**Orford Conservation Commission (OCC)**

**Meeting Minutes: March 21st, 2019**

* Present: Ted Cooley (Chair), Carl Schmidt, Emily Bryant (Alternate), Craig Putnam, Fran Plaisted (Alternate, Secretary) Paul Goundrey(alternative), John Miller, Tom Bubolz, and David Smith, who attended as a resident.
* Emily Bryant and Paul Goundrey were seated as Commissioners for the meeting.
* The Chair called the meeting to order at 7:04
* Tom moved we accept the public hearing minutes as amended by Carl. John seconded. Motion carried.
* Ted sent a copy of the draft minutes from the Conservation Meeting on 2/21 along with a Letter of Certification to allow a check for $10,000 to be sent to the Upper Valley Land Trust (UVLT) for the Brackett Brook Farm (BBF) project. The funds were paid from the Conservation Fund (CF). The motion to send this amount was moved and seconded at the 21st February OCC meeting.
* OCC Meeting Minutes from 2/21/19. Tom moved we accept minutes, Paul seconded. Motion carried.
* Water Sample Schedule: Tom indicated that he will begin water sample collection at the various collection sites on the first Tuesday of each month. Sample collection times need to be early enough to allow for 10:00 a.m. sample pick up. The collection schedule requires coordination with the courier so that no sample remains untested within the permitted 8-hour window. Sample collections will occur June through September. Jeff and Harry will work with Tom to learn the collection sites and procedures, and to assist him. Eastern Analytic Courier picks up samples.
* Selectboard reappointed Commissioners and Alternates to 3-year terms including: Tom, Ted, Carl as Commissioners, and Diane as alternate. We reviewed lists of commissioners. See Appendix.
* There was a 2018 land use change tax in the amount of $3,500 that was not billed, not collected, and not transferred into the Conservation Fund. Ted will follow up with the Tax Collector and the Treasurer. Once collected, the amount needs to be transferred to the CF. In the future we will inquire in the fall regarding any potential land use fees. The Town Assessor should be aware of these.
* Bracket Brook Farm Update- two checks for $10,000 have been sent out to the Upper Valley Land Trust. In the event that the BBF conservation easement project is unsuccessful, the donated amounts will to the CF.
* The local fundraising effort by the UVLT for Bracket Brook has reached $7500, with another $2500 needed to achieve the $10,000 goal. Planning to finish the campaign by the end of the month.
* Indian Pond Project: Dam inspection needs to take place, and the culvert under the access road at Indian Pond still needs some work. Work requires going through a full permitting process since there is water and wetlands on both sides on the access road. Will seek assistance from DES to approve required work including culvert replacement.
* Jacobs Brook Subcommittee Update: Ron Rhodes applied for the grant to pay for proposed work. We are awaiting approval of the grant. The grant proposal passed the initial review. Not sure when/if the grant will be approved. The work plan calls for constructing benches (terraces above the brook bed) to give flood water a place to go, and to plant trees and shrubs to slow water flow. Slowed water flow reduces damage. The proposed worksite is adjacent to NH RT 25A, and is just upstream from the Brook Road bridge. The Selectboard is planning work on the Brook Road bridge abutments and adjacent brook banks. The two projects are adjacent but separately funded.
* The bog on Orfordville Rd. is leaking under and around the culvert. Spoke with the state, but no one from the state has looked at the issue yet, so still needs to be addressed.
* Archertown Rd. issue of flooding due to beaver dams was addressed last fall.
* Culverts Project: The OCC wants to fund a culvert study. Att. Steven Buckley from the New Hampshire Municipal Association responded regarding whether Conservation Fund monies might be used to pay for the study. Since the culverts directly impact waterflow and wetlands, and follows NH DES guidelines, the OCC wants to pursue the culvert study. Request Meagan Butts to put together a proposal. Ted wanted to gauge Commissioner interest in this project. Prior Selectboard supported this project. The survey would not address the state culverts as we cannot spend town money on state culverts. However, the OCC wants to approach the State to determine whether we can coordinate studies of the Town and the State culverts. The Commissioners noted that state culverts including several on NH RT 25A have been involved in serious road damage during flooding events occurring in the last few years. All members agreed to support Meagan to develop a proposal that meets DES requirements for wetlands. According to Att. Buckley, following DES guidelines could justify use of the CF to underwrite the culvert study.
* Sent a message to Selectboard Chair John Adams to determine who will be the OCC representative.
* NRI Project: Needs to be resumed.
* Ester Dobbins Marsh provided arranged a Town email account for several organizations in town including the OCC. The OCC email address is: conservation@orfordnh.us All OCC email must go through the OCC email account.
* Tom moved that we adjourn. Paul seconded. Motion carried.
* The meeting adjourned at 8:12pm.

Respectfully Submitted,

Fran Plaisted

Appendix

ORFORD CONSERVATION COMMISSION

COMMISSIONERS’ TERMS

Name Role Appointed Expiration

Jeff MacQueen Commissioner June 2018 2020

John Miller Commissioner November 2018 2020

Carl Cassel Alternate June 2018 2020

Emily Bryant Alternate June 2018 2020

Harry Pease Commissioner June 2018 2021

Craig Putnam Commissioner June 2018 2021

Paul Goundrey Alternate June 2018 2021

Fran Plaisted Alternate June 2018 2021

Tom Bubolz Commissioner March 2019 2022

Ted Cooley Commissioner March 2019 2022

Carl Schmidt Commissioner March 2019 2022

Diane Gildersleeve Alternate March 2019 2022

(To be appointed) Selectboard *Liaison* April 2018 N/A

In future, terms expire 31st March, 3 years after appointment. New terms begin 1st April in the year of appointment. Commissioners appointed to fill vacancies join the “class” of the person whose term they are filling.

As of 13th March 2019 based on appointment letters issued by Select Board

ESC

OFFICERS’ TERMS

Role Name Elected Expiration

Chair Ted Cooley April 2019 2020

Vice-Chair Jeff MacQueen April 2019 2020

Secretary Fran Plaisted April 2019 2020

Finance Committee Carl Cassel, Emily Bryant

 April 2019 2020

Officer terms expire 31st March, 1 year after election. New offices begin 1st April in the year of election. Officers elected to fill vacancies complete the term of the office they are filling.

As of 1st April 2019

ESC