 2013**

Chairman Steve Roy calls the meeting to order at 7:00 p.m.

**Present:** Chairman Stephen Roy, Vice Chairman Steven Hampl, James Ryan, Thomas Chase, Wini Young, and Board Administrator Linda Smith.

**Absent:** Paul Lussier, Alternate Loren O'Neil, and Alternate Michael Matson.

**MINUTES**

***November 5, 2013***

**Mr. Chase makes a motion, second by Ms. Young, to approve the minutes of November 5, as amended, as follows:**

*Page 1: Change: ...to... to ...for...*

*Page 2: Amend to read: ... if the lot is a designated...*

*Page 2: Change: ...fund... to ...account...; from cuttings on non-designated forest land go...*

*Page 3: Change: ...assessment... to ...easement...*

**Motion passes unanimously; 5/0.**

**NEW BUSINESS**

***Charlie Moreno – Scope of Service/Work Agreement***

Copies of Mr. Moreno's work agreement are distributed and reviewed. Members feel that the work agreement provided represents the discussions held with Mr. Moreno. Mr. Roy suggests that a copy of the minutes be attached *to the Scope of service agreement and sent to the selectmen* along with the balance in the conservation fund. **Mr. Roy makes a motion, second by Mr. Hampl, for Ms. Smith to draft a memo to the selectmen relative to projects proposed for the Giles Lot, a designated town forest, attach the town forester's contract, explain the different account needed which has been recommended by counsel; and add that this should be done in a timely fashion to allow the project to be completed before spring. Motion passes unanimously; 5/0.**

***Goals 2014***

The commission will discuss goals at the January 7, 2014 meeting.

**OTHER**

***Potential Projects***

The commission suggests contacting the gentleman who was spoken of at the last meeting and welcome him to the January meeting to discuss the matter of possible conservation project on his property. **Mr. Roy makes a motion, second by Mr. Hampl, to send a letter. Motion passes unanimously; 5/0.**

***Mapping Updates***

A discussion is held regarding updating and digitizing maps.

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***Conservation Commission Land Fund***

Ms. Smith states that the amount in the fund as of 11/13/13 is \$49,746.

***Budget 2013***

Ms. Smith reviews the commission's budget as of 12/2/13. She states that the total amount appropriated was \$4,752 and \$1,178 has been spent.

A discussion is held regarding updating and laminating maps. Ms. Smith suggests that the surveyed plans be laminated. Mr. Roy suggests that the Low, Guptill, Gallagher, Wallman, and Yeaton plans be laminated. Mr. Chase states that these plans represent the work of the commission. Ms. Smith suggests a press release be posted in the Sun. Discussion ensues relative to timing. Mr. Roy suggests in the spring. Mr. Ryan suggests encumbering the funds for the laminating. Ms. Smith explains the encumbering of funds process.

**Mr. Roy makes a motion, second by Mr. Chase, to laminate the 5 plans as discussed, using the maps line from the budget. Motion passes unanimously; 5/0.**

**ADJOURNMENT**

**7:45 p.m. Mr. Chase makes a motion, second by Mr. Roy, to adjourn. Motion passes unanimously; 5/0.**

Respectfully Submitted

Lisa Fellows-Weaver  
Board Secretary