



TOWN OF  
**NEWMARKET**  
NEW HAMPSHIRE

## Conservation Commission

May 11, 2023, at 7:00 PM

Town Hall Auditorium

### AGENDA

1. Pledge of Allegiance
2. Roll Call
3. Public Comment
4. Guest Speaker: Dr. Gabriela Bradt, UNH: Microplastics on NH Beaches: What have we learned in 8 years.
5. Financial Summary
6. SELT's Piscassic Greenway Management Plan Update – Drew Kiefaber
7. Conservation Commission Operating Guidelines
8. Committee/Board Reports
  - Planning Board and Town Planner
  - Riverfront Advisory Committee/Schanda Park
  - Town Council
  - Energy and Environment Committee – reappoint Julianna Tyson
  - Newmarket 300<sup>th</sup> Steering Committee
9. Initiatives
  - Pollinator Pathways
  - Pathways for People and Nature – discuss and adopt flyer
  - Stream and Wildlife Crossings
10. Events: 2023 Newmarket Fishing Derby, Rec Connect, Backyard Bash
11. Land Stewardship
  - Sliding Rock Recreation and Conservation Area: LRAC grant
  - Piscassic River–Loiselle: entrance sign
  - Wiggin Farm: workday recap, new kiosk funding
  - Dearborn: Driveway ROW easement
12. Adjourn

| <b>Town of Newmarket, New Hampshire</b>                      |  |   |                                     |                             |              |
|--|--|---|-------------------------------------|-----------------------------|--------------|
| <b>Conservation Commission -- Conservation Fund (1May23)</b> |  |   |                                     |                             |              |
| <b>Items (date of motion)</b>                                | <b>Date of CC Approval -- Discussion</b> | <b>Date of Debit, Revenue, or Balance</b> | <b>Conservation Commission Fund</b> | <b>Richard Schanda Fund</b> | <b>TOTAL</b> |
|  |  | 8/1/22                                    | \$129,846.64                        | \$4,764.46                  | \$134,611.10 |
|  |  | 10/5/22                                   | \$129,084.24                        | \$4,764.46                  | \$133,848.70 |
|  |  | 11/3/22                                   | \$129,233.55                        | \$4,764.46                  | \$133,998.01 |
|  |  | 12/2/22                                   | \$129,226.83                        | \$4,764.46                  | \$133,991.29 |
|  |  | 1/5/23                                    | \$128,888.83                        | \$4,764.46                  | \$133,653.29 |
|  |  | 2/3/23                                    | \$126,792.88                        | \$4,764.46                  | \$131,557.34 |
|  |  | 4/1/23                                    | \$127,064.64                        | \$4,764.46                  | \$131,829.10 |
| <b>CREDITS</b>   |  |   |                                     |                             |              |
| Interest   |  | 7/31/22                                   | \$18.04                             |                             |              |
| Interest   |  | 8/31/22                                   | \$44.56                             |                             |              |
| Interest   |  | 9/30/22                                   | \$80.61                             |                             |              |
| Interest   |  | 10/31/22                                  | \$139.29                            |                             |              |
| Interest corrections   |  | 10/31/22                                  | \$8.80                              |                             |              |
| Interest corrections   |  | 10/31/22                                  | \$29.73                             |                             |              |
| Interest   |  | 11/30/22                                  | \$135.15                            |                             |              |
| Interest   |  | 12/31/22                                  | \$118.46                            |                             |              |
| Interest   |  | 1/31/23                                   | \$364.51                            |                             |              |
| Interest   |  | 2/28/23                                   | \$412.30                            |                             |              |
| Interest   |  | 3/31/23                                   | \$239.58                            |                             |              |
| Interest   |  | 4/30/23                                   | \$271.76                            |                             |              |
| <b>Land Use Change Tax (LUCT)</b>                            |  |   |                                     |                             |              |
| LUCT - 17A Cushing Rd balance                                |  | 9/12/22                                   | \$443.84                            |                             |              |
| <b>Other Contributions</b>                                   |  |   |                                     |                             |              |
| LRAC Heron Pt Community Grant - final payment                |  | 10/18/22                                  | \$639.12                            |                             |              |
| LRAC Sliding Rock Comm Grant- 1st payment                    |  | 11/30/22                                  | \$3,162.50                          |                             |              |
| LCHIP annual easement monitoring                             |  | 3/1/23                                    | \$600.00                            |                             |              |
|  |  |   |                                     |                             |              |
|  |  |   |                                     |                             |              |
|  |  |   |                                     |                             |              |

| Town of Newmarket, New Hampshire                               |                                   |                                    |                              |                      |       |
|--|-----------------------------------|------------------------------------|------------------------------|----------------------|-------|
| Conservation Commission -- Conservation Fund (1May23)          |                                   |                                    |                              |                      |       |
| Items (date of motion)   | Date of CC Approval -- Discussion | Date of Debit, Revenue, or Balance | Conservation Commission Fund | Richard Schanda Fund | TOTAL |
| <b>DEBITS this FY</b>  |                                   |                                    |                              |                      |       |
| Heron Point kiosk trail map (Martin Forestry) LRAC grant       | 3/10/22                           | 7/21/22                            | \$690.00                     |                      |       |
| Heron Point kiosk panel design (Cathy Arakelian) LRAC grant    | 3/10/22                           | 8/9/22                             | \$825.00                     |                      |       |
| Heron Point kiosk panels printing (Portsmouth Sign) LRAC grant | 3/10/22                           | 9/14/22                            | \$581.00                     |                      |       |
| NHACC annual subscription (\$300 from general fund)            | 10/13/22                          | 10/20/22                           | \$150.00                     |                      |       |
| Oct 15th Conservation Connections event - PR-L workday         | 9/8/22                            | 11/8/22                            | \$131.61                     |                      |       |
| Wiggin Farm invasive plant control RCCD                        | 2/10/22                           | 11/8/22                            | \$3,190.00                   |                      |       |
| Piscassic River - Loiselles - bridge materials                 | 11/10/22                          | 11/30/22                           | \$220.46                     |                      |       |
| Piscassic River-Loiselle trail signs                           | 11/10/22                          | 12/20/22                           | \$236.00                     |                      |       |
| Sliding Rock Consr Area--hazard tree removal                   | 12/8/22                           | 1/4/23                             | \$2,000.00                   |                      |       |
| Piscassic River-Loiselle entrance sign--down payment, 1/2      | 11/10/22                          | 1/11/23                            | \$1,187.50                   |                      |       |
| Piscassic River-Loiselle PT wood for trail signs               | 1/12/23                           | 1/24/23                            | \$24.84                      |                      |       |
| Sliding Rock Consr Area - -- assessment of trail               | 12/8/22                           | 3/23/23                            | \$500.00                     |                      |       |
| <b>Approved to be spent:</b>                                   |                                   |                                    |                              |                      |       |
| Piscassic River-Loiselle entrance sign (added \$300 12/8/22)   | 11/10/22                          | 1/11/23                            | \$1,187.50                   |                      |       |
| LRAC Sliding Rock Community Grant - \$6,325:                   |                                   |                                    |                              |                      |       |
| Sliding Rock Consr Area - -- kayak rack and lock               | 12/8/22                           |                                    | \$1,300.00                   |                      |       |
| Sliding Rock Consr Area - -- kiosk panels/other signs          | 12/8/22                           |                                    | \$2,000.00                   |                      |       |
| Sliding Rock Consr Area - -- fencing                           | 12/8/22                           |                                    | \$100.00                     |                      |       |
| Wiggin Farm bridge boardwalk extension                         | 3/9/23                            |                                    | \$1,100.00                   |                      |       |
| <b>To be Considered:</b>                                       |                                   |                                    |                              |                      |       |
| Wiggin Farm kiosk - materials                                  | 5/11/23                           |                                    | \$500.00                     |                      |       |

| Newmarket Conservation Commission Funds   |                         |                      |            |                     |                  |         |
|---|-------------------------|----------------------|------------|---------------------|------------------|---------|
| FY23  |                         | General Fund: 014611 |            |                     |                  |         |
| General Fund Budget   |                         | \$4,185.00           |            |                     |                  |         |
|   | Date of motion or debit | Part-Time Salary     | Contracted | Dues/ Subscriptions | General Supplies | Postage |
| <b>BUDGETED</b>   |                         | \$3,335.00           | \$300.00   | \$350.00            | \$200.00         | \$0.00  |
| <b>EXPENDED</b>   |                         | \$1,904.58           | \$360.00   | \$350.00            | \$76.67          | \$0.00  |
| <b>BALANCE</b>  |                         | \$1,430.42           | -\$60.00   | \$0.00              | \$123.33         | \$0.00  |
| <b>General Fund total balance (1May2023)</b>  |                         | \$1,493.75           |            |                     |                  |         |
| Part-time salary, recording secretary   | 7/14/22                 | \$137.04             |            |                     |                  |         |
| Part-time salary, recording secretary   | 7/28/22                 | \$162.74             |            |                     |                  |         |
| Part-time salary, recording secretary   | 8/11/22                 | \$9.87               |            |                     |                  |         |
| Part-time salary, recording secretary   | 8/25/22                 | \$218.30             |            |                     |                  |         |
| Recording Secretary - supplies (10/14/21)   | 8/31/22                 |                      |            |                     | \$52.41          |         |
| Part-time salary, recording secretary   | 9/22/22                 | \$66.83              |            |                     |                  |         |
| Supplies - notebook, files  | 9/20/22                 |                      |            |                     | \$17.24          |         |
| NHACC dues  | 10/20/22                |                      |            | \$350.00            |                  |         |
| Part-time salary, recording secretary   | 10/6/22                 | \$4.46               |            |                     |                  |         |
| Part-time salary, recording secretary   | 10/20/22                | \$26.73              |            |                     |                  |         |
| Part-time salary, recording secretary   | 11/3/22                 | \$427.68             |            |                     |                  |         |
| Part-time salary, recording secretary   | 11/17/22                | \$57.92              |            |                     |                  |         |
| Part-time salary, recording secretary   | 12/1/22                 | \$178.20             |            |                     |                  |         |
| Part-time salary, recording secretary   | 1/12/23                 | \$111.38             |            |                     |                  |         |
| Part-time salary, recording secretary   | 1/26/23                 | \$173.75             |            |                     |                  |         |
| SELT - Hilton Easement monitoring   | 1/31/23                 |                      | \$360.00   |                     | \$5.88           |         |
| Postage - monitoring letters  | 1/31/23                 |                      |            |                     | \$1.14           |         |
| Part-time salary, recording secretary   | 2/23/23                 | \$53.46              |            |                     |                  |         |
| Part-time salary, recording secretary   | 3/9/23                  | \$80.19              |            |                     |                  |         |
| Part-time salary, recording secretary   | 3/23/23                 | \$129.20             |            |                     |                  |         |
| Part-time salary, recording secretary   | 4/6/23                  | \$53.46              |            |                     |                  |         |
| Part-time salary, recording secretary   | 4/20/23                 | \$13.37              |            |                     |                  |         |
|   |                         |                      |            |                     |                  |         |
| <b>Notes:</b>   |                         |                      |            |                     |                  |         |
| NHACC annual subscription is \$500, \$150 of which from Conservation Fund; Contractor line item is for SELT monitoring of Hilton easement |                         |                      |            |                     |                  |         |



# TOWN OF NEWMARKET, NH **CONSERVATION COMMISSION**

## **Conservation Commission Operational Guidelines**

**ADOPTED**

**By the Newmarket Conservation Commission  
XXXX XX, 2023**

(This replaces the Conservation Commission By-Laws last amended 4-12-2007)

### **I. Purpose**

In accordance with NH RSA 36-A:2 the Newmarket Conservation Commission was established in 1971 by Town Warrant "for the proper utilization and protection of the natural resources and for the protection of watershed resources in town."

### **II. Responsibilities**

- Maintain an inventory of all open space, natural, aesthetic, or ecological areas, including all wetlands.
- Care for town-owned conservation areas.
- Annually monitor town-held conservation easements.
- Review and comment on wetlands permit (dredge and fill) applications.
- Review sand and gravel excavation permit applications and renewals.
- Partner with other community entities as needed, including Scouts, Newmarket schools, Town Departments, and other Town Boards and Committees to steward lands, complete projects, conduct assessments, and identify solutions to conservation issues.
- Create interpretive materials for conservation area kiosks, trails signs, and other venues and host conservation-related educational programs.
- Work with interested landowners and partners to conserve land that protects drinking water, wildlife habitat, wetlands and streams, and other critical resources in the community.
- Maintain accurate records of meetings and actions.
- Create subcommittees or launch other initiatives to fulfill purpose and responsibilities.
- Refer to the New Hampshire's Municipal Conservation Commissions Handbook by the NHACC for further guidance.

### **III. Composition of the Conservation Commission**

- The Conservation Commission shall consist of no less than three (3) and not more than seven (7) term members appointed for staggering three (3) year terms by the Town Council.
- One Commissioner shall serve as a representative from the Planning Board.
- One member of the Town Council shall serve as ex-officio, non-voting member.

- The Conservation Commission shall consist of up to three (3) alternates appointed for staggering three (3) year terms by the Town Council.
- Conservation Commissioners shall be residents of the town.
- Members must be sworn in by the Town Clerk prior to starting their term.

#### **IV. Officers**

- The Commission shall elect a Chair and Vice Chair by a majority vote of the Conservation Commission members at the first monthly meeting following the Town Council Organizational Meeting that appoints members. Vacancies in office shall be filled immediately at the next meeting by a majority vote of the Commissioners in attendance, providing a quorum is present.
- Responsibilities of the Chair:
  - Prepare and distribute the monthly meeting agenda and Chair the monthly meeting. In the absence of the Chair, the Vice Chair shall run the monthly meeting.
  - Serve as the primary contact person with the Town Council, Town Manager, Town Planner, and Other Department Heads
  - Ensure that town-held conservation easements are monitored annually, and copies of the monitoring reports are filed with partners, where required, and a hard copy kept in the Conservation Commission files at the Town Hall.
  - Ensure that the Conservation Commission webpages on the Town Website are maintained with accurate and up-to-date information.
  - Ensure an accurate list of town-owned conservation areas and conservation easements is maintained.
  - Work with the Town Finance Office to prepare a monthly finance report for presentation at the monthly Conservation Commission meeting.
  - Submit an annual report for inclusion in the Town's Annual Report.
  - Respond to information requests, permit requests, and other correspondence.
  - Delegate any of the above responsibilities to other members of the Commission, as needed.

#### **V. Meetings**

- All meeting shall be open to the public. Notice of all monthly meetings shall be posted in two places at least four (4) days in advance and in accordance with all applicable local, state and federal laws.
- The Conservation Commission shall hold monthly meetings on the second Thursday of every month in the Newmarket Town Hall.
- A Recording Secretary shall take the minutes at the monthly Conservation Commission meetings. Draft minutes shall be approved at a subsequent meeting. Final approved meeting minutes shall be submitted by the Recording Secretary to the Town Manager's Office for filing with the Town Clerk and posting to the Town website.

- Business may be conducted with any number of members present, but should a quorum not be present, all business requiring a vote, shall be deferred until the next regularly scheduled monthly meeting or emergency meeting. If the next regularly scheduled meeting fails to have a quorum, a favorable vote by a majority of the members present shall decide for the Conservation Commission, all such deferred business.
- In the absence of a term member at a given monthly meeting, the Chair shall appoint an alternate to vote in their place for the duration of that meeting.
- These Conservation Commission Operational Guidelines can be amended at any time by a majority vote of the Commission.

## **VI. Finances**

- The Conservation Commission has sole authority to expend from the Conservation Fund, a non-lapsing fund that can accumulate year-to-year and which can receive both private and public funds.
- The allocation of 50% of the Land Use Change Tax (LUCT) to the Conservation Fund was approved at the 1989 Town Meeting. LUCT is paid by a landowner to the municipality when land that was enrolled in the Current Use assessment program is removed from current use.
- The Commission also receives an annual allocation from the General Fund budget. The Commission submits a budget request to the Town Planner and Town Manager for consideration during the annual budget process. These funds are used for operating expenses such as personnel (recording secretary, consultants), membership dues, postage, and supplies.
- The Commission approves expenditures from the Conservation Fund at a monthly meeting and submits payment requests to the Town Finance Department, which manages the Conservation Commission accounts.
- The Commission must hold a public hearing before using money from the Conservation Fund to acquire any interest in real property. The meeting notice must be posted in two places and published in a local newspaper at least ten (10) days prior to the hearing. The Town Council must also approve the acquisition of any interest in land.
- At the 2009 Newmarket Town Meeting, voters passed a warrant article that "...adopts the provisions of RSA 36-A: 4-a, I (b) allowing the Conservation Commission to expend funds for contributions to qualified organizations (such as land trusts) for the purchase of property interests, or facilitating transactions related to thereto, where the property interest is to be held by the qualified organization and the town will retain no interest in the property." At the same town meeting, voters did not approve provisions related to RSA 36-A: 4-a, I (a), which would have authorized the Conservation Commission to expend funds to purchase interest in land outside the boundaries of Newmarket.



# Pathways for People and Nature



*An Initiative of the Newmarket Conservation Commission  
and the Department of Planning and Community Development*

## Our Goals

- To protect our drinking water supplies, restore and maintain the natural shoreline along the Lamprey and Piscassic Rivers, and protect freshwater wetlands and salt marsh that provide many benefits to our community.
- To protect critical natural habitats and places to maintain connectivity across the landscape for animals on land and in the water.
- To create trail connectivity across town and between our neighboring communities to ensure safe recreating and commuting for pedestrians and cyclists.

## Building on Existing Partnerships and Conservation Efforts to Achieve these Goals

- Newmarket is fortunate to have an extensive network of conserved lands that protect farms, wetlands, forests, fields, wildlife habitats, drinking water, shorelands, and trails. These lands and waters are a mix of publicly and privately-owned conservation areas and parks comprising lands owned by Town of Newmarket and state entities including NH Fish and Game to properties conserved by nonprofits such as The Nature Conservancy, Southeast Land Trust, and NH Audubon; and other lands that have been conserved through the subdivision open space process or other programs.
- The 2021 NH Coastal Watershed Conservation Plan identifies high value natural features and conservation lands that are essential to the resilience of watershed communities, including Newmarket. This document provides guidance on which areas in our community provide essential elements such as clean drinking water, aquatic and upland habitats, connectivity for fish and wildlife, flood storage, farmland, and more.
- The existing open spaces and the new coastal plan guide us in prioritizing our conservation efforts. We will look to interested landowners and conservation partners to enhance the protection of these critical areas.
- Stream crossings -- culverts and bridges – are, in some places, getting old or are undersized to allow proper flow of water, sediment, and organic materials downstream. Poor stream crossings can lead to flooding and road hazards and prevent the movement of fish, turtles, and other wildlife. Building on the success of the Lubberland Creek culvert upgrade on Bay Road and working with our Town Engineer, Public Works, and conservation partners, we seek to improve stream crossings and restore aquatic connectivity where needed throughout Newmarket.
- In collaboration with the Riverfront Advisory Committee, UNH, our Town Engineer and Environmental Services Director, we are evaluating ways to improve the Newmarket riverfront for people, restore a living shoreline to prevent further erosion, and restore the health of Moonlight Brook as it flows into the Lamprey River at Schanda Park.
- Trails offer opportunities for recreation, nature observation, commuting, rejuvenation, and scenic enjoyment. Newmarket and neighboring communities host a variety of trails on conserved lands. As our local roads become busier and potentially less safe for pedestrians and cyclists, we seek to find ways to connect trails across town and beyond that offer safe passage for all.

***We believe these goals and efforts will enrich our community, foster a healthy ecology, and advance a more economically sustainable Newmarket.***

For more information contact Bart McDonough, Director of Planning and Community Development at [bmcdonough@newmarketnh.gov](mailto:bmcdonough@newmarketnh.gov) or Ellen Snyder, Chair, Newmarket Conservation Commission at [ellensnyder1@gmail.com](mailto:ellensnyder1@gmail.com)



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Kiosk idea  
For  
Wiggin  
Farm

