

**Town of Bristol  
Conservation Commission  
August 3, 2016  
Meeting Minutes**

**Call to order: 7:00 PM**

**Members Present: Janet Cote, Sandra Heaney, and Richard Batchelder.**

**Minutes Review and Approval:** Sandra Heaney moved to approve the June 1, 2016 minutes, seconded Richard Batchelder. The Commission voted to approve the minutes by a 3-0 vote. Richard Batchelder moved to approve the July 6, 2016 minutes, seconded by Sandra Heaney. The Commission voted to approve the minutes by a 3-0 vote.

**Correspondence Review:** Info Requests, Wetlands Permits, Planning Board, Zoning Board, etc.

Meeting Notices: Planning Board on August 10, 2016 has a meeting for a continued subdivision and a continued site plan for New England Family Housing. Sandra Heaney commented that at the last meeting nothing on the plan changed so Ms. Heaney informed the Planning Board that the Conservation Commission was still okay with it. Ms. Heaney informed the Commission that at the July meeting there was a FEMA talk about the flood plain and that the town is still working off the 2008 maps. The town can go online to look at updated maps as these are always the most up to date. Janet Cote informed the Commission that an email regarding this was sent from the Town Administrator and the information will be placed with the minutes. Janet Cote informed the Commission that the Inspection and Maintenance manual for the NE Family Housing project was received by Sandra Heaney.

Janet Cote informed the Commission that a Wetlands Permit and Non-Site Specific Permit was issued to Robert and Jenifer Peterson for a project north of Hemlock Brook Road. The approval is subject to conditions including work within the plans by Fernstone Associates for the Natural Resources, a septic system construction approval, work done during non-flow only, work that minimizes turbidity, and culverts to be laid at original grade, and other conditions. Mrs. Cote commented that this is not a big project just a more difficult one due to the nature of the property.

A new wetlands application was received asking for a standard review.

The New Hampshire Association of Conservation Commissions is meeting on August 9<sup>th</sup> in Concord. The meeting is with Council for the Public Peter Roth and Associates.

A letter was received from Normandeau Associates regarding the NH Site Evaluation Committee for a proposed mitigation project. The project was determined to be an unsuitable match. The letter was placed with the minutes.

A meeting notice from NHTOA was received. The meeting is on August 23, 2106 at the library in Bristol.

An email from the Town Administer was received informing the Commission that there is a new director at NHOEP. The letter also asks if Bristol has done an NRI (natural resources inventory). Mrs. Cote commented that one was done years ago as part of the Master Plan. Ms. Heaney suggested looking into a grant to help with this. Mrs. Cote commented that a professional is needed for this.

#### **New Business:**

**Wetlands Permit Application:** 128 Browns Beach Road: A standard review has been requested. The project description is to rebuild an existing retaining wall with new stone retaining wall. New set of stone stairs set within the wall in towards the land. Mrs. Cote informed the Commission that there is no plan attached with this. Abutters have been notified. Mrs. Cote commented that the Commission should expect a letter that will give the Commission only a certain amount of time to reply. Mr. Batchelder commented that it would be nice to see a better defined plan. Mrs. Cote replied that the Wetland Board will probably say that they need a more defined plan and will be told they can't do the work until draw down. Ms. Heaney that theoretically this is a maintenance and repair project and that the Commission should take a look at the property. Ms. Heaney commented that the type of materials to be used needs to be known. Mrs. Cote commented that DES needs to be emailed so the Commission does not miss the cutoff. Ms. Heaney asked if they should be sent for a Special Use Permit. Mrs. Cote replied that there have been a lot of people do this sort of work without one and there needs to be language that allows for a waiver. Ms. Heaney commented that this should at least go to the Planning Board who can waive it. The property owners should be directed to go for a PCC. Ms. Heaney commented that the town Land Use office should receive a copy to make decisions on permits. Mrs. Cote replied that the communication chain needs to be figured out and that she has made suggestions. Mrs. Cote may talk to the Town Administrator regarding this.

**New England Family Housing Inspection and Maintenance Plan:** Sandra Heaney informed the Commission that they need to get the Commission's comments to the Planning Board regarding this. Ms. Heaney commented that there is nothing in the plan that says they need to report back to the Town of Bristol and that the town should be copied on the maintenance reports. Mrs. Cote replied that the plan looks like it includes all best practices. Ms. Heaney commented that the Land Use office should be copied on the reports and the language used for this should be the Town of Bristol. Janet Cote authorized Sandra Heaney to email the Planning Board regarding this requirement and that Ms. Heaney can represent the Conservation Commission at the Planning Board meetings.

#### **Old Business:**

**Brett-Plankey Spring:** Mrs. Cote informed the Commission that she did not get to talk with Shawn Plankey yet. Mr. Batchelder commented that this can be taken up at a later time.

**Northern Pass:** Richard Batchelder informed the Commission that he attended the public meeting in Ashland. The meeting was to identify historic sites and conservation areas that will be impacted. Mr. Batchelder identified 10 places in Bristol such as the Slim Baker area,

Sugar Hill, the Worthen Farm, and the Pemigewasset River.

**Memorial Garden:** Mrs. Cote informed the Commission that there was a meeting to see what the status of the project is. Money is still being raised and \$1,200 has been raised so far. There is a plan from Mike Vignali. Mark Bucklin will do some site work. The work is scheduled to start in September. There are 2 or 3 granite benches from Swenson and Emma's Perennials is working on the flowers and plantings. Nik Coates suggested that the park be dedicated to Mason Westfall and the Select Board will need to approve this. The Conservation Commission can contribute to the project by purchasing a brass plaque to go on the fence. The Select Board will meet on August 22, 2016 and will need to formally say that the park can be dedicated to Mason Westfall.

**Work Session:** Efforts will continue to purge and organize files.

**Next Meeting Logistics:** Next scheduled meeting September 7, 2016 if needed.

**Individual Tasks Assignments:** Ms. Heaney will visit Browns Beach Road property and email the Planning Board regarding the maintenance plan. Mrs. Cote will look into the NRI.

**Adjournment:** Mr. Batchelder made a motion to adjourn, seconded by Ms. Heaney. The motion was approved and the meeting adjourned at 8:18pm.

Respectfully submitted,  
Wendy Costigan, Secretary