

**Town of Northwood
Conservation Commission Minutes
September 6, 2023
DRAFT**

1 Vice-Chair Young called the meeting to order at 7:18 p.m.

2 **Present:** Vice-Chair Wini Young, Grace Mattern, Tom Chase, Michael Romano, and
3 Alternate Susan Romano.

4 **Town Staff:** Land Use Specialist Linda Smith, and Land Use Administrative Assistant
5 Lisa Fellows-Weaver.

6 **MINUTES**

7 ***August 1, 2023***

8 **Vice-Chair Young made a motion, seconded by Mr. Chase, to approve the minutes**
9 **of August 1, 2023, as written.**

10 **Vice-Chair Young amended the motion to approve the minutes of August 1, 2023,**
11 **as amended, with edits that do not alter the content. Mr. Chase seconded the**
12 **amendment. The motion passed unanimously.**

13 ***August 9, 2023 - Site Walk Minutes: Jeffrey Cole Builders, Map 222; Lot 41***

14 **Vice-Chair Young made a motion, seconded by Mr. Chase, to approve the site walk**
15 **minutes of August 9, 2023, Jeffrey Cole Builders, Map 222; Lot 41, as written.**

16 **Vice-Chair Young amended the motion to approve the site walk minutes of August**
17 **9, 2023, for Jeffrey Cole Builders, Map 222; Lot 41, as amended, with edits that**
18 **do not alter the content. Mr. Romano seconded the amendment. The motion**
19 **carried; 3/0/2. Ms. Young and Ms. Romano abstained as they were not at the meeting.**

20 ***August 9, 2023 - Site Walk Minutes: LSF, Inc., Map 203; Lot 19***

21 **Vice-Chair Young made a motion, seconded by Ms. Mattern, to approve the site**
22 **walk minutes of August 9, 2023, for LSF, Inc., Map 203; Lot 19, as written.**

23 **Vice-Chair Young amended the motion to approve the site walk minutes of August**
24 **9, 2023, LSF, Inc., Map 203; Lot 19, as amended, with edits that do not alter the**
25 **content. Mr. Chase seconded the amendment. Motion carried; 3/0/2. Ms. Young**
26 **and Ms. Romano abstained as they were not at the meeting.**

27 **Public Input** – none

28 **Appointments**

29 ***Chris Demeritt, Upper Deerfield Road. Map 235; Lot 1.***

30 Mr. Demeritt was not present.

31 Ms. Young stated that the land is protected by a conservation easement. She noted that
32 there appears to have been some activities occurring on the land that are of some
33 concern; there has also been some damage to the stonewall.

34 **On a motion made by Ms. Mattern, and seconded by Mr. Romano, the Commission**
35 **voted unanimously for Ms. Young to write a letter inviting Mr. Demeritt to attend**
36 **an upcoming meeting to discuss the easement and bring attention to the**
37 **Commission's concerns with the activities on the property.**

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39 **Old Business**

40 **Special Exceptions Applications**

41 ***LSF, Inc. Richard Daniels, 268 Jenness Pond Rd. Map 203; Lot 19.***

42 Scott Frankiewicz of NH Land Consultants represented the application along with the
43 Applicant.

44 Mr. Frankiewicz stated that the plans have not changed from the last meeting or from
45 the August 9th site walk.

46 Mr. Daniels provided a picture of the driveway showing that there is ample room for two
47 cars to pass. Mr. Frankiewicz noted that there are pull-off areas, which allow cars to
48 pass. He added the driveway is between 10-12 feet wide and the line of sight is the
49 entire length of the driveway. Ms. Mattern stated that she attended the site walk and
50 there is plenty of room for two cars to maneuver/pass.

51 A discussion was held regarding the maintenance of the driveway. Mr. Daniels stated
52 that the driveway will remain gravel and he does not plan to use salt; he will only be
53 plowing the driveway. It was suggested that crushed gravel could be used for icy
54 conditions.

55 Ms. Smith asked about a maintenance plan for the driveways. Mr. Frankiewicz stated
56 that he will have that information available for the Planning Board meeting. Additional
57 discussion was held relative to the possibility of increasing the size of the driveway. Mr.
58 Frankiewicz stated that the driveway could probably be increased without further
59 impacts to the buffer. He noted that there are no wetland impacts.

60 Ms. Young asked about drainage of the area. Mr. Frankiewicz stated that there are
61 existing culverts where the driveways are bisected.

62 **On a motion made by Ms. Ramano, and seconded by Mr. Romano, the Commission**
63 **voted unanimously to send a memo to the Zoning Board with the following**
64 **recommendations:**

- 65 • **Maintaining the current roadway size will reduce the disturbance that may**
66 **impact the wetlands by widening. The driveway has been there for 50 years**
67 **and is stable. It appears the cars will have ample room to pass; and the**
68 **sight distance allows visibility from end to end; widening may cause impact**
69 **to the buffer,**
- 70 • **All pervious surfaces to remain pervious, and**
- 71 • **No salt to be used for seasonal maintenance.**

72 On another note, Ms. Young noted the property is in the Big Woods, an area that is
73 protected. She stated that the Commission would like to extend an opportunity to Mr.
74 Daniels to discuss preservation of the backland. Mr. Daniels stated that the property is
75 currently in current use, and he may consider preserving the land; he has been
76 communicating with Bear Paw for protection options.

77 ***Jeffrey Cole Builders, LLC, 721 First NH Tpke. Map 222; Lot 41.***

78 Scott Frankiewicz of NH Land Consultants represented the application along with Luke
79 Hurley of BSC Group, and the Applicants.

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80 Mr. Hurley explained that as a result of the August 9th site walk the plans have been
81 revised as it was determined that the wetlands are correct in the field but were not
82 accurate on the plan. He stated there is an intermittent stream that runs through the
83 middle of the wetlands, through the culvert on Town Works Way, to Tucker Brook, and
84 into the Merrimack River. He noted that the impacts are to the wetland and not
85 specifically to the stream. He explained that changes need to be made to the culvert.
86 They will replace the existing culverts with 1-24" HDPE, which increases the impact to
87 2,685 sq.ft. instead of 2,000 sq.ft. These impacts are required to access the buildable
88 area of the parcel.

89 Mr. Romano stated that he does not see the new changes to be more of an impact on
90 the creatures or the nature of the road.

91 A discussion was held regarding the driveway being paved and the need for a swale or
92 ditch. Mr. Frankiewicz stated that the Applicant would like it to be paved. He noted that
93 they are within the side setbacks, and this is an access way. He stated the runoff is
94 shedding into the side slope. The finished surface would be two feet above the existing
95 surface, and they will need a shoulder and side slope; 16 ft. paved road and 2 ft.
96 shoulders.

97 Ms. Young stated that this is a wetland and expressed concern with the use of salt.
98 Discussion ensued relative to the property location, the use of salt along Rte. 4. Mr.
99 Cole noted that the structures will not be located near the wetlands.

100 Mr. Frankiewicz stated that they were not able to use Town Works Way for access;
101 everything needs to be done from Rte. 4. They do have an application for a driveway
102 permit with NHDOT. He noted that there is 400 ft. of sight line. He added that this is
103 the best route and has the least impact. Members agreed.

104 Ms. Young asked about protection mechanisms during construction. Mr. Frankiewicz
105 explained the use and installation processes for silt fence. He stated that any silt fence,
106 if not keyed in properly, does not work. Silt fencing must be tied in, at least six inches,
107 even if only along the surface; if it is not correct, it is not effective, and everything ends
108 up running back.

109 Mr. Cole noted that they will be doing a timber harvest of pine and intend to save any of
110 the hardwoods.

111 **On a motion made by Ms. Mattern, and seconded by Mr. Romano, the Commission**
112 **voted unanimously to send a memo to the Zoning Board, with the following**
113 **recommendations:**

- 114 • **Properly install and maintain erosion control measures, and**
- 115 • **No use of salt for seasonal maintenance on the driveway**

116 Ms. Young referenced the groundwater in the area and said that it should also be
117 considered. Ms. Smith stated that she would make note of potential environmental
118 issues relative to the site at the Planning Board meeting and will also mention the
119 matter to the Town Administrator.

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122 **New Business**

123 ***NEMBA – Mountain Bike Event***

124 Ms. Young explained that NEMBA has been assisting with trail maintenance. They will
125 be organizing and hosting a scavenger hunt on Town trails and Coe-Brown property
126 September 15 – 17. She spoke to CBNA Headmaster Smith who stated that CBNA had
127 no issues. Ms. Smith stated that the Town is all set as well; outdoor facility activities
128 are under the Recreation Director and the event has been approved.

129 A statement will be drafted proposing a change to the Town’s facilities use
130 policy/procedure, relative to the use of conservation lands that the Conservation
131 Commission will be notified for sign off. To be reviewed at the October meeting and then
132 sent to the Selectboard for consideration.

133 ***Review Hannaford Site Plan - Easements & Monitoring Responsibilities***

134 Copies of the easement and monitoring responsibilities were provided for review. Ms.
135 Smith stated that the responsibility of monitoring the Hannaford easement is that of the
136 Selectboard, which was determined when Hannaford was built.

137 Ms. Romano suggested that Commission members offer to walk the easement with
138 members of the Selectboard.

139 **On a motion made by Ms. Mattern, and seconded by Ms. Young, the Commission**
140 **voted unanimously to send a memo to the Selectboard indicating the**
141 **Conservation Commission’s willingness to walk the Hannaford easement as well as**
142 **monitor the easement with at least one member of the Selectboard.**

143 Mr. and Mrs. Romano volunteered and suggested the last week of September.

144 ***Trails Day: Hike of Saddleback Mountain for September 23, 2023***

145 Due to NEMBA working on the trailhead, this event was postponed to October 15.

146 **Town Staff Items**

147 ***Intent to Cut Requests***

148 None

149 ***Other:***

150 ***Rules of Procedure: 2nd Reading***

151 Members read over the proposed revisions; no changes were made.

152 **On a motion made by Ms. Mattern, and seconded by Ms. Romano, the Commission**
153 **voted unanimously to approve the proposed revisions, as read, at the August 1**
154 **and September 5 Commission meeting.**

155 ***Master Plan Subcommittee Meeting***

156 Ms. Weaver reminded members that Ms. Levergood had received an email requesting
157 input from the Commission regarding the survey questions for the Natural Resources
158 chapter. The Commission had requested to meet with the Subcommittee. The
159 Subcommittee has invited the Commission to attend their September 25 meeting, at
160 9AM.

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161 Ms. Young, Mr. Chase, and Mr. Romano indicated they would be able to attend.

162 *Ms. Romano left at 9:00 p.m.*

163 ***Budget***

164 Ms. Smith provided the current budget. General overview occurred. Ms. Smith stated
165 that the Town has not received invoices from Bear Paw, in the past. This will be looked
166 into. Additional discussion was held regarding having kiosk and more maps. This item
167 will be discussed at a future meeting.

168 **On a motion made by Mr. Romano, and seconded by Ms. Mattern, the Commission**
169 **voted unanimously to propose a level funded budget for 2024.**

170 ***NHDES Correspondence:***

171 The following correspondence was reviewed, with actions taken, as noted:

172 ***Expedited Minimum Impact Application: Cowan, Kramas Lane. Map 102; Lot 9.***

173 **On a motion made by Ms. Mattern, and seconded by Mr. Romano, the Commission**
174 **voted unanimously to place a 40-day hold on the Expedited Minimum Impact**
175 **Application: Cowan, Kramas Lane. Map 102; Lot 9, to allow for further review.**

176 ***Standard Dredge & Fill Application: Hughes, 7 North Lane. Map 108; Lot 90.***

177 **On a motion made by Ms. Mattern, and seconded by Mr. Romano, the Commission**
178 **voted unanimously to place a 40-day hold on the Standard Dredge & Fill**
179 **Application for Donald Hughes, 7 North Lane. Map 108; Lot 90.**

180 ***Permit-by-Notification: Cove Way, Northwood Lake. Map 202; Lot 27.***

181 **On a motion made by Ms. Mattern, and seconded by Mr. Romano, the Commission**
182 **voted unanimously for Ms. Young to sign off for recommendation of approval for**
183 **the Permit-by-Notification for Cove Way, Northwood Lake. Map 202; Lot 27.**

184 **Chair Report/Comments - none**

185 **Correspondence - none**

186 **ADJOURNEMNT**

187 ***Motion to adjourn was made by Ms. Mattern, and seconded by Mr. Romano, and***
188 ***unanimously accepted, by a roll call vote, at 9:24 p.m.***

189 Respectfully submitted,

190 

191 Lisa Fellows-Weaver,
192 Land Use Administrative Assistant