



Town of Middleton

182 Kings Highway, Middleton, New Hampshire 03887

CONSERVATION COMMISSION
Sunrise Lake Watershed Advisory Committee

(Draft) Meeting Minutes
Watershed Advisory Committee
January 2024

Call to order

The meeting was called to order at 5:30 PM with the following members present- Chair John Mullen, Vice Chair Dave Miller (remote), Clerk Joni van Gelder, Randy Barnes (remote), Judy Larivee, Cindy DeCristofaro and Kate Buzard.

House Keeping

Clerk van Gelder reported that due to several pre-existing commitments, member Linda Adamo has stepped back from active participation in this committee. The committee thanks her for her valuable input and service.

Chairman Mullen has instituted a change in the meeting dates going forward, to accommodate other meetings that preceded the creation of this group. He has reserved the OTH for the 4th Thursday of the month, from 5:30 to 7:00 PM. If the business before the committee is concluded before 7:00 PM, the meeting will adjourn at that time, but this will allow breakout sessions for subcommittee work, as well as ensure there is ample time to complete the work on the agenda.

Minutes

Minutes of the November 2023 meeting were presented for approval. A motion to approve as written was made by Dave Miller, seconded by Cindy DeCristofaro, passed unanimously.

Minutes of the December 2023 Work Session were presented for approval. A motion to approve as written was made by Dave Miller, seconded by Cindy DeCristofaro, passed unanimously.

Donation Management

The most efficient way to manage and allocate donations received has been the subject of discussion over several meetings. After a review of the options, it was decided that the donations will go into the Conservation Committee fund, with this body maintaining a record of what was received, and from what source. That fund has been moved into a business checking account, and after a discussion regarding how to record keep within that account, and some questions regarding linked access, it was decided that Kate Buzard will go to the bank and get their input on how to keep these records most appropriately, as well as keep the funds from the Conservation Committee and this (sub) committee reconciled. Any vote was tabled until after the bank meeting, but it's anticipated that this issue is well on its way to being resolved.

Document Creation/Storage

The application that will be used to create and store documents has also been the subject of discussion, and after reviewing several options that were presented at previous

meetings, Clerk van Gelder made her final recommendation to the group. After confirming details with Microsoft, the Clerk recommends using the “family plan” for Microsoft 365 as it provides the ability to host remote members for meetings (Teams,) document preparation (Word), creation of graphics (Publisher), presentations (Power Point), finances (Excel) as well as a robust storage capacity for documentation. This application will serve as a file creation mechanism but the publication and posting of official documents will be within the guidelines of *RSA 91-A:2*. The cost of this purchase is being made via donations from interested members. A motion was made by Dave Miller, seconded by Cindy DeCristofaro, to subscribe to Microsoft 365 and to authorize Clerk van Gelder to be the primary user in this application. The motion carried.

Finance Report

The Chairman provided an updated Financial Report which was reviewed, and a copy will be attached to these minutes.

Watershed Assistance Grant Project

The Chairman provided an update on the Grant Proposal, which was submitted on January 11th, 2024. The Grant would provide the financial resources to implement several “BMP” (best management practice) improvements as well as development of the various regulatory mechanisms to improve water quality throughout the watershed. The town’s participation does not affect the tax base or the budget, rather Middleton’s participation is almost entirely through “in kind” donations, volunteer labor, donation of use of equipment, materials (i.e. gravel). These donations are tracked based on a specific dollar and/or time value and those donations, in combination with the grant funds allow these projects to move forward to ensure that not just the residents of the lake, but the community continue to benefit from the value of the watershed to the tax base. It’s expected that the grant approval will take about 2 months.

A detailed review of the proposal can be found in the minutes of the Committee’s Workshop Meeting which was held on December 11th, 2023.

General Discussion

Members discussed the priorities for creation of an informational flyer to provide the residents with information on the work of this committee, as well as the importance of tracking/collecting data when some kind of “event” occurs (milfoil, cyanobacteria, etc.). The information that will be tracked includes, but is not limited to data such as timing, wind direction, bloom duration. Of equal importance is to use a standard reporting mechanism when events occur and communicating to the community how and what to report. Upcoming events include a presentation by Marine Patrol, tentatively scheduled for the Saturday after Memorial Day, and an additional presentation by NH Lakes. The group also touched on creating a Facebook page specific to the Advisory Committee, to keep the public informed.

With no further business on the agenda, a motion to adjourn was made by Cindy DeCristofaro, seconded by Judy Larivee. The meeting was adjourned at 6:40 PM.

Respectfully submitted,

Joni van Gelder/Clerk