

Central NH Regional Planning Commission  
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**APPROVED**  
**CNHRPC Full Commission Meeting**  
**Meeting Minutes**  
**Thursday, June 13, 2019**  
**7:00pm**

**Commission Attendees:** Steve Buckley, Town of Bow  
Harry Wright, Town of Bradford  
Tyson Miller, Town of Canterbury  
Stan Brehm, Town of Chichester  
Allan Herschlag, City of Concord  
Keith Johnson, Town of Deering  
Betsy Bosiak, Town of Epsom  
Scott Osgood, Town of Henniker  
Clarke Kidder, Town of Hopkinton  
Kathy Cruson, Town of Pembroke  
Clayton Wood, Town of Pittsfield  
Jim Pritchard, Town of Pittsfield  
Joe Schmidl, Town of Salisbury  
Ben Inman, Town of Warner  
Ken Milender, Town of Warner

**CNHRPC Staff:** Michael Tardiff, Executive Director  
Dean Williams, Transportation Planner  
Katie Nelson, Regional Planner  
Matt Monahan, Senior Planner

The meeting began at 7:05 PM, called to order by CNHRPC Chair, Harry Wright (Bradford)

**Presentation: Chris Kane, Kane Conservation. *The Art and Science of Conservation Easements.***

Chris Kane began his presentation reviewing the different types of easements, including Rights of Way, Utility, and Conservation. He explained that conservation easements are different as they restrict certain uses in efforts to protect natural and culture resources. Common allowed uses include forestry, agriculture, and recreation. The sections of an easement deed were described briefly, noting they are often held in perpetuity.

Mr. Kane described the responsibilities of holding an easement, which should include regular monitoring and communication with the landowners. Mr. Kane described how this process is done, including reviewing the proper documentation and imagery related to the easement, how to conduct a site visit, including

discussion of any recent planning activities with the property owner, and developing a follow-up report which includes details notes of the visit and addresses any violations observed. It was noted that various tools are available, such as GPS and smartphones, which are helpful in the monitoring process by tracking the route taken and to take photos of any violations.

The following questions and discussions occurred throughout the presentation:

- Conservation easements typical outline prohibited uses, versus outlining permitted uses.
- Amendments to easements are possible, though it is a long and difficult process to update an easement. It was noted that every situation is different and is treated accordingly.
- Examples of typical issues or violations commonly found while monitoring easements included unpermitted structures, overharvesting of timber, and infringements of driveways and parking areas.
- A GPS is often used to geo-locate a monitor's location and the path walked.
- Drones are used in some easement monitoring, though Mr. Kane voiced his concerns of using drones due to forest cover.
- Landowners can give permission for a trail to be created, if permitted in the easement deed. That being said, an easement does not have to provide public access, and these details are typically negotiated during the easement process.
- Abutters play the same role as they would otherwise for any other development.
- Easements are drafted by legal professionals and each party in the easements typically has its own legal representation when drafting the easement deed.
- Easements can be any size, and many different types and sizes of conservation easement exist. It was noted that the Forest Society has a threshold for new easements due to capacity of their organization and staff.

## **1. Introductions**

Introductions were made around the room.

## **2. Minutes of the April 13, 2019 Full Commission Meetings**

On a motion from Clayton Wood and a second by Clarke Kidder, the minutes of the April 13, 2019 Full Commission meeting were approved unanimously.

## **3. Report of the Chair**

Mike Tardiff provided the report of the Chair, noting that there has been an increase the amount of circuit rider and development review work over the past few months.

## **4. Treasurer's Report**

Mike Tardiff provided the Treasurer's Report. He indicated that CNHRPC is in positive financial territory for the end of the fiscal year. He noted that the end of this fiscal year is also the end of the two-year Unified Planning Work Program (UPWP) cycle with NHDOT.

## **5. CNHRPC Developments of Regional Impact (DRI) Review Guidelines**

The draft CNHRPC Developments of Regional Impact (DRI) Review Guidelines were presented. Discussion occurred, including how this works into use by local land use boards:

- It was noted that the DRI Review Guidelines can be used by all land use boards, including the Planning Board and the Zoning Board of Adjustment.
- This would not be used in conceptual proposals.
- This is a guidance document only.
- This is a living document, open to modification. It was also noted that not all Regional Planning Commissions have approved a similar document.

Upon a motion from Steve Buckley and a second by Clarke Kidder, the CNHRPC Developments of Regional Impact (CRI) Review Guidelines were approved unanimously.

## **6. CommuteSmart New Hampshire June Commuter Challenge/Program Update**

Katie Nelson provided an update of the June CommuteSmart NH Challenge, noting that there are over 40 teams signed up and participating from across the state. In addition, CommuteSmart staff have been distributing challenge incentive items, including reusable bags, water bottles, and mini flashlights to participating teams. She described the awards, indicating there will be two awards given, for the category of most sustainable trips and for most social media buzz.

After the challenge, it was noted that additional Transportation Demand Management (TDM) work will begin, focusing on the I-93 Corridor and those Regional Planning Commissions within the immediate area, including Central NH Regional Planning Commission (CNHRPC), Southern NH Planning Commission (SNHPC), Nashua Regional Planning Commission (NRPC), and Rockingham Planning Commission (RPC).

## **7. CNHRPC Regional Brownfields Assessment Program Update**

Matt Monahan provided an update on the Regional Brownfields Assessment Program. He noted that there are currently five sites, including two in Pittsfield, one in Boscaawen, one in Bradford, and one in Hillsborough. While all of these sites are at different steps in the process, there are additional potential sites on the horizon that may be added. Matt also noted that there are still three contractors under contract.

## **8. Proposed FY 2020 CNHRPC Work Program and Budget**

Mike Tardiff presented the FY 2020 Work Program and Budget to those present. He noted that the budget presented is smaller than in years past, as there is less passthrough funding anticipated. The Brownfields Program has a smaller budget and additional projects are expected to be added throughout the year. It was noted that all communities within the CNHRPC area are members of the commission.

On a motion from Kathy Cruson and a second by Steve Buckley, the FY 2020 CNHRPC Work Program and Budget was approved unanimously.

## **9. Election of FY 2020 Officers**

Tyson Miller presented the proposed FY 2020 Officers as follows:

Harry Wright, Chair (Town of Bradford)  
 Tyson Miller, Vice-Chair (Town of Canterbury)  
 Keith Johnson, Treasurer (Town of Deering)

Steve Buckley (Town of Bow)  
Ken Milender (Town of Warner)  
Ken Swayze (Town of Dunbarton)  
Matthew Hicks (City of Concord)

Upon a motion from Betsy Bosiak and a second by Joe Schmidl, the FY 2020 slate of officers was approved unanimously.

**10. Other Business**

Katie Nelson mentioned to the group that the Currier & Ives Scenic Byway Council is currently looking for new members. She mentioned that the Byway passes through the town of Salisbury, Webster, Warner, Hopkinton and Henniker and anyone interested may contact her for additional information.

Mike Tardiff noted that Senate Bill 306 is currently included in the state legislature budget bill. This would approve the creation Housing Appeals Board, staffed by three members appointed by the Supreme Court.

**11. Adjournment**

A motion was made to adjourn by Tyson Miller and seconded by Betsy Bosiak. The motion passed by unanimous vote at 8:46 P.M.