

SWANZEY CONSERVATION COMMISSION (SCC)
Agenda for Meeting of March 16, 2015
4 p.m. at Swanzey Town Hall

Called to Order at 4:15 p.m.

Present: Wally Smith (Vice Chair), Michael Morrison, Jeanette Cook (Chair), Stephen Stepenuck (Quorum)

Absent: Jane Johnson, Rich Dell'Erba, Gary Coburn

Recorder: J. Cook

Guests - none

OLD BUSINESS

1. Review of Minutes of Meeting March 2nd. There were no minutes for Feb. Motion to approve meeting minutes of March 2nd by Michael Morrison, second Stephen Stepenuck. Carried.
2. Site Walk Minutes of Access to Honey Hill. Gary Coburn, Stephen Stepenuck, Jane Johnson were there but even though they had an appointment, and saw SCC people on site, the landowners concerned avoided the meeting. Since public access is still an issue, Michael Morrison moved to consider SCC hiring a surveyor to determine lines and prevent further boundary questions. Discussion was held in which John Bridges was chosen as the first surveyor to contact. Stephen Stepenuck volunteered to get in touch with Mr. Bridges. This was seconded by Wally Smith. Carried.
3. Who should receive complimentary copies of Meeting Agendas and Minutes? Discussion and decision. See below.

Review of Received Mail:

- a. Emily Hague, Monadnock Conservancy, dated 1/13/15 – letter w/enclosures: Monitoring Report, Easement Nos. 104, 132, (no #) Perry Farm III; and Agricultural Land Easements (ALE) Summary as of 2/11/14. Mail was passed to members by chair. This item was moved to New Business on the suggestion of Stephen Stepenuck. These easements are being monitored for violations. J. Cook to call Emily Hague for more information at next meeting.
 - b. Disposition of read mail – once the SCC has read mail it will be left at the Town Hall open area for the public.
 - c. Next time Review of Received Mail will be under New Business.
2. Chair: Keys to Town Hall – location, retrieval, SCC file cabinet, access to stationery, and other minor administrative matters will be discussed. J. Cook to talk with town hall officials during the subsequent week and report at next SCC meeting.

NEW BUSINESS:

1. Reports from Committee Representatives - Swanzey Town Selectmans Meeting representative – Wally Smith reported that the town is losing Shane O’Keefe as town administrator this coming July.
 - a. Representative to the Ashuelot River Local Advisory Committee (ARLAC). The following items were noted:
 - b. Rep. 1 – Barbara Skuly
 - c. Rep. 2 – Open (must be nominated by selectmen. Applicants are encouraged to send the Swanzey town application form to the selectmen directly. There will be a training session May 12, 2015.
 - d. Swanzey Town Open Space Committee Representative (OSC) – Open.
 - e. New Hampshire Association of Conservation Commissions – Stephen Stepenuck is representative. He tried to get all Swanzey SCC members on a list but some objected to having personal contact info on it. NHACC emails a newsletter for those who want it. We will revisit this issue next meeting.
 - f. Natural Resources Advisory Committee (NRAC) – Michael Morrison reported that he attended the Southwest Regional Planning Commission meeting in Keene on 2/25/15. There will be an Invasive Plant Species and Best Practices for Control by Steve Robarge at 7 p.m. at the Keene Public Library.
 - g. Cheshire County Conservation District (CCCD) – Wally Smith helped by inviting Amanda Littleton to our next meeting. She will give a 10 minute presentation on the purpose and role of the CCCD and how it can be helpful to SCC.
 - h. Southwest Regional Planning Commission (SRPC) Natural Resources Committee (NRC) – SCC is supposed to receive copies of permit applications. J. Cook will talk with Donna at town hall re: incoming mail on this topic and report back at next meeting.
2. Reports from Subcommittee Representatives –
 - a. Roadside Cleanup is scheduled for April 18, 2015. Discussion over whether we had gloves and bags available for this purpose ended with holding this item over to the next meeting.
3. Treasurer Report/Expenditure Report – J. Cook will see Theresa at town hall. This will give us updated figures which will be presented at next meeting.
4. Review our “budget” if any and choose regular attendees (2) at Selectmens’ budget committee meetings. It was noted that the SCC does not have a budget *per se* but can get reimbursement for valid expenditures through town hall. However, we all agreed that having two SCC representatives at the selectmen’s budget committee meetings would be good idea. Wally Smith volunteered to be one, and we will ask Jane Johnson next time if she would like to be the other.

5. SCC Mission (charter) review – this is from the NHACC website, page on “**What Conservation Commissions Must Do**”:
 - a. *Conduct researches into its local land and water areas*
 - b. *Seek to coordinate the activity of unofficial bodies organized for similar purposes*
 - c. *Keep an index of all open space and natural, aesthetic or ecological areas...all marshlands, swamps and other wetlands*
 - d. *Keep accurate records of its meetings and actions*

6. Projects Review – Chair mentioned that a number of projects had been undertaken in the past, but there is no comprehensive project management process in place. The following items were reviewed and all agreed to allow the chair to put these items on individual project management sheets, which will be kept in the chair’s main notebook (which belongs to the group), and ask the group at next meeting how best to manage each one. The list of items to be put on management sheets goes from 6a to 7c below, and will be continued from meeting to meeting until completed:
 - a. Ash Hill Scenic Road
 - b. Anti-Dumping Ordinance (Jane Johnson asked for actual text of the ordinance language that was just defeated) -
 - c. Bardwell Property Logging – S. Stepenuck reported on looking up of logging permit. None could be found. He said Barbara Skuly has done a great deal of work on whether this is a permitted activity, agricultural activity or what. It was a frustrating process, with one agency handing it off to another without conclusion. There may or may not be an issue of concern to SCC here. After the meeting was over, S. Stepenuck emailed to SCC members two photographs of cutting being done very near the shore of the mainstem of the Ashuelot River. We decided to revisit this subject when we have more than a quorum present.
 - d. Registration for Special Places - ?
 - e. Falls Brook culvert replacement
 - f. Mt. Cresson

7. Publicity
 - a. SCC Town Website Page Report
 - b. SCC Sign – can we use to publicize ourselves?
 - c. Earth Day - ?

8. Proposed additions to next agenda:
 - a. Member reading material assignments: There is a great deal of written matter we need to digest. Members who accept reading assignments will report in short form – 5 minutes each and mentioning high points only – at next meeting. Items needing further review will be scheduled on next meeting’s agenda.
 - b. Proposal for Resolution^A: Swanzy Natural Resource Inventory. Was there one in the past? Can we do a new one? – discussion and decision. Item for agenda next meeting.

- c. Proposal for Resolution^B: Pursue the Swanzy Anti-Dumping Ordinance w/ letter from SCC to Board of Selectmen. SCC feels there should be a written record of our reaction to the failure of this ordinance to pass. Motion to prepare a letter to the Board of Selectmen was made by Michael Morrison, seconded by Stephen Stepenuck. Carried. Chair will bring a draft letter to the next meeting.
9. Distribution of Minutes: Proposal to routinely send to Town Administrator *et alia* as in the past...discussion was to have town administrator distribute to town personnel as he/she felt necessary, in future, rather than SCC decide to whom to send them. Motion for same was made by Michael Morrison, seconded by Wally Smith. Carried.
10. Handbook for Conservation Commissioners: Each member should have a copy. Take names of those who haven't one and arrange for receipt prior to next meeting. Discussion and decision. No one knows if this book exists. Chair will research and report back at next meeting.
11. Roadside cleanup: Publicity, equipment and bags, gloves, water and snacks for people, etc. will be discussed re: the Roadside Cleanup, scheduled for _____.

b. Permits & Variance Applications - none

c. Miscellaneous:

Adjourn: Time: 5:15 p.m.

NEXT MEETING IS SCHEDULED FOR: April 6, 2015 at 4 p.m. at Town Hall.

END