

1 **JOINT HOLLIS CONSERVATION & AGRICULTURAL COMMISSIONS WORKING GROUP**

2 Minutes of Meeting

3 November 2, 2017

4 Approved November 20, 2017

5
6 Members Present: Mark Post & Dan Harmon, Agricultural Commission; Jonathan Bruneau & Cheryl Quaine,
7 Conservation Commission; Connie Cain, Staff
8

9 Meeting was called to order at 3:31 pm.
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11 **25-YEAR AGRICULTURAL LEASE DISCUSSION**

12 M. Post updated members on the possibility of the Recreation Commission building the proposed practice fields on
13 another site; another site is being discussed in the northern part of Town as a potential purchase partly for this
14 activity. At the previous evening's meeting, the HCC voted to expend up to \$100,000 towards the property purchase;
15 an additional \$400,000 will come from the Town for the purchase. If approved, it would have a positive impact on the
16 Stefanowicz Farm property as the practice fields would be built on the purchased lot. If this purchase is confirmed,
17 the long-term lease bid packet could be made available in Spring 2018. Members will need to make sure that the bid
18 packet is complete by that time. Making sure the bid packet is available to all interested parties, not just local farmers
19 was briefly discussed. The proposed lease start date is November 1, 2018, presumably for 25 years.
20

21 A list of deliverables for the 25 year lease is main topic of discussion for this afternoon's meeting. Is there anything
22 that members feel needs to be reviewed?

23 Members came up with the following items:

- 24 1.) Maintenance wording needs to be clarified, and enforcement language added;
- 25 2.) Subleasing parameters need to be better defined;
- 26 3.) Farm stand language needs to be clarified, especially for conforming use;
- 27 4.) Boundaries need to be better defined;
- 28 5.) Restricted access should be addressed, and wording created;
- 29 6.) Pesticide uses need to be defined. M. Post felt that the Agricultural and/or Conservation Commissions be want to
30 provide input on this item specifically;
- 31 7.) Definition of areas to be part of the lease agreement. This could include a portion of the forested area;
- 32 8.) NRCS Plan and completion date to be made part of the lease agreement.
33

34 C. Quaine asked if any suggested wording, etc., had been created on the enforcement issues. No, but has been discussed
35 with Town Administration; several options discussed. M. Post will contact Deborah Padykula, the Town Finance
36 Officer, to see if bonding is a possibility.
37

38 Discussion of leased area ensued; there is no real definition for the long-term lease area. Members asked about the
39 status of the existing house; unknown to date. Members felt that excluding a 2-acre parcel for the house and well, etc.,
40 from the lease agreement would be an option with no known plans for the house. Wetland areas were also discussed;
41 members will need to determine what can or cannot be done on these areas. An approved National Resources
42 Conservation Service (NRCS) plan will be required from the winning bidder; Heather Foley will be involved in the
43 plan's creation. Discussion of NRCS plan requirements, the plan will be based on the property; members reviewed
44 some of the requirements. It was felt that the plan recommendation will be part of the final lease agreement, with time
45 parameters for completion in the lease. It is important to document the property at the commencement of the lease,
46 in addition to making the property potentially eligible for future Federal grant funding. D. Harmon noted that the
47 Woodmont lease contains a clause dealing specifically with NRCS compliance. An example of the NRCS plan will be
48 included in the bid packet.
49

50 D. Harmon stated that the public access to the property may need to be restructured. The Woodmont lease places this
51 decision up to the BOS, but with new federal laws in place for 2018, some access to agricultural areas may need to be
52 restricted to the public during sensitive times of the year, and the Town should be prepared for this.
53

54 Members felt that the items previously discussed (and listed above) must be addressed, as well as the lease area; the
55 plans for the house lot, and a recommendation on the future of the house lot, from the workgroup, should be made to
56 the BOS. Could Heather Foley at the NRCS weigh in on the house lot recommendation? D. Harmon suggested asking
57 local farmers for their opinion and what the house might be used for if included in the lease area. M. Post would also
58 like to see the Agricultural Commission make a recommendation on the house and a suggested use.

59 **NON-PUBLIC SESSION**

60 M. Post motioned to enter into non-public session, in accordance with RSA 91-A:3, II(d); seconded by D. Harmon. All
61 members in favor, none opposed. The motion to enter into non-public session carried 3-0-0, and the work group
62 entered non-public session at 4:41 pm.

63

64 **RETURN TO PUBLIC SESSION**

65 M. Post motioned to return to public session and to keep the minutes sealed under RSA 91-A:3, III; seconded by J.
66 Bruneau. All members in favor, none opposed. The motion to return to public session carried 3-0-0, the minutes were
67 sealed, and the work group returned to public session at 4:51 pm.

68

69 **ACTION ITEMS**

- 70 1.) C. Quaine will research enforcement items, and what other communities have done.
71 2.) M. Post will send out presentation slides on the 1-year lease for historical use.
72 3.) M. Post will speak to the Agricultural Commission regarding farm stands and conforming use.
73 4.) Restricted access. New agricultural regulations should in place by the start of the lease period.
74 5.) House and lot. Members will work on the lease assuming that the house will remain, but M. Post will contact the
75 BOS to see if any decision has been made.
76 6.) J. Bruneau and C. Quaine will work together on scoring criteria, food safety laws, and potential trail access.
77 7.) M. Post will create a time frame for having all items completed.
78 8.) M. Post will include all items on a bullet list of deliverables, and email to members. He will also create a list of
79 items that the Town may have to address.
80 9.) D. Harmon will send a copy of the 1-year lease and the current Woodmont lease via email.
81 10.) M. Post will contact Deborah Padykula, the Town Finance Officer, to see if bonding for enforcement funds is a
82 possibility.

83

84 Pending confirmation, the next meeting will be held on November 20, 2017, from 3:30 until 5:00 pm.

85

86 J. Bruneau asked about the GPS coordinates, and if the Town has a GPS tracker. C. Cain said that she wasn't aware that
87 the Town has one; she will contact the surveyor to see if he has the GPS coordinates available. J. Bruneau will also
88 address with Tom Dufresne of the Conservation Commission.

89

90 **MINUTES**

91 M. Post motioned to accept the minutes of the public meeting of September 29, 2017 as revised, seconded by D.
92 Harmon. All members in favor, none opposed, and the minutes were approved 4-0-0.

93

94 **ADJOURNMENT**

95 M. Post motioned to adjourn the meeting; seconded by D. Harmon. All members in favor, none opposed; the motion
96 carried and the meeting was adjourned at 5:27 pm.

97

98 Respectfully submitted,

99 Connie Cain

100 Staff