



TOWN OF  
**NEWMARKET**  
NEW HAMPSHIRE

## **Conservation Commission**

September 8, 2022, at 7:00 PM

Town Hall Auditorium

### **AGENDA**

1. **Pledge of Allegiance**
2. **Roll Call**
3. **Public Comment**
4. **Acceptance of Minutes, August 11, 2022**
5. **Finance Report**
6. **Schanda Park: permit application from Jerry Collins**
7. **7:15 – 8:15 PM: Conservation Easement Monitoring with Emma Tutein, UNH Cooperative Extension. Review of best easement monitoring practices and assignment of 2022 easement monitoring**
8. **Land Stewardship**
  - a. **Sliding Rock Conservation Area – stewardship issues**
  - b. **Other**
9. **Committee/Board Reports**
  - a. **Planning Board**
  - b. **Town Planner**
  - c. **Town Council**
  - d. **Riverfront Advisory**
10. **Adjourn**



1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38

NEWMARKET CONSERVATION COMMISSION  
THURSDAY, AUGUST 11, 2022  
TOWN HALL AUDITORIUM  
7:00 PM

**Members Present:** Ellen Snyder (Chair), Melissa Sharples (Vice-Chair), Jeffrey Goldknopf (Planning Board Rep.), Sam Kenney, and Colin White (Town Council Rep. – *ex officio*)

**Members Absent:** Cris Blackstone, David Bell, and Julianna Tyson,

**1. Call to Order**

The meeting was called to order by Chair **Ellen Snyder** at 7:01 PM. 0-[time on DCAT 4:00]

**2. Pledge of Allegiance**

**3. Roll Call**

A quorum of voting members this evening includes: **Ellen Snyder, Melissa Sharples, Jeff Goldknopf, and Sam Kenney.**

**4. Public Comment**

No members of the public were present this evening for comment.

**5. Approval of Meeting Minutes – July 14, 2022**

[time on DCAT 5:05]

**Action**

**Motion:** **Sam Kenney** moved to approve the minutes of July 14, 2022 as drafted.

**Second:** **Jeff Goldknopf**

**Discussion:** None

**Vote:** **Approved 4-0-0**

The Chair announced that our speaker this evening, Barbara Richter, Executive Director of the NH Association of Conservation Commissions, has a conflict this evening and will join our meeting as soon as she is available.

**6. Land Stewardship**

[time on DCAT 5:56]

**a. List of Town Conservation Lands and Easements.** The Chair distributed a spreadsheet of all the conservation lands and easements. She began working on this project a few years ago and has recently jumped back on it! These lists include a comprehensive list of the 21 conservation lands, the 7 conservation easements, and the 3 town-owned lands. The spread sheet will be posted on our website. The information provided includes the site name, easement holder,

1 easement monitoring, executory interest, size (acres), date acquired, tax map lot #, location,  
2 recorded documents, and notes (if applicable). The Chair also included a map which colored  
3 coded the three types of properties. She mentioned that a natural resource inventory might be a  
4 good idea on the Follet's Brook properties and then a plan for trails once we know what is out  
5 there in terms of important wildlife habitat. All this is effort to take a more active stewardship  
6 role. With regard to Lita Lane, she recommends that we go out and take a look as well. The 20  
7 individual properties on Pembroke Drive, Brandon Drive, and Lita Lane (a tax forfeiture) should  
8 be consolidated into one property as these are wet lots. She proposes the Riverbend properties be  
9 visited as well. The Chair wanted to see how the members felt about asking SELT to monitor a  
10 few more of our conservation easements. Given that towns should not monitor their own  
11 properties. Piscassic River-Loiselle is one such land. **Jeff** mentioned the Dodd's property at the  
12 corner of Neal Mill and Grant Roads as we receive a copy of the monitoring report every year.  
13 Ellen will check on that property. **Ellen** has contact the State about the monitoring of Wiggin and  
14 Dearborn as members may wish to attend. We have gone out with LCHIP to monitor the  
15 Piscassic River-Loiselle.

[time on DCAT 24:45]

16  
17 **b. Schanda Park**

18 **1) Permit Application:** The Commission has received the annual application from Mr. Jerry  
19 Collins to store the 'pocket' of Chick's Weir during the winter time from October 2022 to June  
20 2023 on the park property. The application was tabled for further discussion at the next meeting.  
21 The Chair will contact Jerry for more information in general and about the process he uses for  
22 storage.

23 **2) Accessibility:** The Chair, the Planner, and DPW Director will be meeting at the Park early  
24 next week to look into the accessibility porta potty placement and will also look at the placement  
25 of the Weir 'pocket' for storage.

26 -----  
27 Our guest speaker is available via zoom now and the agenda is suspended for her presentation.  
28 -----

29 **7. Guest Speaker – Barbara**

[time on DCAT 36:00-1:07:41]

30 Barbara Richter is the Executive Director of NHACC and brings with her more than 20 years of  
31 experience in communications, administration and land conservation. Her background is in  
32 stewardship work for land trusts. The NHACC is a non-profit organization which receives no  
33 State funding. It serves 234 communities of which 217 have conservation commissions and 190  
34 are dues paying members. The mission of the NHACC is to foster conservation and appropriate  
35 use of New Hampshire's natural resources by providing assistance to conservation commissions,  
36 facilitating communication and cooperation among commissions, and helping to create a climate  
37 in which commissions can be successful. Their newly updated website [NHACC :: New](#)  
38 [Hampshire Association of Conservation Commissions](#) is a treasure trove of helpful information.  
39 The Annual Meeting this year will be held in person on November 5 at Pembroke Academy from  
40 8:30-3:30. Topics for that meeting may be viewed at: [NHACC :: Annual Meeting](#) and specific  
41 program information will be posted in August. They have also recently updated the NHACC  
42 Handbook (\$20). One other important NHACC action is work with their partners on the  
43 Wetlands Council, Current Use Board, State Conservation Committee for stewardship, and  
44 Taking Action for Wildlife (a partnership among UNH Coop Extension, NH Fish & Game, and  
45 the NHACC). The Lunch & Learn programs have been very successful and there are many  
46 working regional round tables, The Seacoast Round Table has been very successful and is led by

1 Jay Diener (Vice-Chair of the Hampton ConCom and current NHACC board member) for  
2 providing networking opportunities and sharing best practices. The Chair would like more  
3 information to join this group or form one in this area. They also provide testimony at public  
4 hearings in the State Legislature. They covered the following bills very closely: Right-to-Know  
5 Laws, Guns on Town Land, Cyanobacteria Study Committee, and Upland Invasive Species  
6 Program. The State is still trying to change the definition of Prime Wetlands. The Chair indicated  
7 that our prime wetlands map is out-of-date and Mark West believes that we should probably  
8 update. There is a new committee being formed to discuss OHRV and NHACC was asked to  
9 nominate a member to the Committee. They were pleased to have Suzanne Smith join the  
10 committee (soon-to-be former Representative for Grafton and member of the Resources,  
11 Recreation and Development Committee). Thank you for joining us tonight Barbara!

12 -----  
13 The Chair returned to the agenda:  
14 -----

15 **6. Land Stewardship** [time on DCAT 1:07: 43]

16 **c. Piscassic River-Loiselle Conservation Area**

17 **1) Abutter Encroachment:** We have some abutter encroachment issues with trails and tree  
18 cutting. These issues may not be recent, but we will need to visit the site and possibly speak with  
19 the neighbor. **Ellen**, Bart McDonough, and **Melissa** were actually visiting the Caroline Drive site  
20 recently. Bart believes that, since we haven't been stewarding the property, we should do a  
21 natural resource inventory and assess the boundaries.

22 **2) Field Mowing:** **Melissa** reported that the field had just been mowed. She is playing a little  
23 phone tag with him to find out about his schedule. We would like to ask that he delay mowing to  
24 mid-late October.

25 **3) New Roadside Sign:** **Melissa** wants to discuss uniformity of our property signs throughout  
26 town. The sign for Piscassic River-Loiselle is parallel to the road and stuck in a bush that's been  
27 overgrown. **Melissa** spoke with Rick as a first step. **Jeff** will look at the plan of Schoppmeyer to  
28 determine the distance of the ROT back into the property for their sign. **Melissa** would also like  
29 to see if **Jeff** has information on the designer. He said it was designed by Timberline Signs in  
30 Rye.

31 **4) Oct 15<sup>th</sup> Volunteer Work Day:** **Ellen** mentioned that we held a volunteer work day in  
32 connection with the Oct 15<sup>th</sup> Conservation Connections event. She would like to suggest that we  
33 do this again...this year at Piscassic River-Loiselle. Some projects might include cleaning out the  
34 bird houses and rebuilding the footbridge (which is almost ready to collapse). It is a bank-to-  
35 bank walk way ~ 3' x 10' that would not require a permit and a design would be fairly simple.  
36 Another project might include some 4x4 posts and signs at the path junctions to clarify 'you are  
37 here'. **Ellen** agreed to check on the cost for the bridge and posts.

38

39 **d. Wiggin Farm Conservation Area**

40 **1) Invasive Plant Control:** **Ellen** reported that the Rockingham County Conservation District  
41 did go out in July to do some invasive treatment for us. We haven't received a report on their  
42 work as yet. The Town/DPW is still doing a great job mowing the trails.

43

44 **8. Finance Report /Budget Discussions** [time on DCAT 1:19:52]

45 The ConCom ended the General Fund FY22 on June 30 and began the new FY23 on July 1. The  
46 budget for FY23 is now \$4,185.00. After discussion, the members want to ask for \$3,500 (part-

1 time salary), \$1,000 (contracted services), dues/subscriptions \$500 (current NHACC dues are  
2 \$500/yr), \$100 (general supplies), and \$.00 (postage) for a total of \$5,100 for FY24.

3  
4 As best practices would dictate, members agreed that we should ask SELT to monitor the other  
5 Town-owned properties, thus increasing the contracted services budget to \$1,000.

6 **Action**

7 **Motion #1:** **Melissa Sharples** made a motion to increase the general budget request for  
8 **FY24 to \$5,100** [\$3,500 (part-time salary), \$1,000 (contracted services), dues/subscriptions \$500  
9 (current NHACC dues are \$500/yr), \$100 (general supplies), and \$.00 (postage)] and to bring  
10 that forward to the Town Manager for approval.

11 **Second:** **Jeff Goldknopf**

12 **Discussion:** **Jeff** wanted the figures for each category added to the motion.

13 **Vote:** **Approved 4-0-0** (as amended)

14  
15 **Ellen** will write a memo to Steve Fournier with a copy to Bart.

16  
17 **Ellen** discussed the distribution of the Land Use Change Tax. Members wish to pursue a greater  
18 share of this Land Use Change Tax for conservation of properties in Newmarket.

19 **Action**

20 **Motion #2:** **Sam Kenney** made a motion to increase the Land Use Change Tax from a  
21 50% share to 100% going to the Conservation Commission.

22 **Second:** **Melissa Sharples**

23 **Discussion:** None

24 **Vote:** **Approved 4-0-0**

25  
26 **Sam Kenney** stated that in the last two years alone, the ConCom has been successful in using  
27 our Conservation Fund to contribute monetarily to securing conservation easements on 220 acres  
28 in Newmarket. The members believe that a strong case can be made for Town financial support  
29 to maintain the best stewardship possible for all the properties we have in conservation and using  
30 the Land Use Change Tax funds for what it was intended.

31  
32 **Current fund balances as of 8/1/2022:** CC Fund \$129,846.64; Schanda Park Fund \$4,764.46

33 **Credits:** Land Use Change Tax: 6/14/2022 \$45,000

34 **Approved to be spent:** \$4,615

35  
36 The Chair wishes to consider beginning a Reserve Fund of \$75,000. We need to be fairly  
37 conservative about who and what we spend funds on particularly with other groups who request  
38 funding.

39 **[time on DCAT 1:42:24]**

40 The Chair prepared a draft for discussion of the projects for FY23 and the potential projects for  
41 FY24. The members discussed the list and the draft is attached as an Addendum at the end of the  
42 minutes (page 7).

43  
44 **9. Committee/Board Reports**

**[time on DCAT 1:48:11]**

45 **Planning Board:** **Jeff Goldknopf** reported the PB spoke briefly about proposed changes to the  
46 Accessory Dwelling Unit zoning ordinance. The PB is proposing a slight change to the wetland

1 overlay protection district. It simply says that any construction associated with an Attached ADU  
2 is subject to the same regulations. There will be a public hearing on the proposed changes next  
3 month: Proposed Zoning and Planning Board Regulation Amendments | Newmarket NH .

4 **Town Council:** **Colin White** reported that they had the 2<sup>nd</sup> reading of Resolution #2021/2022-  
5 37 the “Sustainable Energy Goals”. One small change in language was made to take out the word  
6 ‘commit’ and change it to ‘aspire to’. There was a very active public comment session. The vote  
7 was 7-0 to move the resolution forward. There was a discussion of changing the Energy and  
8 Environment Advisory Committee back to its original constitution which included  
9 representatives of the PB and the ConCom. No decision was made.

10 **Ad hoc Riverfront Advisory Committee:** **Sam Kenney** reviewed the process to date with the  
11 members. He began to review the CIP Project Request Forms prepared for this cycle of CIP  
12 requests. The first was the ‘Schanda Park Living Shoreline/Park Improvements’. The Town  
13 received a grant for a 50% level design of a living shoreline feature at Schanda Park along with  
14 other general park improvements including upgrades to the boat launch, park frontage, and  
15 landscaping areas. The FY23/24 request includes the soft cost for finalization of engineering  
16 design based on discussion with a consulting engineer and also includes public outreach efforts.  
17 The FY24/25 placeholder includes an expectation of cost to implement the proposed  
18 improvements. In order to apply for grants, we must have ‘seed’ money and a full plan ready to  
19 go. The second CIP request is titled ‘Moonlight Brook Culvert Outfall/Culvert Replacement’.  
20 Moonlight Brook outfalls through (3) 24” culvert pipes into the Lamprey River adjacent to  
21 Schanda Park. The culverts are partially blocked by accumulated sediment and may also be  
22 undersized for current stormwater control needs. The FY23-24 request of \$50,000 includes  
23 estimated engineering study/analysis for Hydrologic & Hydraulic study for a new culvert design.  
24 Cost was based on an anticipated range of these studies to be \$30-\$50K depending on the scope.  
25 These are both projects which are collaborative with other departments in the Town.

26  
27 CIP Ranking Criteria:

28 | *U for urgent if the project is required to remedy an existing threat to public health or safety,*  
29 *or is required to rectify grossly inadequate, but essential, public facilities or services.*

30 | *C for compulsory if the project is required by statute, law, regulation, contract, or other*  
31 *obligation.*

32 | *N for necessary if the project is needed to maintain existing standards or levels of service./*

33 | *for desirable if the project would be beneficial to the community but is not considered*  
34 *necessary, compulsory, or urgent, or is deferrable.*

35  
36 The committee wanted to separate the two projects because of the time to completion varies so  
37 much.

38 **Action**

39 **Motion:** **Ellen Snyder** made a motion to endorse the two CIP Project Request Forms  
40 related to Shanda Park and Moonlight Brook which have been submitted to the ConCom by the  
41 Riverfront Advisory Committee (by our representative on the Committee, **Sam Kenney**) and that  
42 we change the priority from D to N on ‘Schanda Park Living Shoreline/Park Improvements’ and  
43 that we include a line on the forms stating that this is in collaboration with the Riverfront

1 Advisory Committee.  
2 **Second:** Melissa Sharples  
3 **Discussion:** None  
4 **Approved:** Approved 4-0-0  
5

6 **Bart** plans to hold a charrette for the Riverfront Advisory Committee in spring 2023 using the  
7 services of Plan NH <https://plannh.org>. **Melissa** will speak to Bart about language to use for  
8 media posting in advance of the charrette.  
9

10 **10. Events** [time on DCAT 2:12:00]

11 *September 8, 2022:* Conservation Commission Monthly Meeting: Guest Speaker- Emma Tutein,  
12 UNH Extension. “Conservation Easement Monitoring”.

13 *October 15, 2022:* The 2022 Conservation Connections II Event. Aimee Gigandet will be letting  
14 us use the van again this year. They are still working on fabulous ideas to make this event  
15 successful.

16 *November 10, 2022:* The Nature Conservancy will be coming to speak about a potential  
17 community oyster farming pilot program.  
18

19 **11. Adjourn** [time on DCAT 2:17:48]

20 **Action**  
21 **Motion:** Jeff Goldknopf moved to adjourn the meeting at 9:14 PM.  
22 **Second:** Melissa Sharples  
23 **Discussion:** None  
24 **Approved:** Approved 4-0-0  
25

26 The next meeting will be held on September 8, 2022 at 7:00 PM  
27 in the Town Hall Auditorium  
28

29 Respectfully submitted,  
30  
31 Sue Frick, Recording Secretary  
32

33  
34 **DCAT:**

35  
36 [https://videoplayer.telvue.com/player/XSekkdEeRsk0JHQVHAvKJVka7\\_5VjxKP/videos](https://videoplayer.telvue.com/player/XSekkdEeRsk0JHQVHAvKJVka7_5VjxKP/videos)  
37

38  
39  
40  
41

1 Addendum

**DRAFT**

**Newmarket Conservation Commission**

(August 5, 2022, prepared by Ellen Snyder, Chair)

FY 23 Projects and Possible Expenditures

- Wiggin Farm Invasive plant control \$3,190
- Heron Point kiosk panels – design \$825
- Heron Point kiosk panels – printing \$600
- Piscassic River-Loiselle – foot bridge lumber
- Piscassic River-Loiselle – new roadside sign
- Conservation Easement monitoring
- Conservation Property boundary signs
- Natural Resource Inventory and Plan – Follet’s Brook region conservation properties
- Boundary surveys – Follet’s Brook region properties
- Prime wetlands mapping update
- Riverfront/Schanda Park/Moonlight Brook planning
- Reserve for potential land conservation projects - \$75,000

FY 24 Potential Projects

- Riverfront/Schanda Park/Moonlight Brook planning/restoration
- Conservation easement monitoring
- Interpretive signs for conservation areas – design, printing
- Invasive plant projects
- Trail projects – extend and/or re-build Wiggin Farm foot bridge, others?
- Reserve for potential land conservation projects - \$75,000



APPLICATION FOR USAGE OF  
SCHANDA WATERFRONT PARK

This agreement is between the Newmarket Conservation Commission, who manages and regulates usage of conservation properties in the Town of Newmarket and "Chick's Weir" (Organization), who is requesting usage. The Newmarket Conservation Commission grants usage privileges for Schanda Park, subject to the property's restrictions, provisions and stipulations of usage. (Ordinance #2004-07)

Organization Name and Address "Chick's Weir" Jerry Collins,  
Box 195, Newmarket, NH 03857

Contact Name, phone number and email address Jerry Collins, 603-918-6098,  
jerrycollins2648@gmail.com

Date of usage: Oct. 2022 - June 2023

Purpose:

Storage of the "pools" of "Chick's Weir"

Said organization agrees to comply with these regulations and stipulations of said property and agrees to leave said property in the state that it was found before usage occurred.

Jerry Collins  
Signed and approved by organization on all stipulations, restrictions and provisions therein.

Date

July 25, 2022

Approved by Newmarket Conservation Commission

Date:

Cc: Newmarket Police Dept.

Town of Newmarket, New Hampshire  
 Conservation Commission -- Conservation Fund (2Sept2022)

Items (date of motion)	Date of Debit, Revenue, or Balance	Conservation Commission Fund	Richard Schanda Fund	TOTAL
	8/1/22	\$129,846.64	\$4,764.46	\$134,611.10
<b>CREDITS</b>				
<b>Interest</b>				
<b>Land Use Change Tax (LUCT)</b>				
<b>Other Contributions</b>				
<b>DEBITS this FY</b>				
Heron Point kiosk trail map (Martin Forestry) (11/18/21)	7/21/22	\$690.00		
Heron Point kiosk panel design (Cathy Arakelian)	7/14/22	\$825.00		
<b>Approved to be spent:</b>				
Wiggin Farm invasive plant control RCCD	2/10/22	\$3,190.00		
Heron Point kiosk panel printing		\$591.00		

	A	B	C	D	E	F	G
1	<b>Newmarket Conservation Commission Funds</b>						
2	<b>FY23</b>		<b>General Fund: 014611</b>				
3	<b>General Fund Budget</b>		\$4,185.00				
4		<b>Date of motion or debit</b>	<b>Part-Time Salary</b>	<b>Contracted</b>	<b>Dues/ Subscriptions</b>	<b>General Supplies</b>	<b>Postage</b>
5	<b>BUDGETED</b>		\$3,335.00	\$300.00	\$350.00	\$200.00	\$0.00
6	<b>EXPENDED</b>		\$299.78	\$0.00	\$0.00	\$0.00	\$0.00
7	<b>BALANCE (1Aug2022)</b>		\$3,035.22	\$300.00	\$350.00	\$200.00	\$0.00
8	<b>General Fund total balance (1Aug2022)</b>		\$3,885.22				
9	Part-time salary, recording secretary	7/14/22	\$137.04				
10	Part-time salary, recording secretary	7/28/22	\$162.74				
11							
12							
13	<b>Approved to be spent</b>						

Hi Ellen,

Thanks for sending along the information about the Nostrom Farm & Piscassic River-Loiselle. I had hoped to get this to you last week but ended up running out of time. I think I am still getting this to you before the CC meeting this week so hopefully I am remembering that correctly!

Below is the cost estimate for monitoring the Nostrom Farm & Piscassic River-Loiselle properties. The costs are based on a \$45/hour rate for staff time and ordinary expenses such as printing and mileage billed at cost. This is an increase from the \$40/hour we charged last year for Hilton. We have increased the hourly rate a few years ago for other Towns and will be increasing it for Newmarket as well. We've found that the average time it takes to monitor a conservation easement is 8 hours. This includes preparing for the visit, conducting the visit, writing the report and any follow up such as sending reports to any reporting entities that require a copy. With Nostrom Farm a FRPP easement and an active farm, it's likely it will take closer to the full 8 hours. With the Piscassic River-Loiselle Conservation Area owned by the Town I think it would likely take less time and I have estimated that at 6 hours.

For monitoring SELT will:

- reach out to landowners prior to monitoring via letter and/or phone call
- Conduct the monitoring visit
- Create a written report including a map and any photos taken to document the visit including any recommendations for action for the town to take
- Send a letter to the landowner after the visit
- Send copies of the reports if required by entities (such as LCHIP, NRCS, etc.)

For mileage we would be reimbursed at the federal rate as we currently do for Hilton. With the locations, we may be able to monitor Hilton and Nostrom Farm at the same time, depending on landowner & staff schedules, which would slightly reduce mileage. The costs would currently be reimbursed at \$0.625:

The estimate for monitoring the two additional properties is \$650 which includes staff time, mileage, printing and postage if needed. I'll also note that in this I estimated about 8.8 miles round trip for Nostrom Farm and 13.6 miles round trip for the Piscassic River-Loiselle Conservation Area. However, it is possible we'd combine two of the visits, especially with Nostrom Farm near Hilton, which would reduce the cost for mileage.

On a related note, the monitoring of the Hilton conservation easement has averaged about 6 hours/year. For monitoring, mileage and follow-up this is approximately \$280.

This would be a total estimate of \$930 for monitoring all three properties.

Looking at the current agreement with Hilton and talking it over with Brian, we also would prefer just having a second agreement that would cover Nostrom Farm & Piscassic River-Loiselle. We think this may be easier as the agreement with Hilton is recorded at the Registry of Deeds and is a bit more complicated with SELT having a role in more than just monitoring. I've attached an example of what the agreement we have been using with other towns for easement monitoring.

Let me know if you have any questions or would like me to send along more information.

**Deborah Goard**

*Stewardship and Land  
Engagement Director*

[deborah@seltnh.org](mailto:deborah@seltnh.org)

(603) 778-6088 (Office)

(603) 658-9721 (Direct)

**Southeast Land Trust of New Hampshire**

247 North River Road

Epping, NH 03042

[seltnh.org](http://seltnh.org)

# DRAFT Proposal

## Contract for Services between the Southeast Land Trust of New Hampshire and the Town of XXXX Conservation Commission

### 1. Contract for Services

THIS CONTRACT FOR SERVICES (“Contract”) made this \_\_\_\_\_ day of February 2022, between **SOUTHEAST LAND TRUST OF NEW HAMPSHIRE** (the “Trust”), a New Hampshire non-profit corporation with offices at 247 North River Road, Epping, New Hampshire, 03042; and the **TOWN OF XXXX CONSERVATION COMMISSION** (the “Commission”), a commission of the Town of Windham, a municipal corporation duly organized in the State of New Hampshire with a mailing address of **XXXX, Town, New Hampshire, Zip Code** collectively referred to as the “Parties” outlines specific responsibilities and tasks to be completed by the Trust on behalf of the Commission, as follows.

### 2. Scope of Work

The Trust will provide services to the Commission that includes the following general scope of tasks. Upon the execution of this Contract, the Parties agree that a specific list of assignments will be agreed upon that is consistent with this Scope of Work and the Budget for Services below:

- A. **Conducting annual monitoring of conservation easements:** The Trust will complete the annual monitoring for conservation easements held by the Commission and Town land, as specifically assigned by the Commission. Each monitoring visit will include a walk of the property and its boundaries, and trails, contact with the landowner, and a written report summarizing all observations and any concerns regarding or violations of the easement. In addition, the monitoring report will recommend any actions for the Commission.

### 3. Materials, Equipment and Personnel

For easement monitoring related services, the Trust’s Stewardship Director will be the primary contact for the Commission for this Contract.

The Commission will provide the Trust with access, at no cost to the Trust, to any Town records necessary to undertake the Scope of Services outlined by this Contract, including but not limited to the conservation easement deed, surveys, tax cards, tax maps (paper and electronic, if available), and conservation easement files. The Trust agrees to use any information or materials received from the Town of **XXXX** for the sole purposes of performing this Contract, and to return same to the Town of **XXXX** at the conclusion of the Contract.

### 4. Term

The term of this Contract shall be from January 1, 2022 through December 31, 2022. This Contract may be extended by mutual written agreement.

### 5. Content of Contract

This Contract contains the entire understanding between the Parties. The Parties can modify this Contract only in writing.

**6. Budget for Services**

The Commission agrees to pay the Trust at an hourly rate of **\$XX.00** for work performed under this Contract. Normal travel time to and from Commission’s offices or other destinations deemed necessary will constitute billable hours.

Ordinary expenses, including but not limited to printing and mileage, incurred by the Trust in the performance of its work scope will be billable to Commission at cost.

The total fee for services, including expenses of the Trust, performed under this Contract **shall not exceed \$X,XXX.00**, without prior written approval of the Commission.

**7. Insurance**

The Trust carries \$1.0 million in general liability insurance. By signing this contract, the Commission is representing that the Town of **XXXX** carries general liability insurance in the amount of \$1.0 million or more.

**8. Assignment**

Neither party can assign this Contract without prior written permission from the other party.

Executed in duplicate by the Parties by their duly authorized representatives, this \_\_\_\_ day of \_\_\_\_\_, 2022.

**TOWN OF **XXXX**  
CONSERVATION COMMISSION**

**SOUTHEAST LAND TRUST OF  
NEW HAMPSHIRE**

By: \_\_\_\_\_

By: \_\_\_\_\_

**Name**  
Chair  
Hereunto Duly Authorized

Brian Hart  
Executive Director  
Hereunto Duly Authorized