



TOWN OF
NEWMARKET
NEW HAMPSHIRE

Conservation Commission

May 9, 2024, at 7:00 PM

Town Hall Auditorium

AGENDA

- **Pledge of Allegiance**
- **Roll Call**
- **Public Comment**
- **Land Conservation Project: Mitchell – Bald Hill and Jacob’s Well Roads: Duane Hyde, SELT**
- **Approve Meeting Minutes: January 11, 2024**
- **Financial Summary**
- **Master Plan Update: Conservation Focus Areas, Land Acquisition Checklist**
- **Committee/Board Reports**
 - **Town Council**
 - **Planning Board/Town Planner**
 - **Riverfront Advisory Committee/Schanda Park**
 - **Other Committee Reports**
- **Trails:**
 - **Old Lee Class A Trail: trail improvement: budget and grant opportunities**
- **Projects**
 - **Ash Swamp Road: turtle crossing/aquatic passage**
- **Land Stewardship:**
 - **Heron Point Sanctuary: boundaries, hazard trees, Newmarket Cares Day**
 - **Piscassic River-Loiselle: parking area fence, trail work**
 - **Wiggin Farm: bridge re-build: budget and grant opportunities**
- **Events:**
 - **Newmarket Backyard Bash: Aug 2 5-8 PM**
- **Outreach and Education**
 - **Backyard Bash display table**
 - **Bookmarks**
 - **Educational videos**
 - **CC member profiles and notebooks**
- **Adjourn**

MEMORANDUM

TO: Newmarket Conservation Commission

FROM: Duane Hyde, Land Conservation Director, SELT

DATE: May 3, 2024 for May 9, 2024 meeting

RE: Mitchell Conservation Project

SELT has been actively working with the Mitchell family on an approximately 132-acre conservation project located near/along Bald Hill Road and Jacobs Well Road and shown on the Newmarket Tax Maps as Tax Maps as Map R7, Lots 21, 21-1, and 27. In addition, there is an approximately 1.3 acre portion of the property in Epping and shown on the Epping Tax Maps as Map 18, Lot 32 (see attached maps). Note that some of these parcels will be reconfigured through boundary line adjustments as described later in this memo. In addition, it is worth noting that Newmarket Tax Map R7, Lot 27 is shown on the tax maps in a much different configuration than shown in the attached maps, but the shape shown is based on abutting surveys.

Since the late 1990s there have been on again and off again conversations between the Mitchell family and the conservation community, including SELT, The Nature Conservancy, Great Bay Resource Protection Partnership, and the Newmarket Conservation Commission. The family has deep roots and reportedly the land has been in their family since it was granted to them by the King of England. Up until now the family was not ready to conserve the land and wished to retain the property as it had for 100's of years. The ownership is in a Trust with 5 siblings as Trustees. Four of the five siblings live in very close proximity or abutting the property and one is in California. The family members have realized that beyond the current generation the family will start to grow exponentially and managing the land and ownership interests of all these people would become practically infeasible. Thus, through the past meetings with conservation groups and town representatives, they have decided to pursue conservation. SELT began in depth conversations with the family late in 2022 to discuss conservation and explore funding options. We have decided on a configuration of a conservation sale in fee of an approximately 132-acre portion of their property and an appraisal has been completed with the purchase price based on the appraisal and agreed upon by all parties. The land is now under agreement for acquisition.

The purpose of this memo is to update the Commission on the project and work to date, the conservation features of the property, the project structure, discuss budget, and request for Newmarket Conservation Commission letter of support and also funding. With funding support the Town will likely want to hold a legal interest in the property and this could take the form of an Executory Interest in either the conservation easement or the fee deed, whichever the Town prefers.

Conservation Features

Commission members may be well aware of the conservation values of the Mitchell property and you may be able to share some additional information with me at your meeting; however, below is a summary of the conservation attributes SELT has identified in its evaluation of the property.

Water resources:

- There is approximately 1.070 feet of Hilton Brook that flows through the property which then flows through a large matrix of conservation land protected by the Town of Newmarket and others. Eventually Hilton Brook joins with the Lamprey River. The brook has very good forested buffer protecting water quality and providing excellent wildlife habitat. There is also approximately 1,920 feet of a of intermittent tributaries to the Lamprey River that flow into the Lamprey just a short distance away on the other side of Jacobs Well Road.
- There are approximately 23-acres of National Wetland Inventory mapped wetlands on the property including open water wetlands, scrub-shrub wetlands, and forested wetlands.
- The property is approximately 1,800 feet from the mainstem of the Wild and Scenic Lamprey River.
- Along Hilton Brook there is approximately 28-acres of Army Corps of Engineers mapped 100-year floodplain.
- The property is important toward protecting the water quality within the Great Bay Watershed with approximately 39-acres mapped as significant toward Pollutant Attenuation according to the 2021 Land Conservation Plan for NH's Coastal Watershed (Coastal Conservation Plan).
- The property includes significant drinking water attributes with 70.5-acres of the property within a NH DES High Priority Water Supply Lands area and within a NHDES Hydrologic Area of Concern due to the Lamprey River downstream being a drinking water source for the Town of Durham and UNH. Approximately 10 acres of the property is also over a High Transmissivity Aquifer.

Wildlife & Conservation Plans:

- The property has exceptional conservation context and is part of an approximately 4,965-acre block of conservation lands. The Mitchell project abuts the 104-acre Town of Newmarket Hilton Conservation Easement, the 64-acre Hayden tract owned by NH Fish and Game Department, the 146-acre Bald Hill Forest owned by SELT (formerly Limperis and Chinburg tracts), and the list goes on (see attached map).
- 116-acres of the property is within a Prioritized Habitat Block identified through The Nature Conservancy's Connect the Coast report which identified key remaining wildlife habitat blocks and corridors of regional significance. These are the large intact areas of habitat that the wildlife corridors connect to and there is an approximately 0.4-acre portion of a wildlife corridor on the Mitchell property.
- NH Fish & Game Department Wildlife Action Plan identified 66-acres of the property as Highest Ranked Habitat in the State, 60-acres as Highest Ranked Habitat in the Biological Region, and 3-acres of the property as Supporting Landscape for wildlife.
- The property has very good climate resiliency features with approximately 8-acres Far Above Average for resiliency, 79-acres Above Average, and 34-acres Slightly Above Average.
- The property includes a portion of a NH Natural Heritage Bureau exemplary community, a Low-Gradient Silty-Sandy Riverbank System (S3, rare or uncommon) that is associated with Hilton Brook. This community provides important wildlife habitat including waterfowl and migratory bird habitat. The community includes several rare plant

populations including giant bur reed and climbing hempweed. Rare bird species documented utilizing the community include golden-winged warbler and Northern harrier.

- The property is also identified habitat for and known occurrences documented for two rare reptile species: Blanding's turtle (S1-state endangered) and Spotted Turtle (S2-state threatened).

Recreational Resources:

- SELT has long been working toward a vision of connecting Pawtuckaway State Park to Great Bay, known as the Pawtuckaway to Great Bay Greenway. We have been strategically conserving parcels within this greenway corridor and have made significant progress. The Mitchell property is one of the critical links toward achieving this greenway vision.
- SELT plans to construct a small parking area (3 to 5 cars) at the current old log landing along Jacobs Well Road. This parking area will connect to a looped trail along Bald Hill and also a connector trail to the trailhead for Bald Hill Forest located at the end of Hayden Place road.

Conservation Structure-Ownership

Due to the proximity to the NHFG Piscassic Wildlife Management Area's Hayden tract and multiple other conservation lands, conversations with NHFG were pursued to figure out a viable path toward raising the funds necessary to conserve the Mitchell property. NHFG staff expressed strong interest after visiting the property. Further conversations with NHFG have resulted in a project structure that involves breaking the Mitchell Project into three separate transactions that are all envisioned to occur on the same date one after the other:

- NHFG will acquire fee interest to approximately 61-acres of the Mitchell property which is located on the east side of Bald Hill Road, which includes a portion of Hilton Brook and its associated wetlands and abuts NHFG's Hayden tract. This property is located in Newmarket. This project will involve two boundary line adjustments as described later in this memo.
- SELT will acquire approximately 71-acres which is located on the west side of Bald Hill Road and the east side of Jacobs Well Road, which includes Bald Hill and abuts SELT's Bald Hill-Chinburg tract and the Limperis properties. This property is located in Newmarket with a small portion in Epping. This project will involve two boundary line adjustments as described later in this memo.
- SELT will sell a conservation easement over the 71-acre Bald Hill property to NHFG.

NHFG will make its purchases utilizing US Fish and Wildlife Service Wildlife and Sport Fish Restoration grant funds (aka Pitman-Robinson funds) which pay 75% of the purchase price at fair market value and 75% of eligible project costs. SELT will be responsible for providing funds to cover project costs not covered by NHFG and the 25% match funding through non-federal sources.

Three sales agreements have been signed: one between SELT and the Mitchell's for the Bald Hill tract, another for SELT and NHFG for NHFG's acquisition of a conservation easement on the Bald Hill Tract, and the third between Mitchell's and NHFG for NHFG's acquisition of the Hilton Brook Tract. Each of the three agreements are summarized as follows:

SELT Acquisition of Bald Hill Tract

- SELT purchase from the Mitchell's at a Purchase Price based on the appraised fair market value of \$1,420,000.

- Closing no later than December 31, 2025.
- Standard contingencies of title, hazardous waste, and boundary survey.
- Includes a provision for two boundary line adjustments that require Newmarket Planning Board approval. The family wishes to retain and add to family-owned abutting lots an approximately 2.6-acre area and an approximately 2.7-acre area which brings the total conservation acquisition to approximately 71 acres. SELT is responsible for securing the boundary line adjustments.

NHFG Acquisition of Conservation Easement Bald Hill Tract

- NHFG will purchase a conservation easement from SELT with the purchase price equal to 75% of the appraised fair market value of the conservation easement plus eligible project costs.
- Requires an appraisal be prepared that meets federal “Yellow Book” standards and USPAP standards.
- Closing no later than December 31, 2025.

NHFG Acquisition of Hilton Brook Tract

This contract has NHFG is acquiring directly from the Mitchells.

- The Mitchell-NHFG agreement includes a Purchase Price based on an appraised fair market value of \$490,000.
- Contingent on boundary line adjustments for the Mitchell’s to retain areas and increase the size of existing lots. The Mitchell’s wish to increase one of their abutting lots by 1.14-acres and a second abutting lot so it totals 14.25 acres. SELT will manage the survey and boundary line process for NHFG and the landowner.
- Requires an appraisal be prepared that meets federal “Yellow Book” standards and USPAP standards.

SELT will be managing the due diligence and project-related work.

Budget

With what equates to three separate projects, and NHFG as a partner in the project, the entire project budget is quite complicated. However, a total overall budget for the project is included as an exhibit to this memorandum.

The budget shows a total project cost of \$2,213,594. The costs in the budget are fairly self-explanatory, but I’d be happy to discuss any questions the Commission may have. A few items that often spark conversation are worth noting. The budget includes SELT Project Management Costs for managing and working on the project. SELT tracks its project management costs for each project it works on and categorizes the projects based upon the structure/funding sources. Based on several prior larger land conservation projects with complicated outside funding sources the Mitchell project falls into a \$30,000 Project Management cost category. The Land Management Fund calculation is based upon the size/features of the property, property taxes, insurance, repairing/maintaining improvements, maintaining trails, and the amount of staff time it will require to manage the property and the volunteers. SELT has a spreadsheet calculator that it enters data about the project into and it calculates the Land Management Fund necessary to ensure that the organization will have the long-term (permanent) capacity to monitor and manage the property. SELT uses the interest from the Management Fund to pay for our costs of stewarding the property. It is a one-time payment to the Management Fund and we estimate a 4% annual return. The calculation indicates this project requires \$116,300 be placed in SELT’s Land Management Fund for the long-term care and monitoring of this

property, plus a one-time contribution of \$1,800 to SELT's legal defense fund. There are also \$22,000 in capital costs for the improvements to be made including the parking area, signs, kiosk, gates and the forest management plan. There is also a one-time Stewardship Fund contribution of \$20,000 to NHFG for the NHFG held conservation easement.

On the revenue side, the NHFG is the substantial major contributor to the project with \$1,384,373 in funds to be provided. The other major funding sources include LCHIP, Mooseplate, the NHDES Drinking Water and Groundwater Trust Fund, Lamprey River Advisory Committee, and of course the Town. All the requests for funds from the grant sources listed will be made in the upcoming grant rounds. SELT is presenting the project to LRAC with the funding request this month.

SELT plans to send out a multi-community fundraising mailing for this project, the costs for which are shown in the Printing and postage section of the budget. With the mailing and other direct outreach to donors, SELT is budgeting to raise \$87,351 in private funds.

Request to the Commission

Request a letter of support for the project which can be used with funding applications.

Request to provide SELT with \$100,000 toward the Mitchell land conservation project.

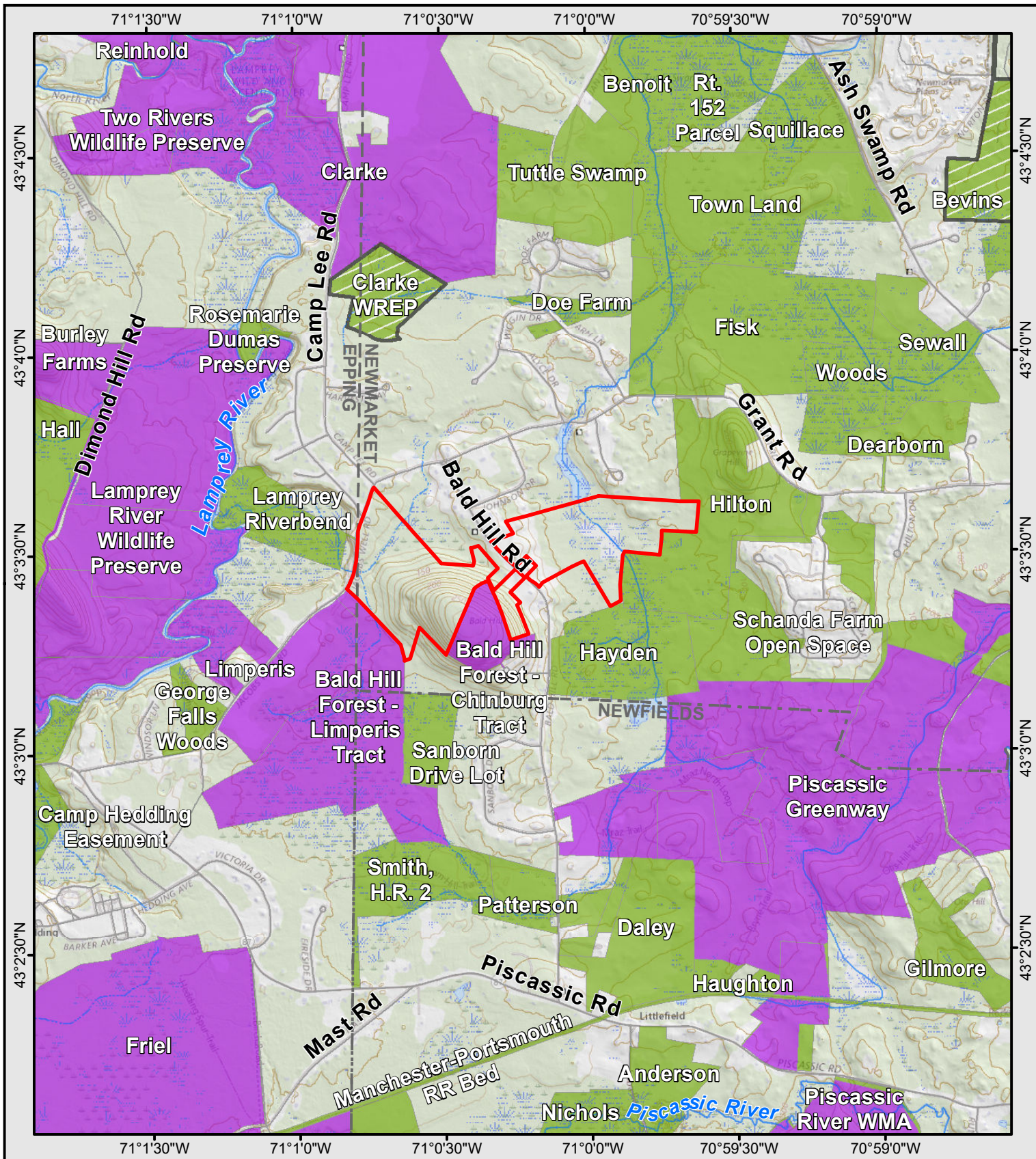
Authorize the Chair of the Conservation Commission to enter into a Letter of Understanding for this funding commitment (if/when it is made).

If required by the Town, recommend acceptance of a legal interest in the Bald Hill portion of the project via an Executory Interest in either the fee deed or conservation easement deed.

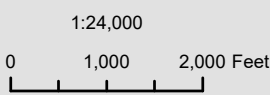
Attachments – Context Map

Aerial Map

Budget



- Project Boundary
- SELT Conservation Land
- SELT Executory Interest
- SELT Assist
- Conservation & Public Land
- Town boundary

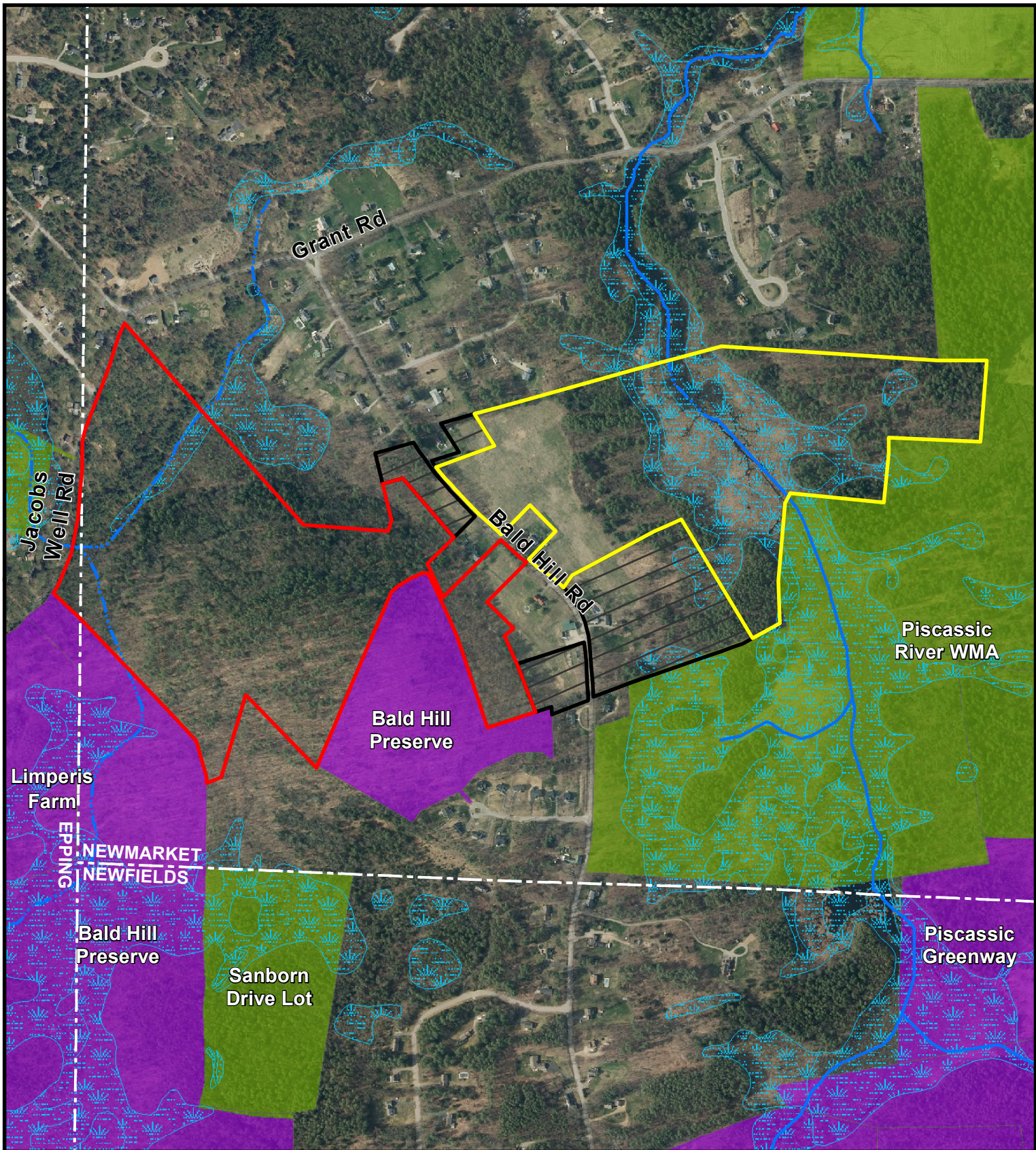


Mitchell Project & Nearby Conservation Lands Newmarket & Epping, NH

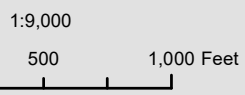
Boundary and feature locations are approximate.
Conservation lands from NH GRANIT. USGS topographic base map (published 1970-1998) processed by NH GRANIT; coordinate system is NAD83 UTM Zone 19N meters.

Map prepared by
Southeast Land Trust of NH
February, 2024





- NHFG Boundary
- SELT Boundary
- Retained Area
- SELT Conservation Land
- Conservation & Public Land
- NWI wetland
- Stream
- Intermittent Stream
- Town boundary



Mitchell Project Newmarket & Epping, NH

Boundary and feature locations are approximate. Easement boundary based on tax maps.

Map prepared by
Southeast Land Trust of NH
January, 2024





Mitchell Project Total Budget - 132 acres (Newmarket-Epping)

EXPENSES

<u>Transaction Costs</u>	<u>Total</u>	<u>Notes</u>
Acquisition Costs		
Easement Purchase Price	\$1,290,000	
Land Purchase Price	\$620,000	
Due Diligence Costs		
Hazardous Waste Assess.	\$4,000	
Survey	\$36,000	
Appraisal(s)	\$21,699	
Legal	\$13,570	<i>Includes Title research, insurance, legal costs</i>
Closing Costs	\$2,125	<i>Includes recording fees, taxes</i>
Project Management Expenses		
Project Management	\$30,000	<i>Flat rate</i>
Printing & Postage	\$6,000	<i>Community mailing</i>
Travel	\$100	
Contingency	\$30,000	
Subtotal, Transaction Costs	\$2,053,494	

<u>Stewardship Costs</u>	<u>Total</u>	<u>Notes</u>
Capital Costs and Management Planning	\$22,000	<i>Parking area, kiosk, signs, trail work, gates & forest management plan</i>
Land Management & Legal		
Defense Funds	\$118,100	<i>Min. contribution for fee ownership</i>
Stewardship Fund	\$20,000	<i>NHFG Easement Stewardship Fund</i>
Subtotal, Stewardship Costs	\$160,100	

TOTAL EXPENSES	\$2,213,594	<i>total Transaction Costs + Long Term Stewardship Costs</i>
-----------------------	--------------------	--

REVENUES

<u>Revenue Sources</u>		<u>Notes</u>
Government		
NHFG	\$1,384,373	<i>Under Agreement</i>
LCHIP	\$245,000	<i>Application due Summer 2024</i>
NHDES Drinkingwater & Groundwater Trust Fund	\$245,000	<i>Application due Summer 2024</i>
Mooseplate	\$30,000	<i>Application due in Fall 2024</i>
Lamprey River Advisory Committee	\$100,000	<i>Making Request</i>
Town of Newmarket	\$100,000	<i>Making Request</i>
Private Fundraising		
Great Bay Res. Protection Partnership	\$21,870	<i>Apply Fall 2024 or Spring 2025</i>
Landowner to Vendor		
Private gifts	\$87,351	<i>To be raised</i>
TOTAL REVENUES	\$2,213,594	



Town of Newmarket Conservation Commission Land Acquisition Criteria Evaluation (LACE)

Tax Map and Lot: _____ Parcel Size: _____

Property Owner: _____

Property Address: _____

Financial Considerations: Donation
 Bargain sale
 Full appraised value

Conservation Action: Fee acquisition Conservation easement Executory Interest

Purpose: The Newmarket Conservation Commission has adopted the following evaluation criteria for protecting and preserving important parcels of land for the future benefit of the residents of Newmarket.

Potential Benefit		Reference	Condition
1.	Abuts existing Conservation Land	Newmarket GIS; Open Space Plan Map 2	<input type="checkbox"/> Directly abuts existing Conservation Land
			<input type="checkbox"/> Does not abut existing Conservation Land
2.	Conservation Focus Areas (CFA)	NH Coastal Watershed Conservation Plan	<input type="checkbox"/> Includes land identified as a CFA
			<input type="checkbox"/> Does not include land identified as a CFA
3.	Agricultural Resources	NH Coastal Watershed Conservation Plan	<input type="checkbox"/> Includes a Priority Agricultural Resource (PAR)
			<input type="checkbox"/> Adjacent to a PAR
			<input type="checkbox"/> Meets none of the above
		Discussion with Property Owner	<input type="checkbox"/> Currently a working farm
4.	Drinking Water Protection (groundwater)	Newmarket GIS; NHDES; Open Space Plan Map 3 & 6	<input type="checkbox"/> Within Aquifer Protection Overlay
			<input type="checkbox"/> Within Source Water Protection Area
			<input type="checkbox"/> Within Wellhead Protection Area
			<input type="checkbox"/> Meets none of the above
5.	Surface Water Quality	Newmarket GIS; NH Coastal Watershed Conservation Plan; Open Space Plan Map 6	<input type="checkbox"/> River frontage
			<input type="checkbox"/> Surface water or wetlands
			<input type="checkbox"/> Vernal pools
			<input type="checkbox"/> Prime Wetlands
			<input type="checkbox"/> Salt marsh
			<input type="checkbox"/> Salt marsh migration potential

Potential Benefit		Reference	Condition
			<input type="checkbox"/> Within 100-year floodplain
			<input type="checkbox"/> Property does not have surface waters
6.	Wildlife Habitat Quality	Wildlife Action Plan; Open Space Plan Map 4	<input type="checkbox"/> Has Highest Ranked Habitat in NH
			<input type="checkbox"/> Has Highest Ranked Habitat in Region
			<input type="checkbox"/> Has Supporting landscape
			<input type="checkbox"/> No WAP priority areas
7.	Wildlife Corridor	Connect the Coast	<input type="checkbox"/> Includes a Wildlife Corridor
			<input type="checkbox"/> Is close to a Wildlife Corridor
			<input type="checkbox"/> No Wildlife Corridor identified
8.	Public Access	Discussion with Stakeholders	<input type="checkbox"/> Unlimited public access to property
			<input type="checkbox"/> Gain of public access to property
			<input type="checkbox"/> Improves trail connectivity
			<input type="checkbox"/> No public access to property
9.	Scenic Views (visible from public roadways, public trails or waterways)	Site Walk	<input type="checkbox"/> Features extensive Scenic Views
			<input type="checkbox"/> Features some Scenic Views
			<input type="checkbox"/> No Scenic Views
10.	Unique Ecological or Cultural Features	NH Natural Heritage, Newmarket Historical Society; site visits	<input type="checkbox"/> Unique ecological features
			<input type="checkbox"/> Rare species or exemplary natural communities
			<input type="checkbox"/> Unique cultural features
			<input type="checkbox"/> Unique historical features or values
			<input type="checkbox"/> No unique features
11.	Funding Leverage	Discussion with Stakeholders	<input type="checkbox"/> Funding leverage associated with project
			<input type="checkbox"/> Potential funding leverage with project
			<input type="checkbox"/> Donation associated with project
			<input type="checkbox"/> No funding leverage with project
12.	Development Threat	Discussion with Stakeholders	<input type="checkbox"/> Property under immediate development threat
			<input type="checkbox"/> Property under potential development threat
			<input type="checkbox"/> Property not under immediate development threat

Potential Benefit		Reference	Condition
13.	Property Size	Newmarket GIS	<input type="checkbox"/> Conservation value would not be diminished if adjacent properties are developed.
			<input type="checkbox"/> Conservation values would be diminished if adjacent properties are developed.
14.	Aligns with Open Space or Master Plan Goals	Open Space Plan; Land & Water Conservation Master Plan	<input type="checkbox"/> Project aligns with goals or does not conflict with Plans
			<input type="checkbox"/> Project does not align with goals
15.	Stewardship	Discussion with Stakeholders	<input type="checkbox"/> Project does not present stewardship or land management challenges
			<input type="checkbox"/> Project presents stewardship or land management challenges

NOTES:



TOWN OF
NEWMARKET
NEW HAMPSHIRE

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
39
40

Conservation Commission

January 11, 2024 at 7:00 PM

Town Hall Auditorium

DRAFT MEETING MINUTES

Members Present: Ellen Snyder (Chair), David Bell, Cris Blackstone, Tom Jones (Alternate), Colin Lawson (Alternate), Julianna Tyson, and Brian Ward (Town Council Rep. ex officio)

Members Absent: Jessica Cann (Alternate), Jeffrey Goldknopf (Planning Board Rep.), Sam Kenney, and Melissa Sharples (Vice-Chair),

Town Staff Present: Bart McDonough, Director, Planning and Community Development

Guests: Autumn Scott and Jackson Rand from SRPC

The Chair called the meeting to order at 7:01 PM.

[time on DCAT 3:17]

1. Pledge of Allegiance

2. Roll Call

The Chair appointed Alternates **Colin Lawson** and **Tom Jones** as voting members this evening. The six voting members include **Ellen Snyder, David Bell, Cris Blackstone, Tom Jones, Colin Lawson,** and **Julianna Tyson.**

3. Public Comment

There was no one present for public comment.

4. Approve Meeting Minutes

No minutes available for this meeting.

5. Non-Public Meeting Minutes – Guidelines and Motion

[time on DCAT 6:02]

The Chair included in the meeting packet materials regarding non-public meeting minutes. Last fall, she and **Jeff** were tasked by the ConCom to review all available non-public meetings from the ConCom and determine if they could be unsealed now. A new State law had been signed by the Governor related to the unsealing/posting of non-public meeting minutes: "The official title of RSA 91-A is Access to Governmental Records and Meetings, but the law is usually called the Right to Know Law. The preamble to RSA 91-A says "Openness in the conduct of public business is essential to a democratic society."

The Town Council has adopted a procedure and the ConCom should as well. The Chair prepared a draft for a checklist the ConCom might use to guide entering non-public

1 sessions. The most common RSA related to the ConCom is: RSA 91-A:3, II(d)
 2 Consideration of the acquisition, sale or lease of real or personal property which, if
 3 discussed in public, would likely benefit a party or parties whose interests are adverse to
 4 those of the general community. The ConCom is required to keep very clear records
 5 during the process regarding holding a non-public session: 1) record the motion and time
 6 going into the non-public session, 2) record the motion and time leaving the non-public
 7 session, and 3) record the motion and time when sealing the minutes (or notes). The
 8 members must also check the reason why the record should be sealed. The usual one for
 9 the ConCom might be "Affect adversely the reputation of any person other than a member
 10 of this board". Non-Public sessions must be reviewed every 10 years. She and Jeff
 11 reviewed notes going back to 2004. The Non-Public Minutes/Notes will be held in the
 12 Town Administrator's Office.

13 **Action**

14 **Motion:** Cris Blackstone made a motion to adopt the process
 15 outlines in the 'Non-Public Session Process and Minutes,
 16 Newmarket Conservation Commission',

17 **Second:** Colin Lawson

18 **Discussion:** none

19 **Vote:** Approved 6-0-0

20
 21 Please see the Addendum Pages 1-2.

22
 23 Please refer to Addendum pages 3-4. The letter is from Chair Snyder regarding a motion
 24 to make public a suite of non-public meeting minutes and to keep sealed another suite of
 25 non-public meeting minutes. Based on the recommendation of the Chair and Jeff dated
 26 January 3, 2024, the following motion was put forward.

27 **Action**

28 **Motion:** Cris Blackstone made a motion that the Newmarket Conservation
 29 Commission hereby **keeps sealed** the following minutes for
 30 the reasons stated:

31 August 28, 2014 No Release – Reputation

32 November 12, 2014 No Release – Reputation

33 December 10, 2015 No Release – Reputation

34 February 14, 2019 No Release – Reputation

35 June 13, 2019 No Release – Reputation

36 September 12, 2019 No Release – Reputation

37 January 14, 2021 No Release – Reputation

38 June 8, 2023 No Release -- Reputation

39 **Second:** Tom Jones

40 **Discussion:** none

41 **Vote:** Approved 6-0-0

42
 43
 44 **Action**

45 **Motion:** Cris Blackstone made a motion that the Newmarket Conservation
 46 Commission hereby **unseals** the following minutes for the reasons

1 stated:

2 January 22, 2004 Release – Project Completed
 3 February 26, 2004 Release – Project Completed
 4 February 24, 2005 Release – Project Completed
 5 March 24, 2005 Release – Project Completed
 6 February 8, 2007 Release – Project Completed
 7 July 12, 2007 Release – Project Completed
 8 April 9, 2008 No reason to stay as non-public
 9 June 12, 2008 No reason to stay as non-public
 10 June 11, 2009 Release – Project Completed
 11 September 8, 2016 Release – Project Completed
 12 October 13, 2016 Release – Project Completed
 13 April 12, 2017 Release – Project Completed
 14 November 9, 2017 Release – Project Completed
 15 January 11, 2018 Release – Project Completed
 16 February 8, 2018 Release – Project Completed
 17 March 15, 2018 Release – Project Completed
 18 March 14, 2019 Release – Project Completed
 19 July 8, 2021 Release – Project Completed

20 **Second:** David Bell

21 **Discussion:** none

22 **Vote:** Approved 6-0-0

23
 24 **6. Financial Summary**

[time on DCAT 15:13]

25 The Chair reported that the Conservation Fund has a balance of \$134,710.21. The
 26 Richard Schanda Fund has \$4,621.11. Together the fund totals: \$139,331.32. There was
 27 some interest recorded. The General Fund has a balance of \$3,136.59. The contract with
 28 SELT has been received, but not expended just yet.

29
 30 **7. Master Plan Update**

31 **Natural Resources, Water Resources, Open Space Chapter**

[time on DCAT 16:17]

32 Present this evening to make a presentation are **Bart McDonough**, Town Planner,
 33 Autumn Scott, Regional Planner with SRPC, and Jackson Rand, Senior GIS Planner with
 34 SRPC. Autumn addressed the members. She has planned an activity for this evening
 35 designed to help set goals for the Chapter. She presented an update on the progress
 36 made to date: 1) on Tuesday evening, the PB voted on the chapters to be included in the
 37 Master Plan and she will send everyone a copy of the list. Although not set in stone, the
 38 Open Space and Water Resources will be included in the Natural Resources Chapter.
 39 The staff (both SRPC & Town) will meet next week to set the teams working on each
 40 chapter. Further updates will be forthcoming.

41
 42 **Bart** rose to speak about the Recreation Chapter. This was discussed at the SubCom
 43 meeting. Since every chapter could have some recreation component, the question arose
 44 as to whether or not Recreation should be a stand along chapter or not? He took a poll of
 45 members. After thoughtful discussion, the members agreed that Recreation should be a
 46 separate chapter. The Chair and **Bart** will report back to the SubCom that a separate

1 chapter has support from the ConCom. Aimee Gigandet should be invited to come to the
2 ConCom meetings.

3
4 Continuing with the progress report: 2) the logo is still in development, 3) a survey has
5 been created to send to staff and board/commission members to ask for the first five
6 words that come to mind when one thinks of Newmarket- she will gather the information
7 to guide the logo development, 4) the joint workshop (on Visioning, Housing, and Natural
8 Resources) has been set for Saturday, March 16, 5) Jackson Rand has been working on
9 the website for the Master Plan – content is being created and there is a calendar feature
10 to let everyone know when events, activities, and important meetings are planned, and 6)
11 they are considering a photo contest before the workshop – they hope to increase
12 awareness of the MP Update and to use these for the website.

13
14 Today, Autumn, Jackson, and **Bart** met with Lynn Vaccaro and Rachel Stevens from the
15 Great Bay National Estuarine Research Reserve because there is interest in getting some
16 connect to protect technical assistance for implementing the coastal watershed
17 infrastructure plan. Lynn and Emma Tutein (UNH) will attend the meeting in February to
18 demonstrate checklists and scoring for conservation land prioritization. Today, Autumn
19 met with Lindsay Butler, Town Engineer, to discuss the qualifications necessary for the
20 environmental science consultant position to help with the Downtown Waterfront Chapter.
21 They agreed on needing a firm with diverse skills which can provide help to create a
22 phasing timeline and scope for the infrastructure guidelines for the downtown as well as
23 the living shoreline work with an eye toward resiliency and best practices. Autumn said a
24 firm with a multiple-focused-team might be akin to FB Consultants ([FB Environmental](#)).

25
26 If you have not taken the survey yet, please do so! The deadline is January 22, 2024 and
27 they have received ~200 responses – more would be great!

28
29 **[time on DCAT 36:20]**

30 Mapping Discussion with Jackson Rand: Each member was given a complete set of maps
31 as a guide for the conversation. These maps were created from the maps used before
32 and additions will be likely. He is just focusing on the Open Space maps right now. The
33 Water Resource and Natural Resource maps are coming. Earlier, **Ellen** let Jackson know
34 about several conservation lands missing from the maps. She provided map and lot
35 numbers to him and he will get those included later. Map #1 Locus Map – roads, rivers,
36 lakes. **Ellen** thought we could call it a Base Map – aka where we are now. **Tom** and
37 **Julianna** would like a coastal NE map of NH showing the Great Bay Drainage Area and
38 our neighbors waterways like the Oyster River. Map #2 Surface Water and Infrastructure
39 – all things wet. **Tom** suggest that the Prime Wetlands be given a new color and Jackson
40 agreed. **Ellen** would like the Salt Marsh color be changed. Jackson does not have
41 accurate culvert data and **Colin** told him how to get that information from the aquatic
42 database with the State. **Ellen** would like all the rivers and streams marked as this is
43 surface water. Both **Ellen** and **Tom** would like statistical information – like % of wetlands
44 on a conservation land etc. Map # 3 Land Use – the data on the map comes from 2015.
45 DOT does an aerial flyer over every 5 years. The flyover was due in 2020, but it was not
46 done until 2022 and they are just now updating the land use layer. The new map will be
47 complete in 3 to 4 months. **Ellen** has further suggestions about better colors. Jackson

1 discussed the use of the APA color symbology and how he will use different colors to
 2 make them pop better. Map # 4 – Zoning Overlay District – **Bart** came up to check the
 3 map. There is an elderly affordable housing district which needs to be added. **Ellen**
 4 mentioned that wetlands are on every map and that is not necessary, particularly on this
 5 map. He agreed to take them off this map and any others which don't make sense to
 6 delineate wetlands. Map #5 – Trails and Trailheads – he and **Ellen** have been working on
 7 this map for over a year. **Ellen** would like the trailhead symbol eliminated on the map
 8 when there is a parking area indicated as they overlap. **Ellen** agreed to send him trail
 9 data for properties on the map without trails marked. She would also like the two Class A
 10 Trails indicated and will send that info to him. She would also like the Rockingham
 11 Trailhead marked because it does begin in Newmarket. Map #6 – Watersheds – there
 12 was a discussion of street labels – Follette's Brook and Lubberland Creek need to be
 13 added. He extended the mapping beyond the Town border to give a wider view of the
 14 watershed area as it spreads out into out into neighboring towns. Map #7 – Ground Water
 15 and Drinking Water – this map will be changed a lot, most likely, into 2 or 3 maps. Sean
 16 will have the information needed to locate wells etc. **Ellen** mentioned that the Moody Pt.
 17 well should be removed now that they have Town water. The members agreed that water
 18 and sewer service areas be indicated on the map. Map #8 – Conservation Lands – five
 19 categories - a) Town Conservation Lands, b) Town Held Conservation Easements, c)
 20 Other Private or Public Conservation Lands, d) Other Publicly or Privately Held
 21 Conservation Easements, and e) Subdivision Open Space. They will all be indicated in
 22 five different colors. The members agreed. The SRPC use the layers that come from
 23 GRANITEView [Data and Mapping Help | NH GRANIT \(unh.edu\)](https://www.unh.edu/granit). SRPC urges that the
 24 Town update conservation properties with the GRANIT system regularly. Map #9 –
 25 Conservation Focus Areas – this map has just been updated with the 2020 data from the
 26 Coastal Conservation Plan. **Ellen** would like to call this map 'Coastal Plan/Conservation
 27 Focus Areas'. Local conservation priorities will be identified later. Map # 10 – Highest
 28 Ranked Habitat – data from NH F&G for 2020. He will add the relevant supporting
 29 habitats to this map. Mapping out the Natural Resources and Water Resources maps are
 30 his next priority. **Ellen** suggests adding a soils map to indicate poorly and very poorly
 31 drained soils. Also include agricultural soils – prime farmland & statewide farmland soils.
 32 She also thought of a topographic map indicating the five hills in Town with their names.
 33 She will get that information to him for inclusion. Let him know if anyone thinks of
 34 additional layers to include (jrand@strafford.org). Thank you Jackson!

[time on DCAT 1:18:37-2:02:57]

36 Next, Autumn led the ConCom in a brainstorming activity designed to set goals/topics for
 37 the chapter. She mentioned contacting Lisa Wise from Sea Grant. Lisa is a member of the
 38 Eliot ME ConCom and Eliot is currently undergoing an update to their Open Space plan.
 39 Their consultant provided them a copy of examples from various communities of their
 40 frameworks and priorities which could be helpful as we move forward. She proceeded to
 41 go through the three sections for this chapter – Natural Resources, Open Space, and
 42 Water Resources. Goals were identified in this exercise. She also spoke of the themes
 43 which they expect to carry throughout each chapter.

44
 45 The members had a productive and wide-ranging exchange of ideas for inclusion and
 46 highlighting in the chapter. If members think of additional ideas, Autumn encouraged them

1 to send them to her at ascott@strafford.org. Once concluded, Autumn agreed to summarize
 2 the comments and distribute them to the members. For further details on the
 3 brainstorming, please listen to the meeting on DCAT beginning at 1:18:37.

4 5 **8. Committee/Board Reports**

[time on DCAT 2:02:58]

6 Town Council: **Brian** reported on the recent meeting of January 3, 2024. Community
 7 Power Coalition of NH will launch this spring. Moody Pt. stormwater Management Project
 8 received a loan with principal forgiveness for \$100,000. The Ash Swamp Road Bridge
 9 Rehab Project has gone out to bid.

10 Planning Board: **Bart** reported for **Jeff** about the recent meeting. The PB has given
 11 direction and set the foundations for the MP chapters. They are continuing to review
 12 proposed site plan regulations. In particular, the PB plans to consider codifying the
 13 Technical Review Committee. They are considering a requirement that every plan go to
 14 the TRC before the site plan goes before the PB. They are also hoping to require ‘as-
 15 builds’ for the application to help locate underground utilities.

16 Riverfront Advisory Committee/Schanda Park: **Bart** reported for **Sam. Bart** created a map
 17 for the RFAC including town-owned land along the riverfront in preparation for the
 18 charrette and the riverfront chapters of the MP. This map can help the members imagine
 19 what the riverfront may become. Signs for Schanda Park are being updated. He and
 20 **Ellen** have created two signs for review – one to caution against swimming and one to
 21 caution against feeding the wildlife for the kiosk (with an educational bent).

22 Energy and Environment Advisory Committee: **Julianna** passed out the information flyer
 23 that everyone will receive in the mail shortly from Community Power Coalition of NH.
 24 Everyone eligible is being switched in March 2024 (net metered homes cannot join yet).
 25 There will be a Community Power Coalition Public Information Session on January 31st at
 26 7:00 PM in the Town Hall Auditorium. She will check to see if the info session is available
 27 on zoom. The NH bill HB314 was adopted recently – this bill allowed CPC of NH to get
 28 information from Eversource.

29 30 **9. Chair’s Report – Annual Report**

[time on DCAT 2:11:15]

31 The Chair has completed the 2023 report from the Conservation Commission for the
 32 Town Annual Report and provided for member review in the meeting packet. Without
 33 objection, she will submit the report.

34 35 **10. Conservation Easement Monitoring**

[time on DCAT 2:11:27]

36 **Tom** reported that all of the 2023 easement monitoring reports have been completed by
 37 the deadlines. In addition, all of the reports due to other agencies have been submitted.
 38 SELT has completed the two reports for us per their contract. There were a few issues
 39 with properties, so he and **Ellen** will meet to discuss these. Printing of all the materials for
 40 Town records is underway. Thank you **Tom!**

41
 42 The Chair received the invoice for \$867.64 from SELT for the monitoring of the Nostrom
 43 and Hilton properties.
 44

Action

Motion: **Julianna Tyson** made a motion to approve the expenditure of \$867.64 from the General Fund to be paid to the Southeast Land Trust (SELT) for monitoring of the Nostrom and Hilton Easements.

Second: **Cris Blackstone**

Discussion: none

Vote: **Approved 6-0-0**

11. Other Items

[time on DCAT 2:14:47]

The Chair reported that the ConCom now has an official email account with the Town. The Town has also provided space on the OneDrive as a digital repository for our documents. Thank you **Bart!**

12. Landstewardship

Ellen and **Tom** met at Sliding Rock with Tom Ballestero, Associate Professor in Civil Engineering from UNH. He owns Streamworks PLLC ([What We Do \(streamworkspllc.com\)](http://streamworkspllc.com)) which is a consulting business which provides clients with water resource solutions. He has agreed to prepare a quote for assessing the boat ramp, the beach, and various stormwater issues at Sliding Rock. Once we receive his quote, the Chair will apply to LRAC for a grant. Tom can also assess culverts, so we might consider getting estimates for the culvert on Neal Mill Road or other issues of concern to the ConCom.

13. Adjourn

[time on DCAT 2:17:06]

Action

Motion: **Cris Blackstone** made a motion to adjourn at 9:15 PM.

Second: **David Bell**

Discussion: none

Vote: **Approved 6-0-0**

Respectfully submitted,

Sue Frick, Recording Secretary

DCAT:

https://videoplayer.telvue.com/player/XSekkdEeRsk0JHQVHAVkJVka7_5VjxKP/videos

1 **ADDENDUM page 1**
2

**Non-Public Session Process and Minutes
Newmarket Conservation Commission**

Date:

Members Present:

Motion to enter Nonpublic Session made by _____, seconded by _____

Specific Statutory Reason cited as foundation for the nonpublic session:

_____ RSA 91-A:3, II (a) *The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted.*

_____ RSA 91-A:3, II(b) *The hiring of any person as a public employee.*

_____ RSA 91-A:3, II(c) *Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of this board, unless such person requests an open meeting. This exemption shall extend to include any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant.*

_____ RSA 91-A:3, II(d) *Consideration of the acquisition, sale or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.*

_____ RSA 91-A:3, II(e) *Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against this board or any subdivision thereof, or against any member thereof because of his or her membership therein, until the claim or litigation has been fully adjudicated or otherwise settled*

_____ RSA 91-A:3, II(i) *Consideration of matters relating to the preparation for and the carrying out of emergency functions, including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life.*

_____ RSA 91-A:3, II (l) *Consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of the public body, even where legal counsel is not present.*

Roll Call vote to enter nonpublic session:

Entered nonpublic session at PM

Nonpublic Session Process and Minutes: Page 1 of 2

3

1 **ADDENDUM page 2**

Motion made to invite the following people into this meeting was made by _____, seconded by _____

VOTE: Yes: _____ No: _____ Abstain: _____

Other persons present during non-public session: _____

Description of matters discussed, and final decisions made:

*Note: Under RSA 91-A:3, III. Minutes of proceedings in nonpublic sessions shall be kept and the record of all actions shall be promptly made available for public inspection, except as provided in this section. Minutes and decisions reached in nonpublic session shall be publicly disclosed within 72 hours of the meeting, unless, by recorded vote of 2/3 of the members present, **taken in public**, it is determined that divulgence of the information likely would affect adversely the reputation of any person **other than a member of this board**, or render the proposed action of the board ineffective, or pertain to terrorism. In the event of such circumstances, information may be withheld until, in the opinion of a majority of members, the aforesaid circumstances no longer apply. The Commission should review sealed minutes once a year to determine if such minutes should remain sealed.*

Motion to leave non-public session and return to public session was made by _____, seconded by _____

VOTE: Yes: _____ No: _____ Abstain: _____ -

Public session reconvened at _____ PM

Motion made to seal these minutes? If so, was motion made by _____ to seal minutes indefinitely, seconded by _____ because it is determined that divulgence of this information likely would.....

- _____ Affect adversely the reputation of any person other than a member of this board
- _____ Render a proposed action ineffective
- _____ Pertains to preparation or carrying out of actions regarding terrorism

Roll Call Vote to seal minutes:

Motion: PASSED or FAILED

These minutes recorded by:

Sealed Non-Public Meeting Minutes are to be stored as hard copies and digital files in the Town Manager’s Office. The Conservation Commission Chair shall maintain a spreadsheet of non-public meeting minutes – the dates and the RSA reasons for entering non-public and for sealing the minutes.

Nonpublic Session Process and Minutes: Page 2 of 2

1 **ADDENDUM page 3**



TOWN OF
NEWMARKET
NEW HAMPSHIRE

Conservation Commission

Date: January 3, 2024

To: Newmarket Conservation Commission

From: Ellen Snyder, Chair

Re: Motion to make public a suite of non-public meeting minutes and to keep sealed another suite of non-public meeting minutes

WHEREAS: Governor Sununu signed into law House Bill 321 which require public bodies and agencies to review sealed minutes no later than 10 years after they were last sealed. This law took effect October 3, 2023.; and

WHEREAS: The Conservation Commission delegated review of the non-public minutes to Ellen Snyder, Commission Chair and Commission Member Jeff Goldknopf to make a recommendation on which minutes shall remain sealed; and

WHEREAS: This review has been completed, the following motion is put forward to the Conservation Commission for approval:

MOTION: The Newmarket Conservation Commission hereby reseals the following minutes for the reasons stated:

August 28, 2014	No Release – Reputation
November 12, 2015	No Release – Reputation
December 10, 2015	No Release – Reputation
February 14, 2019	No Release – Reputation
June 13, 2019	No Release – Reputation
September 12, 2019	No Release – Reputation
January 14, 2021	No Release – Reputation
June 8, 2023	No Release – Reputation

Town Hall, 186 Main Street, Newmarket, NH 1/4/2024

2

1 **ADDENDUM page 4**

MOTION: The Newmarket Conservation Commission hereby unseals the following minutes for the reasons stated:

January 22, 2004	Release – Project Completed
February 26, 2004	Release – Project Completed
February 24, 2005	Release – Project Completed
March 24, 2005	Release – Project Completed
February 8, 2007	Release – Project Completed
July 12, 2007	Release – Project Completed
April 9, 2008	No reason to stay as non-public
June 12, 2008	No reason to stay as non-public
June 11, 2009	Release – Project Completed
September 8, 2016	Release – Project Completed
October 13, 2016	Release – Project Completed
April 12, 2017	Release – Project Completed
November 9, 2017	Release – Project Completed
January 11, 2018	Release – Project Completed
February 8, 2018	Release – Project Completed
March 15, 2018	Release – Project Completed
March 14, 2019	Release – Project Completed
July 8, 2021	Release – Project Completed

Town Hall, 186 Main Street, Newmarket, NH

1/4/2024



Great Bay Resource Protection Partnership Stewardship Grant Program

See Grant Program Information & Application Instructions

I. Contact Information & Applicant Certification

Applicant Organization:	
Contact Person:	
Mailing Address:	
Phone:	Email:
Grant Request Amount:	Match Funds Amount:
Certified By (signature):	Date:
Name (printed):	Title:

II. Project Information

Project Name:
Property Location: Street Name and/or other geographic feature for location reference: Municipality

III Executive Summary

1. Project Type (select all that apply) <input type="checkbox"/> Habitat Management <input type="checkbox"/> Existing Trail Maintenance <input type="checkbox"/> Property or project planning and/or resource inventory

2. Executive Summary (500 character limit):

IV. Eligibility Criteria

1. Geographic Eligibility

Great Bay Watershed

2. Property Eligibility

See Instructions for using the New Hampshire Coastal Viewer to screen for project eligibility

A. Conservation Focus Areas

CFA: NH Coastal Watershed Conservation Plan, 2021

B. Agricultural Resources

Agricultural: NH Coastal Watershed Conservation Plan, 2021

C. Tidal Water Shoreline

Tidal. Name of Water Body: _____

3. Property Conservation

Conservation Easement Property

Name Conservation Easement Holder:

Name Fee Owner:

Fee-Ownership

Name Fee Owner:

Property Name	Conservation Ownership	Acres	Map	Lot
Total Conserved Acres				
Percentage of Conserved Acres within Conservation Focus Area – select estimated % of property within CFA.		25% - 50%		
		50% - 75%		
		>75%		

4. Reimbursable Grant Transactions

- Grant Expenses incurred 1/1/2024 – 12/1/2025
- Match Expenses incurred 1/1/2024- 12/1/2025

5. Project Completion

Project Start Date: _____

Project Completion Date: _____

6. Project Authorization(s) and Due Diligence

- Yes N/A All required permits are secured for project implementation
- Yes N/A Landowner permission has been secured
- Yes N/A Easement holder permission has been secured
- Yes N/A Property, wetland & sensitive area boundaries clearly marked, understood
- Yes N/A Securing permits/permissions, or defining relevant boundaries are a component of this proposal
- Required: Landowner and Easement holder consent document. Submitted with application (See Template GBRPP Website)

V Maps

Required Maps (see instructions for map requirements)

- Property Shapefile
- Eligibility Map. Project area in relation to applicable Focus Area(s):
- *Conservation Focus Areas, NH Coastal Watershed Conservation Plan, 2021*
 - *Agricultural Resources NH Coastal Watershed Conservation Plan, 2021*
 - *Tidal Shoreline – See National Wetlands Inventory*

USGS Topographic Map

Project Map

For Trails projects ONLY:

Trails for People & Wildlife analysis (See “How To” Guide for instructions).

Optional Map

Project Site Map. Check if a Project Site Map is available in a Project Plan (Section VI).

VI Project Plans

Existing/Relevant Plans and Guidance

1. Indicate existing plans relevant to this *specific* conservation area or property

- Property Management Plan(s)
Hyperlink to document:
or Plan Attached:
Relevant Section in document or page numbers:
- Habitat Management/Restoration Plan
Hyperlink to document:
or Plan Attached:
Relevant Section in document or page numbers:
- Trail Management Plan
Hyperlink to document:
or Plan Attached:
Relevant Section in document or page numbers:
- Other relevant plan(s):
Hyperlink to document:
or Plan Attached:
Relevant Section in document or page numbers:

2. Briefly describe how this proposal supports implementation of existing plans:

3. Indicate state-wide or regional resources used (or could be used) to guide proposed activities. Recommended resources for the Watershed are noted below for specific Project Types, although many other informative resources are available to help guide decision making and project planning (see *Resources List in Application Instructions*)

Project Type	Recommended Resources	Check if used
All projects	NHB DataCheck Tool	<input type="checkbox"/>
	Wildlife Action Plan Maps	<input type="checkbox"/>
	Consult a Natural Resource Professional(s)	<input type="checkbox"/>
Trails	Trails for People and Wildlife	<input type="checkbox"/>
	Best Management Practices for erosion control during trail construction and maintenance	<input type="checkbox"/>
Habitat <i>Invasive Species</i> <i>Forestry</i>	Stewardship Brochures	<input type="checkbox"/>
	Picking Your Battles	<input type="checkbox"/>
	Good Forestry in the Granite State	<input type="checkbox"/>
<i>List other resources used (see Resources List):</i>		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

4. Briefly describe how resources were/will be used to guide proposed activities.

VII Project Narrative

1. Project Description Summary

Provide a brief description or bulleted list of project goals, tasks and deliverables. *Example:*

- Project Goals
 - o Goal 1
 - o Goal 2
- Project Tasks.
 - o Task 1.
 - o Task 2.
- Project Deliverables.
 - o Deliverable 1.
 - o Deliverable 2.

2. Project Description Narrative

- Project Sustainability
- Organization Stewardship Goals
- Public Access
- Project Partners and Collaboration
- Resource Sharing

VIII Project Budget

1. Budget Table

Task	Grant Funds \$	Match Funds \$	Total Project \$	Task Completion Date (mm/yy)
Task 1				
Task 2				
TOTAL				

2. Budget Narrative

Provide additional information, as needed, to explain budget costs.



Appendix B: Proposal Summary Form (not to exceed five pages; exclusive of budget)

Municipality/ies/Watershed Group/Organization: Town of Newmarket

Name of Applicant(s):

Bart McDonough (Director, Planning and Community Development)
Ellen Snyder (Chair, Conservation Commission)

Project Title:

Update to Prime Wetlands Mapping

Phone Number: (603) 659-8501 ext 1315 Email: bmcdonough@newmarketnh.gov

PREP Funds Requested: \$15,200 Total Project Cost: \$16,700

Project Summary:

The Newmarket Conservation Commission hired West Environmental Inc. to complete a Prime Wetlands Designation Study around 2000. Seventeen prime wetlands were identified and incorporated into the Newmarket Wetland Protection Overlay District, with the following zoning restrictions: no disturbance 75-foot buffer, 100-foot structure setback, and 125-foot septic setback. After 20+ years, a review and update to the prime wetlands map is needed using more accurate mapping tools now available (e.g., lidar) as well as to reflect changes in hydrology. We propose hiring West Environmental Inc to complete the prime wetlands mapping and Strafford Regional Planning Commission ("SRPC") will overlay on Town Tax Maps for the update to the Zoning Ordinance Wetland Overlay District. Our goal is to ensure maximum protection of our prime wetlands as well as ensure that the prime wetlands are mapped accurately in fairness to property owners. We will notify all abutters to prime wetlands prior to the Public Hearing on adopting changes. We will submit the prime wetlands updates to NH DES (per RSA 482-A:15).

Connection to the 2020 Piscataqua Region Environmental Planning Assessment Action Items:

This project addresses the Freshwater Wetlands PREPA action. Updating the prime wetlands maps in the Wetland Protection Overlay District will ensure that we protect wetlands from pollution and degradation. This is especially relevant to Newmarket as development pressure is high and much of the remaining developable land in town has some component of wetlands. This process gives us an opportunity to reach abutters to wetlands and the Newmarket community with information about the importance of wetlands. We can begin a dialogue with the Town Boards, landowners, and our community at-large around the existing regulations and whether we as a community want to consider additional protections.

Project Task Timeline:

June – November 2024: Prime wetlands mapping by West Environmental Inc

September – December 2024: Crafting of educational materials and distribution through televised meetings-presentation), weekly town E-News, other venues



January – February 2025:	Review of draft prime wetlands maps by Town Boards; Overlay of new prime wetlands shapefile on Newmarket Tax Maps
March - April 2025:	Notification to prime wetlands abutters (based on new maps) Public Hearing to adopt new maps
May 2025:	Submit prime wetlands update to NH DES
Spring 2025	Wetlands walk by Mark West hosted by the Conservation Commission to highlight wetland values, importance of set-backs, and guidance on any additional protections worth pursuing
Summer 2025	Final report to PREP

Project Team:

Bart McDonough, Director of Planning and Community Development – coordinate grant and facilitate discussions with Planning Board, including zoning changes

Ellen Snyder, Chair, Conservation Commission – assist Planning Director with grant and facilitate discussion with Conservation Commission, including educational materials

Mark West, West Environmental Inc – prime wetlands mapping

SRPC staff- Creating of zoning maps reflecting the findings of West Environmental Inc.

Project Deliverable(s):

- Educational materials related to the value of wetlands and importance of set-backs
- Abutter notification letter
- Updated prime wetlands maps adopted into the Zoning Ordinance and submitted to NH DES
- Final report to PREP

Why is this the right time for this project? Does this project build on previous efforts? Why is your town ready? Will the project address priorities or needs identified by your community or the region? If so, how?

The Town of Newmarket, with assistance from SRPC is working on a major update to our Master Plan, including the Open Space Plan and Land and Water Conservation Chapter. Continued protection of wetlands is an important implement strategy in this update. The Conservation Commission and Planning Board are working collaboratively on these updates with the Director of Planning and Community Development providing key leadership and Strafford Regional Planning Commission gathering public input and drafting the documents. Updating the Wetland Protection Overlay District will dovetail with other zoning changes proposed in the Master Plan Update.

The proposed Prime Wetlands mapping update builds on the early 2000 prime wetlands designation and inclusion in the town zoning (2004). West Environmental Inc completed the earlier mapping and will conduct this update, providing continuity and grounding in this task.

This is a particularly important time to be conducting the prime wetlands mapping update and outreach to landowners. As development pressure continues and with many of the remaining developable parcels

having wetlands present, the Town of Newmarket considers it vital to identify and to protect critical wetlands as well as provide up-to-date information to landowners so that development proposals can be designed and integrated into the environment more appropriately.

Describe your approach to community engagement.

Our community engagement has several components. The Conservation Commission and Planning Board meetings are televised live and can be watched later. Monthly averages for viewership via social media and YouTube of the Conservation Commission and Planning Board meetings are 230 and 236 views, respectively. We will be discussing the prime wetlands mapping and update at our respective meetings during this process. The Conservation Commission will host an educational program with Mark West on wetlands values at one of our monthly meetings as well as host a public educational site walk to a wetland. The CC will also craft a flyer on the importance of wetlands to be distributed via the town website and weekly E-News.

The second major component of our community engagement will be notifying all abutters to a prime wetland about the updated maps and planned zoning changes prior to a public hearing. This will help raise awareness of wetlands to the people who live adjacent to the wetland with the potential to have the most impact (positive and negative). We will highlight that this is an update to existing maps and will be based on more accurate mapping because of new tools and changed hydrology.

This project will result in more informed residents and land stewards across the diverse ownerships in Newmarket. The updated maps will be more accurate and thus fairer to all landowners that abut a prime wetland. The process allows for public input from abutters and non-abutters. Protecting water quality and ecological health of our wetlands benefits all residents.

Is this project part of a multi-town effort? If checked, specify towns.



Appendix C: Proposal Budget Form

Municipality/Applicant:

	Amount Requested from PREP	Other Funds*	Total Budget
BUDGET CATEGORIES			
Qualified Consultant Fee -- West Environmental: prime wetlands mapping, presentation to CC and field workshop.	\$10,800		\$10,800
Qualified Consultant Fee – SRPC: overlay new prime wetlands shape files on the Newmarket prime wetland maps and related work	\$1,700		\$1,700
Communications & Outreach: Planning Board and Conservation Commission meetings; grant coordination by Planning Director and CC Chair; host field workshop and develop and distribute educational flyer. (in-kind)		\$1,500	\$1,500
Communications & Outreach – abutter notification by Town. Approx. 300 abutters x \$8.69/certified letter	\$2,700		\$2,700
Supplies /Materials***	\$0		
Equipment	\$0		
Travel	\$0		
Other Cost (specify in space below)			
TOTAL PROJECT COSTS	\$15,200	\$1,500	\$16,700

This funding opportunity has **no** match requirement. Preference will not be given to projects that include match.

* Other funds include federal funds or other non-federal funds that **cannot** be counted as match. Funds listed here could be used to show support from the municipality

**PREP requires a minimum of 15% of funding be allocated for community engagement for all projects.

***Supplies/Materials includes consumable items, such as field and lab supplies, office supplies, and postage.



(Signature of applicant)

Bart McDonough Planning Director 4/25/24
(Print name) (Title) (Date)



(Signature of Select Board Chair or Town Administrator)

William S. Tappan Jr. Town Manager (Acting) 4/25/24
(Print name) (Title) (Date)