

Bristol Conservation Commission
December 2, 2020
Meeting Minutes

APPROVED: 2/3/21

Members Present: Carroll Brown, Chair; Richard Batchelder, Janet Cote, Bonnie MacGillivray-Blout, Karen Bemis

Others Present:

Christina Goodwin, Land Use Manager

Call to Order:

Mr. Brown stated that the Governor's Emergency Orders allow for meetings to be held both in-person and electronically due to the pandemic. Members of the Board and public are attending in-person, via video or via telephone conference. The meeting opened at 7:02 pm by roll-call vote 5-0.

Minutes of November 4, 2020:

The Commission reviewed the minutes. J. Cote motioned to approve the minutes of November 4, 2020 as written, seconded by Mr. Batchelder. The motion carried by roll-call vote 5-0-0.

New Business:

Mrs. Goodwin stated she sent the committee a link from NH Department of Environmental Services regarding the Supply the Lines newsletter.

Unfinished Business:

By-laws Review

Membership: Mr. Brown and other members discussed the distinction between regular members and alternate members. Alternate members will stay alternates and the definition for both will stay the same.

Mrs. Cote clarified what alternates responsibilities are and they can serve on Special Committees. Alternates are not allowed to vote unless taking place of an absent member or to fill a quorum.

Secretary: Mr. Brown and Mrs. Goodwin stated that the use of secretary should be taken out of the by-laws. Timely agenda preparation will be established by the Chair and the Land Use Office. The Commission discussed adding the duties of the Secretary section under the Chair's responsibilities in coordination with the Land Use Office for proper posting of meetings, minute and agenda preparation and distribution.

Conflict of Interest: Mr. Brown added to Article VII: Conflict of Interest. The addition states that members must inform the Commission of a conflict of interest the moment the conflict is realized. There was nothing prior discussing the process in the by-laws. The Commission discussed looking into the Town policies to identify a conflict of interest by law for wording and description.

Catterall Easement Monitoring

Mr. Brown tried to set up an appointment, but the phone number is not in service. Ms. Goodwin will check for contact information from the property file and Mr. Brown will visit the establishment and attempt to set up an appointment.

Commission Member Items:

None

Communications:

Ms. Goodwin communicated that there is an anticipated Special Use Permit application coming forward for the January meeting.

Next Meeting:

The next meeting is scheduled for Wednesday, January 6, 2021 at 7:00 p.m.

Adjournment:

Motion to adjourn at by Mrs. Cote, seconded by Mr. Batchelder. The motion carried by roll-call vote 5-0-0 and the meeting adjourned at 8:37 pm.

Respectfully submitted,
Shannon Wharton