

**RYE CONSERVATION COMMISSION**  
**Natural Resource Inventory Work Shop**  
**Tuesday, April 28, 2020**  
**1:00 p.m. – Via ZOOM**

***Members Present: Chair Suzanne McFarland, Heather Reed, Karen Oliver and Danna Truslow***

**I. Call to Order**

Chair McFarland called the meeting to order at 1:05 p.m. and led the Pledge of Allegiance.

Karen Oliver and Danna Truslow were seated. (quorum present)

**II. Compliant Right to Know Statement**

Statement by Chair McFarland:

*As chair of the Conservation Commission, I find that due the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically.*

*Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, I am confirming that we are:*

*Utilizing Zoom for this electronic meeting. All members of the Commission have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this or by clicking on the following website address: [www.zoom.com](http://www.zoom.com)  
Meeting ID: 9827-9951-6439 Password: 023485*

*We previously gave notice to the public of the necessary information for accessing the meeting, including how to access the meeting using Zoom or telephonically. Instructions have also been provided on the website of the Commission at [town.rye.nh.us](http://town.rye.nh.us) on the Conservation Commission page and click on agenda for this meeting.*

*In the event the public is unable to access the meeting, the meeting will be adjourned and rescheduled.*

*Please note that all votes that are taken during this meeting shall be done by roll call vote.*

**Attendance by Roll Call:**

- Danna Truslow
- Karen Oliver
- Heather Reed
- Suzanne McFarland

*(All members noted that there was no one else present in the room with them for the work session.)*

**III. Approval of Minutes**

- **March 12, 2020**

The following corrections were noted:

- Page 5, 4<sup>th</sup> paragraph should read: **There was some discussion about how many horses could be on the property at any one time versus how many would be in a jumping class.**
- Page 5, last paragraph, 2<sup>nd</sup> sentence should read: **She found the parcel to be a great place for bird watching and a beautiful spot for a bench.**
- Page 6, under item 'f' it should be noted: **The workshop with Eben Lewis and Tracy Degnan was to be scheduled in May, for the public to continue education with regard to the Water Resource Protection mapping.**  
**The Natural Resource Inventory (NRI) is actually a RSA 36-A requirement for conservation commissions in NH. Rye does not have one therefore, the Commission is working on creating one. This is the reason a workshop was scheduled for Thursday, April 2<sup>nd</sup>, 11:00 a.m.**
- Page 6, under item 'g', 3<sup>rd</sup> bullet should read: **Member Reed has set up a Facebook Page for the Conservation Commission.**

**Motion by Danna Truslow to approve the minutes of March 12, 2020 as amended.**

**Seconded by Karen Oliver.**

**Roll Call: Karen Oliver – Aye; Heather Reed – Aye; Danna Truslow – Aye; Suzanne McFarland – Aye**

**Motion passed**

- **April 21, 2020**

**Motion by Heather Reed to accept the minutes of March 21, 2020 as presented. Seconded by Danna Truslow.**

**Roll Call: Heather Reed – Aye; Karen Oliver – Aye; Danna Truslow – Aye; Suzanne McFarland – Aye**

**Motion passed**

#### IV. Review Outline with Purpose and Goals

Member Reed presented the NRI outline of the purpose and goals on the screen for review by the group. The outline showed edits and changes sent in by Member Truslow. Member Reed also added to the outline some of the relevant goals from the various NRI's from other communities previously reviewed by the group.

##### Comments:

- Chair McFarland noted that the group had discussed having a short 'Purpose' at the beginning, similar to Epping's, and then the 'Goals' were going to be listed. The 'Purpose' would be about two or three sentences and could include the fact that this is a working document (taken from Campton's).
- The group agreed that this is a working document and changes can still be made as they move forward. Work on the 'Purpose' would probably come at a later date when working with the consultant.
- Member Oliver noted the reason for doing a 'Purpose' is to give a "snap shot" in time and a basis regarding existing conditions.
- The group agreed to remove the words "high ecological value".
- Member Oliver commented 'f' addressing flooding should be separate from the other items.
- The group will consider combining 'c' and 'd', as they seem to be saying the same thing.

Member Reed will clean up the document for review and discussion at the next meeting.

#### V. Review Request for Proposal (RFP)

Chair McFarland presented a draft RFP for the group to review. The RFP is seeking qualified organizations or individuals to submit proposals to work with the Commission on developing an NRI for the Town of Rye. Work on the NRI will include; gathering existing data, mapping and GIS database compilation, drafting Master Plan revisions, and preparing the final NRI report.

##### Comments:

- Rockingham County Conservation District (RCCD) was included under 'Existing Data Collection'.
- **Task A, Existing Data Collection:** "The 2017 Rye Master Plan, particularly Chapter 7 Natural Resources". (to be worded)
- **Task C.1, Mapping and GIS Database Compilation:** It was agreed to leave "railroads", but remove "rivers". Also added "embayments".
- **Task C.5:** The rivers listed were removed. Added: all tributaries to the "Atlantic Ocean, Little Harbor, and Little River" ....
- **Task C.7:** Changed to say "Bedrock geology formations as available as data layers in GRANIT."
- **Task C.12:** The numbers were changed to 20, 50, and 100.

- **Task C.14:** Remove all references to “steep slopes”. Member Truslow will review A.14 to make sure it is worded properly.
- **Task C.16:** Member Truslow suggested adding the Isles of Shoals to A.1 and refer to it as “Atlantic islands”. Other members wanted to keep Isles of Shoals separate. The group will think about this to discuss at a future work session.
- **Task D, Draft Master Plan Revisions:** The group discussed whether this should be included in the RFP. It was noted that each task in the RFP would be priced out separately and this could be taken off the work list if the bid is higher than anticipated. It was also noted that the consultant could just provide revision recommendations and not actually revise the Master Plan, which was recently updated by the Planning Board. Chair McFarland agreed to reach out to Planning Administrator Kim Reed and/or Planning Board Chair Patricia Losik regarding their thoughts on the Conservation Commission having input on Chapter 7 of the Master Plan.
- **Task E, NRI Report:** Member Truslow pointed out that “Areas of Importance Co-occurring Resources” (#8) should be included and could be added to the mapping section (Task C). (Isles of Shoals was added to C.15 and listed as a scenic resource.)
- **Minimum Qualifications:** The group reviewed the list that the respondents should provide, which was added by Member Truslow. It was agreed to add that an electronic pdf should be provided, as opposed to submitting multiple paper copies. A hard copy should be sent to the Conservation Commission Chair and the Town Administrator.
- The RFP should also include the process for submitting questions, which will include who to submit them to, the time schedule for response and distribution.
- **Task F, Coordination:** Member Truslow noted that coordination of the work is done first. She suggested making this Task A.
- It was agreed that the deadline for the proposals would be thirty days, and no more than forty-five days, from the date of the posting of the RFP.

Chair McFarland will clean up the RFP draft for review and discussion at the next meeting.

## VI. Next Steps

- Member Reed will clean up the NRI outline.
- Chair McFarland will clean up the RFP draft.
- Amanda Stone and Lise Wise have confirmed for May 7<sup>th</sup>, 1:00 p.m.
- Next work session scheduled for May 5<sup>th</sup>, 1:00 p.m.

## **VII. Bills**

❖ Rye Water District – Goss Farm - \$167.95

**Motion by Heather Reed to pay the water bill in the amount of \$167.95 for Goss Farm.  
Seconded by Danna Truslow.**

**Roll Call: Karen Oliver – Aye; Danna Truslow – Aye; Heather Reed – Aye; Suzanne  
McFarland – Aye**

**Motion passed.**

## **Adjourn**

**Motion by Danna Truslow to adjourn at 2:20 p.m. Seconded by Karen Oliver.**

**Roll Call: Karen Oliver- Aye; Danna Truslow – Aye; Heather Reed – Aye; Suzanne  
McFarland – Aye**

**Motion passed**

Respectfully Submitted,  
Dyana F. Ledger