

**Conservation Commission
January 4, 2017
Meeting Minutes**

Call to order: 7:02 PM

Members Present: Janet Cote, Sandra Heaney, and Richard Batchelder.

Minutes Review and Approval: Sandra Heaney moved to approve the December 7, 2016 minutes as written, seconded by Richard Batchelder. The Commission voted to approve the minutes by a 3-0 vote.

Correspondence Review: Info Requests, Wetlands Permits, Planning Board, Zoning Board, etc.

Planning Board meeting on January 25th includes a municipal law update with Bernie Waugh.

Planning Board meeting on January 11th is in regards to a site plan review for 20 Spring Street.

The invoice for 2017 annual dues was received from the NH Association of Conservation Commissions.

The Forest Society Monitoring Report regarding the Worthen Easement was received.

New Business:

Catterall Easement Monitoring and Report: Ms. Heaney informed the Commission that she spoke to the owner of the property and informed him that the Forest Society wants the snowmobile trail moved and that it is the property owner's responsibility to inform the snowmobile club of this. Ms. Cote commented that it is the Conservation Commission's responsibility to monitor and report on this easement and that the Forest Society is backup to the Commission. Ms. Cote has alerted the town administrator to this issue and town council may need to be contacted. Ms. Heaney commented that she will draft a letter to the property owner regarding the easement responsibilities and the illegal use of the property and that the landowner needs to enforce this. Ms. Heaney will copy the Forest Society on the letter. Ms. Heaney will file the monitoring report and include the letter with this.

Town Report: Ms. Cote presented a draft annual report. The Commission agreed that the report should be submitted to the town for the 2016 annual report.

Old Business:

Mason Westfall memorial: Ms. Cote presented draft wording for a memorial plaque. Ms. Heaney will forward the wording to Clay Dingman for review and will get an estimate on size and price of a plaque.

Work Session: Efforts will continue to purge and organize files.

Next Meeting Logistics: Next scheduled meeting February 1, 2017 if needed.

Individual Tasks Assignments: Ms. Heaney will file the easement report.

Adjournment: Mr. Batchelder made a motion to adjourn, seconded by Ms. Heaney. The motion was approved 3-0 and the meeting adjourned at 7:45pm.

Respectfully submitted,
Wendy Costigan