



Town of Middleton

182 Kings Highway, Middleton, New Hampshire 03887

CONSERVATION COMMISSION

MEETING MINUTES

Draft
October 6, 2020

Call to Order: Acting Chair-Carol Vita called the meeting to order at 10:15 AM

Attendees: Carol Vita and John Mullen. A quorum was declared by the Acting Chair.

Review of Minutes: It was revealed by J. Mullen that the last posted minutes in the Clerk's office was January 14, 2020. It was emphasized that minutes should be transcribed in a timely and statutory manner and place in the Town Clerk's office. The Commission will review any minute's of 2020 meetings at next regular meeting.

New Business:

- **Election of Officers:**
 - Motion by J Mullen nominating C Vita as chair. Seconded by C. Vita. Discussion: None. Vote: 2 yeas', 0 nays. Motion carried.
 - Motion by C. Vita nominating J. Mullen as Vice Chair. Seconded by J. Mullen. Discussion: None. Vote: 2 yeas', 0 nays. Motion carried.
 - Motion by C. Vita nominating J. Mullen as Secretary. Discussion: Non. Vote: 2 yeas', 0 nays. Motion carried.

- **Policies and Procedures Review:** J. Mullen presented a proposed Commission By-Laws. These were based on those of the Farmington Conservation Commission. It was felt that the Commission needed these as guidance for its administration operation. A brief review and discussion revealed that some edits and changes needed to be made. Further review will be conducted at the next regular meeting.


J. Mullen advised that we needed to check the Commission's mail at least weekly. Also, new letter and memo letter head will be place in the Commission file and that all communication between town entities or the public should be followed up in writing. As written communications are made to immediately place in the appropriate Commission File either hard copy or electronically.

An update and edit of the recently Commission's files will be conducted by the Secretary.

- **Commission Recovery Plan:** J. Mullen presented a proposed recovery plan. Discussion centered around initial seeking what the BOS sees as the role of conservation in the Town. J. Mullen indicated he would attend the next Board meeting to present the question to the them. Additionally, discussion centered around survey the residents what the feel about the Commission and its role. A survey was proposed to possibly be enclosed with the next tax bills. C. Vita was assigned to develop some questions on the survey.
- **Commission Facilities and PC Equipment and Data Status:** J. Mullen pointed out that the Commission access to its electronic files previously on its PC appears to be missing. The new office location of the Commissions needs to be reviewed as well as seeking a PC, its old files and equipment. J. Mullen will approach the BOS at the next meeting concerning these issues.
- **Application Reviews and Recommendations:**
 - **Shoreland Permit for 134 Lakeshore Drive, Map 4 Lot 89, Sub 0, Straccia via NH Land Consultants:** A review of the permit was made and the Commission found no issues. It's only recommendation that any construction be in compliance with NH DES and the Town of Middleton rules and regulations. Additionally, the Commission recommends that a silk sock should be in place to protect the shoreland before site work or building construction begins. Motion by J Mullen to approve permit with so above-mentioned conditions. Seconded, C. Vita. Vote: 2 yeas, 0 nays. Motion carried. Shoreland Application was signed by attending members and will be transmitted immediately.
 - **Wetland Permit for 82 Lakeshore Drive, Map 4, Lot 107, Sub 0, Cameron via Varney Engineering:** It's only recommendation that any construction be in compliance with NH DES and the Town of Middleton rules and regulations. Additionally, the Commission recommends that a silk sock should be in place to protect the shoreland before site work or building construction begins. Motion by J Mullen to approve permit with so above-mentioned conditions. Seconded, C. Vita. Vote: 2 yeas, 0 nays. Motion carried. Shoreland Application was signed by attending members and will be transmitted immediately.

Old Business:

- **Tanglewood Update:** C. Vita updated that the project stalled late last year over the inability to move forward with a survey of the property by a forester. Since the Town owns the property and issues arose on contracts for such a consultant. Furthermore, the COVID 19 pandemic slowed any activity on the project. The Gill property still had been resolved as the resident wanted earlier in the year to donate it to the Town. Reason, resident did not want to pay property taxes



anymore. The Town Clerk had made an email contact with Mr. Gill as if he wants to take action, he needed to send the Town a letter stating his intention. Now the property is back on taxes. This will be brought up at the next BOS meeting. J. Mullen also pointed out that only five properties are held privately and letters sent to them in August 2019 were unanswered. No further action will be taken on the property until the BOS advise their vision for it.

Public Comment:

- No public comments.

Adjournment: Motion made by J Mullen to adjourn. Seconded by C. Vita. Vote: 2 yeas, 0 nays. Motion carried and meeting adjourned 11:45 AM.

Submitted: J. Mullen, CC Secretary