

Meeting Minutes

1. IT Discussion: Prior to the call to order, Frank Valgenti from Arten Technologies joined the members to discuss the Commission's proposed website. F. Valgenti provided a history of the Town's website development and a brief overview of the Commission's options. The current site is static, and Arten is exploring Content Management System as a means of updating the Town's web pages more easily. Alternatively, if volunteers/employees became familiar with HTML, that would provide more flexibility for revisions. K. Ayers stated that the Commission's immediate concern is to include information on Prime Wetlands (PW) on the website; she, Frank, Shawn Hanson, Marietta Garavaglia and any interested Commission members will meet within the next week or two to discuss longer range objectives and implementation.

2. Call to Order and Roll Call: Karen Ayers called the meeting to order at 6:58 p.m. Present were Karen Ayers (CC Chair), Marietta Garavaglia (CC Administrative Assistant), regular members Tracy Healey-Beattie, David Gandt, Nancy Roka, alternate member Larry Smith and Theresa Walker from the Rockingham Planning Commission (RPC). Regular members Greg Smart and Robert Wiener were absent, as was Selectmen's Representative Shawn Hanson. Larry Smith was designated a voting member for the meeting.

3. Review and Approve Minutes:

- L. Smith moved to approve the August 9th minutes as amended (revise the vote on the motion to approve payment of the SELT invoice); T. Healey Beattie seconded. There was one abstention and the motion passed.
- Minutes from September 13th could not be acted upon since there was not a quorum of voting members.
- N. Roka moved to approve the minutes from October 11th as amended (minor clarifications); L. Smith seconded and the motion passed unanimously.
- Minutes from the January 11th and May 23rd meeting were unavailable.

4. Publicity: G. Smart was nominated to write the next article (due in mid-December) for the January/February Town newsletter. Suggested topics include: an update on the PW initiative (referencing the website and the information posted); status of the Marsh Lane Preserve Extension; and a call for new members.

5. Membership: Martha Byam is not available to join the Commission at this time.

6. Closed Session: at 7:25 p.m. the members voted unanimously to go into closed session in accordance with RSA 91-A:3(d)—“Consideration of the acquisition, sale or lease of real or personal property....” At 8:00 p.m. the members voted unanimously to end the closed session and resume the public meeting.

7. Open Space Plan for Hampton Falls: T. Walker reported that she has collected everything known about natural resources in Hampton Falls; for the December meeting, she will prepare a skeletal outline of proposed sections for the HF Open Space Plan.

8. Prime Wetlands: The tax map illustrating the PW overlay has been prepared by the RPC and is on display in the CC meeting room; suggestion was made to move it to the assessor's office and place an additional map in the Library (M. Garavaglia will handle); the map has also been posted on the Commission's web page.

Karen reviewed the flyer that she has prepared for mailing to all Town residents. Comments included:

- Provide reasons why the voters should support this initiative
- Change “site specific verification” to “site specific delineation by a State certified wetlands scientist”

- Reference NHEP's assistance with this project
- Consider visiting the EPA site or contacting Dave Kellam if alternative art work is needed.

T. Walker left the meeting at 8:15 p.m.

9. Financial Issues:

- **2008 Budget:** This has been submitted to Eric Small. The total is \$7,500 and includes 55 hours of T. Walker's time (@ \$50/hour) for July through December after her contract with the Commission ends.
- **Invoice from SELT:** D. Gandt made a motion to approve payment of \$7,271.95 to SELT from the Conservation Fund for services relating to the Marsh Lane Extension conservation easement. L. Smith seconded the motion and it passed unanimously.
- **NHACC Mileage Reimbursement:** N. Roka made a motion to reimburse K. Ayers for 120 miles traveling to/from the NHACC meeting of November 3rd at the current government rate (POV). L. Smith seconded the motion. There was one abstention and the motion passed.

10. Whittier Pond: Eric Small has requested that the Commission work with the current owner to allow access to the pond. As background, K. Ayers reviewed a letter that she had written in 2003 for E. Small's signature requesting access from the owner at that time; the letter was received favorably by the previous owners, but no formal agreement was executed. The property has since been sold. The new owners have not agreed to formalize the public's rights of access through an easement deed. Karen asked if any of the members was interested in handling this project; the consensus was that inasmuch as the Commission acts in an advisory role, someone with more authority (such as the BOS or the Town Administrator) should pursue this request. Further, if the access is currently blocked in a way that is inconsistent with the Town's regulations, then the Code Enforcement Officer should investigate.

D. Gandt left the meeting at 8:30 p.m.

11. SELT of NH Community Stewardship Specialist: SELT has sent a letter to Conservation Commissions in Rockingham County advising them of the newly created position of Community Stewardship Specialist; the specialist would assist communities in preparing baseline reports, in monitoring town-held conservation easements and in file preparation and organization. In order to support this position, SELT is looking to partner with communities interested in these services. Karen suggested that it would be better for the Town to hire these services as needed rather than entering into a contract at this time; the members agreed.

12. Correspondences/Workshops:

- The annual Town Christmas party will be held on December 12th at 7:00 p.m.; the RSVP date (to Holly Knowles) is December 3rd.
- The 9th Annual River Symposium will be held in Portland, ME, from May 12th-15th, 2008. Cost will be approximately \$350.
- The NH Lakes/Rivers Council Watershed Conference is scheduled for November 17th , 7:45a.m. – 3:30 p.m.

L. Smith moved to adjourn the meeting at 8:40 p.m. and T. Healey-Beattie seconded; unanimous.

Respectfully submitted,
Marietta Garavaglia
CC Administrative Assistant