

**LANCASTER CONSERVATION COMMISSION
MEETING
August 12, 2019**

MEMBERS PRESENT: Kim Votta, John Accardi and Rob Christie.

MEMBERS ABSENT: Allan Ryder, Bob Elwell, Allan Carr and Selectmen's Rep Leon Rideout.

ALSO PRESENT: Ben Oleson

The meeting was called to order at 7:10 pm by Chairman John Accardi.

PLEDGE OF ALLEGIANCE

REVIEW AND APPROVAL OF MINUTES

Tabled until there is a quorum present.

APPOINTMENTS

None

PUBLIC HEARINGS

None

OTHER BUSINESS

Bylaws Draft

K Votta reported that she has created a draft model of Rules of Procedure for the Commission to review and discuss tonight. She looked at documents that B Oleson provided and several from other towns.

Changes discussed to the draft were as follows:

- Page 1 – add new section Duties Relevant to Purpose. Determine specific duties – start with statute requirements.
- Page 1 – include Town Forest Management duties – by statute
- Page 2 – add additional language under Membership regarding when appointments to the commission are made each year and the election of officers. When there is a vacancy seek a new member. When term is up reappoint member or appoint a new member. Staggered appointments (2 per year). Appointments made at first Selectmen's meeting after Town Meeting. Vacancies are advertised in paper prior to Town Meeting. Names of interested people are brought to relative boards for review and recommendation. Then recommendations go to the Selectmen for appointment.
- Page 2 – suggestion - section titled Officers be changed to Election of Officers and Officer Duties.
- Page 3 – keep Vice-chairperson Section as is.

Page 2 – LCC meeting minutes August 12, 2019

- Page 3 – add section under Officers – Communications or Corresponding Secretary. Also must add that it is allowable for a commission member to hold 2 positions.
- Page 3 – change section titled Duties and Responsibilities to Responsibilities of Commission Members. Discussed when quorum of board is needed. When monitoring easements if there is a quorum of the board it is considered a meeting. Meeting then has to be noticed and it is open to the public. That would include monitoring easement unless there is 3 or fewer members. Specific easements have monitoring requirements (need to check). Ben did not believe that there is a requirement that a quorum be present to monitor an easement. Can be done by two and then report in an open meeting.
- Page 4 – Member Disqualifications – change title to Conflicts of Interest.
- Page 5 – no change to Roll call by Chairperson or Clerk.
- Page 5 – Appointment – means formerly scheduled to meet with board (to appear).
- Page 6 – Intermunicipal Joint Meetings and Hearings – ok the way it is. It means town boards. If meeting with other outside boards (not town), initiating organization rules would rule. Ex: Joint River Commission.
- Page 7 – add sections from Town of Windham Rules of Procedure. Conservation Fund Management – add language to our Rules of Procedure. Use of Conservation Fund – add language. Maybe add language relative to Wetlands Permits from DES at later date.

K Votta will make changes discussed and send to Commission for review and vote at the next meeting.

At Sept meeting will discuss budget and finances.

In Oct will discuss statutory requirements of Commission and assessment of where the LCC is at the present.

Town Forest discussion with Julie Evans – public hearings Sept 9 at 6:00 pm and Sept 14 at 9:00 am. Regular meeting will follow at 7:00 pm on the 9th.

Current Events – there has been one meeting of the Master Plan Committee. K Votta attended. Agenda has been set. They will meet the second Thursday of each month at 5:30 pm. The committee will look at vision and purpose at the next meeting. Working section by section – collecting relative data. K Votta will report monthly on what the Master Plan Committee is doing. Will solicit topics from LCC members.

Route 2 Bridge – nothing new. Still proceeding with the bridge.

Dalton Landfill – Rob suggested keeping an eye on what is happening there in case it many involve the town in some way.

Easement Monitoring Scheduling – Barbara Peaslee-Smith would like to walk the easement with commission members. Prefers to do it after Labor Day. Have not heard from any other easement owners. J Accardi suggested having them all completed by the end of October. Will schedule dates at next month’s meeting (will be on agenda).

Meeting adjourned at 8:10 pm.

Jean Oleson

Secretary

Approved:

John Accardi, Chairman

DRAFT