

**Town of Northwood
Conservation Commission Minutes
September 1, 2015**

Chairman Steve Roy calls the meeting to order at 7:05 p.m.

Present: Chairman Steve Roy, Vice Chairman Steven Hampl, James Ryan, Thomas Chase, Shelley Frost, and Board Secretary Lisa Fellows-Weaver.

Absent: Wini Young, Alternate Loren O'Neil, and Alternate Michael Matson.

Mr. Roy welcomes new member Shelley Frost to the commission. He provides an overview of the commission's duties and charges. He explains the projects that the commission has been involved with. A brief discussion is held relative to the current use percentage that the commission receives, currently at 50%. Mr. Roy also notes the conservation lands throughout town.

Ms. Frost introduces herself and provides an overview of her background. Other members also introduce themselves and provide a brief synopsis of their backgrounds noting their years of service on the commission.

MINUTES

July 7, 2015

Mr. Hampl makes a motion, second by Mr. Roy, to approve the July 7, 2015 minutes, with edits as follows:

Page 4: Change: ...the Merrimack River... to ...dam on the Souhegan River...

Page 4: Add: ...in Epsom.

Other edits were made that do not alter the content of the wording.

Motion passes; 4/0/1. Ms. Frost abstains, as she was not a member of the commission at this time.

INTERNAL BUSINESS

Proposed 2016 Budget

Ms. Weaver distributes a draft budget to members for review. She explains that Ms. Smith has entered proposed budget into the system as the deadline was August 21, Friday. She states that the commission should either approve or amend accordingly.

General discussions are held regarding the commission's overall current and proposed 2016 budget.

Mr. Roy states that the commission's 2015 budget was approved for \$4,752.

Mr. Roy states that the commission had a meeting last year with the town forester and he provided a report of some of the conservation lands that he had walked. Mr. Roy states that at that meeting Mr. Moreno noted that the boundaries of the Low property should be re-cleared and re-blazed as a part of the management for the parcel. Mr. Roy suggests encumbering funds in either

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the contracted services, line 330, or in the town forest land management, line 491, for Mr. Moreno's services.

Mr. Roy states that Mr. Moreno's contract includes two meetings with the commission, per year, if requested to attend. He refers to an email from Ms. Smith regarding scheduling projects and encumbering funds.

Mr. Roy states that there is some discussion with various town groups regarding hosting another Discovery Day in 2016. He states that the town was a sponsor of the event back in 2009. He notes that the commission had incorporated some funds into their budget for a porta-potty as well as literature/printing materials. He suggests that additional funds be added to the special day conservation line, line 622. He states that there is \$250 currently allocated in that line. He notes that funds could be moved from another line.

Further discussion ensues regarding invasive species. Mr. Roy notes the kiosks around town displaying materials describing invasive species. Ms. Frost suggests adding invasive species information to the town's website. Mr. Roy states that there have been discussions regarding adding requirements to the site plan and subdivision regulations; however, this process has not occurred to date. He adds that there are some items referenced for re-plantings and suggests having a discussion with the planning board in the future.

Further discussion ensues regarding certified fill for developments. Mr. Roy notes that this is another item to discuss with the planning board regarding rare and endangered plants. Mr. Roy notes that there is an area at the ball fields that is covered with invasive species. He states that the commission should work with the recreation department and he suggests that part of the site development practices should be to have a licensed applicator spray the boundary areas. Ms. Frost suggests that the commission add electronic information to the town's website regarding invasive species.

Discussion ensues and the commission members will provide links of documents via email to staff to be printed out and made available for review by the commission at the next meeting, at which time the commission can approve adding the materials to the commission's website page. It is also noted that there fliers may need to be printed out and the materials in the kiosks should be updated.

Additional discussion is held relative to the dues for the commission. Ms. Weaver notes that dues are paid to the NH Association of Conservation Commissions and to Bear Paw Regional Greenways. She adds that all dues for 2015 have been paid and it is unclear as to why they have not been applied to this line. She mentions that the invoice for the NHACC has been received for

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2016 and the amount is \$333 and the Bear Paws dues are \$100. Mr. Roy suggests increasing this line to \$500.

The commission discusses having Mr. Moreno attend an upcoming meeting.

Line 320: Level fund at \$1
Line 330: Level fund at \$2,000
Line 490: Level fund \$1
Line 491: Level fund \$1,000
Line 550: Increase from \$350 to \$500
Line 560: Increase from \$425 to \$500
Line 620: Level fund \$75
Line 621: Reduce from \$300 to \$200
Line 622: Increase from \$250 to \$500
Line 690: Level fund \$200
Line 820: Increase from \$150 to \$300

Total: \$5,277.00

Mr. Roy makes a motion, second by Mr. Hampl, to recommend \$5,277 as the conservation commission's proposed 2016 budget. Motion passes unanimously; 5/0.

Mr. Roy states that he will plan to attend the selectmen's meeting when the commission's budget will be presented. Other members would like to be informed of the meeting date as well.

A discussion is held regarding the status of this year's budget. Mr. Roy requests that staff contact Mr. Moreno and request he attend the October 6 meeting or provide a quote to re-blaze and re-identify the Low property boundaries. Mr. Roy requests that the commission's minutes with Mr. Moreno's comments be emailed to him and he will contact staff for specific items for a quote, at the least to reblaze the property boundaries of the Low parcel, per the appropriate meeting minutes. The commission will review and discuss this item further at the October 6 meeting.

Mr. Roy makes a motion, second by Mr. Hampl, to designate Mr. Roy to act on the commission's behalf and request a quote through staff from Charlie Moreno for reblazing the Low property, and other associated items per properties, as noted in the contract. Motion passes unanimously; 5/0.

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CORRESPONDENCE

A discussion is held regarding attending the NHACC conference. Mr. Chase states that he is interested and will plan to attend.

All other correspondence is reviewed.

ADJOURNMENT

**Mr. Ryan makes a motion, second by Mr. Hampl, to adjourn at 8:34 p.m.
Motion passes unanimously; 5/0.**

Respectfully submitted,

Lisa Fellows-Weaver
Board Secretary