Cindy Robertson called the meeting to order at 4:30pm.

**Present:** Cindy Robertson-Chair, JoCarol Woodburn-Vice-Chair, Phil Fitnides-Member, Deborah Miville-Member, Avery Comai-Member (Town Council Rep), Robert Better-Alternate, Bill Herlicka-Alternate, John Pieroni-Alternate

**Not Present:** David Hess-Alternate, David Ross-Member

**Staff:** Leann Fuller, Administrative Assistant, Bruce Thomas-Town Engineer

Cindy welcomed Bill Herlicka to the Conservation Commission.

Pledge of Allegiance was recited by those present.

**I. Consent Agenda**

-Bear-Paw Executive Director Note

*Phil Fitnides motioned to approve the Consent agenda, seconded by Avery Comai. Motion passed.*

**II. Appointments**

i. **Bennet Nelson, Eagle Scout**
   Merrimack Riverwalk Trail Bridge

Bennet Nelson presented an Eagle Scout project that was discussed with him. The current “bridge” consists of a couple planks that are not safe. Cindy contacted Dr. Stein who sent the word out and Bennet decided it would be a great Eagle Scout project for him. Bennet explained that fundraising is the biggest issue. As part of the Eagle Scout project, he does have to do all the fundraising and then any remaining funds after the project gets donated. Bruce Thomas presented Bennet with a design for the bridge and Bennet hopes to begin building in late March. He believes it should not take longer than a couple days to build. Bruce Thomas will be supervising the project. The dimensions of the bridge are 5 foot wide by 16 foot long. There will be small railings. Bruce Thomas stated that the Town Council has standardized some projects. Bennet will be using pressure treated wood with galvanized lag bolts and nails. This is a temporary bridge until a permanent one is constructed. However, it will be constructed to last. Dan Tatem from Stantec did e-mail the Wetlands Bureau to ask about this project but did not seem to get a straight answer so he will be going back to them.

ii. **Katrina Amaral, Executive Director of Bear-Paw**
   Kiosk panels, 2020 Contract Work and Bow Forest Project

As there is a new Alternate present, Cindy introduced Katrina Amaral, the new Executive Director for Bear-Paw Regional Greenways.
Katrina Amaral presented a map and interpretive panel that will be located on the Clay Pond kiosk. JoCarol has been extremely helpful with edits and suggestions for the two items. Katrina explained there is currently a large LCHIP sign taking up space but it will be replaced with a smaller one. The last panel on the kiosk will be for flyers, event notifications and anything else that is relevant. Katrina clarified that the Conservation Commission did allocate money for printing of the panels this past summer. Katrina has received a couple quotes to print those. They plan to go with Voss Signs as they do a lot of Fish and Wildlife signs and they came in less expensive.

Katrina Amaral mentioned she saw the e-mails regarding the logging of Compartment 4 at the Clay Pond Area. Cindy spoke about that as those came in right before the meeting. Ultimately, the Conservation Commission contracted with Swift Corwin to log Compartment 4. Swift went out and reassessed the viability to do so and has determined that it is not the best area or timeframe to do that. Katrina summarized by saying that Swift felt there was very little economic and wildlife benefit to go forward with logging that area.

*Phil Fitanides made a motion to terminate the Contract with Swift Corwin due to the logging not having much economic and wildlife benefit and leave an option open to renew the contract in further years, seconded by Deborah Miville. Motion passed.*

Katrina spoke about the Stewardship Contract and whether that needs to be renewed. Leann pulled up the contract and it does say it is good for 3 years. Deborah Miville asked if Katrina had different priorities that would require the contract be revised. Katrina said due to Bear-Paws current staffing capacity, it is hard to accomplish Town Easement monitoring. She is working with someone who is in the Manchester/Hooksett area and is good at outreach that may be able to establish a volunteer base to complete the yearly Town easement monitoring. Katrina did reiterate that any property that Bear-Paw holds an easement on, they monitor which no charge to the Town. The monitoring she is referring to is for parcels that the Town has easements on. Bill Herlicka expressed his concern with revising the contract because once the wording is changed; it can open up a can of worms.

Katrina mentioned the annual Bear-Paw meeting is on January 25th from 9am-12pm (lunch included) at the Hooksett Library. The topic is regarding Bats in New Hampshire. A State Biologist will be the speaker.

### III. Meeting Minutes Approvals

- November 18, 2019

*Avery Comai motioned to approve the meeting minutes from November 18, 2019, seconded by Deborah Miville. Motion passed.*

- November 18, 2019 Non-Public Minutes

*JoCarol Woodburn motioned to approve the non-public meeting minutes from November 18, 2019, seconded by Phil Fitanides. Motion passed.*

### IV. Other business: Projects, Invoices, Etc.

i. Pricing for Private Property signs for land abutting Merrimack Street residents

Leann summarized the pricing that was received for additional Conservation Easement Boundary markers for the Merrimack Riverwalk Trail. The lowest quote was from The Sign Gallery, LLC in Hooksett. For up to 10 Conservation Commission Minutes
signs, they would be $16.00 each. That price does not include posts. The sign posts are 10 foot u channel posts that are $33.95 each. Avery Comai recommended fastening them to the posts with rivets as opposed to the current fastening system. There was additional discussion about adding medallions further up the trail for the Phase that is being utilized but not completed yet.

**Phil Fitanides motioned to approve the purchase of 10 Conservation easement boundary signs and posts in the amount not to exceed $600, seconded by JoCarol Woodburn. Motion passed.**

ii. Sign pricing for the Merrimack Riverwalk Trail entrance

Leann received an e-mail from JoCarol Woodburn regarding signs that were put at the entrance of the Merrimack Riverwalk trail that had some grammar errors and spelling mistakes and was not pleased with their appearance. The signs were removed and JoCarol did a mockup of sign designs and the Public Works department obtained pricing. Cindy reviewed the sign and recommended adding a period after property and striking including private docks. John Pieroni asked about putting a trash barrel at the end of that trail. Cindy stated that they are not going to do that as it would just cause more responsibility. It is a carry in, carry out trail. Avery Comai recommended putting something on the sign as to a fee or legal punishment for littering. Leann will check what may be the littering fine. John Pieroni asked if the sign should say “Dawn to Dusk” instead of Daylight hours. Leann will check to see what the signs for Clay Pond state so all signs stay uniform.

Deborah Miville mentioned that the Parks and Rec Advisory Board would like some signs on the Heads Pond Trail regarding littering. Cindy mentioned that the Kiwanis maintain the trail.

Phil Fitanides mentioned that the permitted uses are not all inclusive. Bill Herlicka stated that the idea is to welcome people, the sign is simple. The longer the list, the less it will be read.

iii. NHACC membership benefits

Leann received this e-mail that outlined what the membership benefits are for the New Hampshire Association of Conservation Commission. At a previous meeting, when the annual fees were due, there were questions as to what the NHACC offers and does. This e-mail was provided to answer those questions.

iv. Stantec invoice for $3,514.22

**JoCarol Woodburn motioned to approve payment of the Stantec invoice for $3,514.22, seconded by Deborah Miville. Motion passed.**

v. Brick Kiln Historic Loop grand opening event planning (add to following agendas)

Cindy Robertson mentioned the new phase of the Merrimack Riverwalk Trail was named the Brick Kiln Historic Loop as that was where the brick kiln was located. When the trail was first opened, there was a large grand opening ceremony planned. If the loop had been completed about 15 days sooner, it would have been part of Historic Month with the Heritage Commission. If Bennet gets the bridge done in April, it may be a good time to plan the grand opening event. Phil Fitanides mentioned that there is helicopter footage of the trail on YouTube. It is listed under Hooksett Helicopter Ride.
vi. Cost for kiosk and map at the Merrimack Riverwalk Trail

JoCarol Woodburn plans to send the flyer to Staples to be printed with a new updated map showing the new trail. These will be posted on the kiosk at the beginning of the Merrimack Riverwalk Trail.

*Cindy Robertson made a motion to approve JoCarol Woodburn’s expenditure up to $300 for production of Hooksett Riverwalk Trail kiosk materials, seconded by Deborah Miville. Motion passed.*

vii. Bear-Paw Stewardship invoice for Steve Couture $300.00

*Cindy Robertson motioned to approve the Bear-Paw Stewardship invoice for work completed by Steve Couture in the amount of $300.00, seconded by JoCarol Woodburn. Motion passed.*

viii. Solid Earth Technologies final payment requisition with close out documents

Cindy Robertson mentioned that an e-mail was received from Dan Tatem at Stantec. It states that the original contract was for $276,603. It came in at $262,229, which was $14,374 under budget. Dan Tatem did break it out to show where the savings were. The NHDOT driveway permit is for the access and gate off of Merrimack Street.

*Cindy Robertson motioned to allow Cindy to sign the NHDOT Driveway permit application to put the gate and entrance on Merrimack Street once received from Stantec, seconded by Phil Fitanides. Motion passed.*

*Cindy Robertson motioned to pay the final payment requisition in the amount of $15,416.57 to Solid Earth Technologies, seconded by Deborah Miville. Motion passed.*

Leann explained that at a previous meeting when Dan Tatem presented the gate idea, it was recommended to have a Knox Lock installed on it for Emergency personnel. Leann obtained a quote from Knox as recommended by Assistant Fire Chief Steve Colburn. The quote was for $119.00.

*JoCarol Woodburn made a motion to purchase a Knox Box lock for Emergency personnel in the amount of $119.00 from Knox, seconded by Phil Fitanides. Motion passed.*

Cindy Robertson had one more item to go over. JoCarol Woodburn is stepping down as Vice-Chair. David Ross has agreed to step up.

*Cindy Robertson motioned to nominate David Ross to Vice-Chair effective as of January 1st, 2020, seconded by Deborah Miville. Motion Passed.*

*Cindy Robertson motioned to adjourn, seconded by Phil Fitanides. Meeting adjourned at 5:47pm.*

Minutes respectively submitted by

Leann Fuller