



CITY OF DOVER

DOVER CONSERVATION COMMISSION – MINUTES

Meeting Type: Regular Meeting
Meeting Location: City Council Conference Room - 288 Central Avenue Dover NH
Meeting Date: Monday, December 12, 2022
Meeting Time: 5:30 pm

MEMBERS PRESENT: Bill Hunt (Chair) via phone, Steve Fellows (Vice Chair), Robert Atwood (Secretary), Amy Kramer-Perry, Bruce Batchelder

Absent (Excused): Kristen Murphy, Jason Aube, Abigail Lyon

STAFF PRESENT: Jackson Kaspari – Resilience Manager, Donna Benton – Director of Planning and Community Development, Gretchen Young – Environmental Projects Manager, Jillian Semprini – Assistant City Engineer

OTHERS PRESENT: Roberta Woodburn

1. CALL TO ORDER AND ROLL CALL

The meeting was convened at 5:51 PM once a quorum was physically present.

2. CITIZENS' FORUM: No citizens were present to speak during the forum

3. APPROVAL OF THE PRIOR MEETING MINUTES – November 14, 2022

A. Kramer-Perry moved to approve the November 14, 2022 minutes, R. Atwood seconded. The minutes were approved unanimously.

4. OLD BUSINESS: None

5. NEW BUSINESS:

A. Conservation Fund Request for Staff Administrative Costs

D. Benton explained that the request is to use \$100,000 from the Conservation Fund to help cover staff administrative support that is provided the Conservation Commission and Open Lands Committee. This request is the same as has been made in prior years.

S. Fellows: What is the current Conservation Fund balance?

J. Kaspari: It is over \$2M.

B. Batchelder moved to approve. A. Kramer-Perry seconded. Vote: 5 yes.

B. City of Dover Conditional Use Permit and NHDES Expedited Minimum Impact Wetland Permit for Roberta Woodburn, Assessor's Map L, Lot 46T, zoned R-20, located at 189 Spur Road. Proposal is to renovate and existing patio and retaining wall creating 617 square feet of temporary impact and 173 square feet of permanent impact to the Conservation District as well as 437 square feet of temporary and 108 square feet of permanent wetland buffer impact. The proposal would reduce the total impervious area onsite by approximately 588 square feet.

Roberta (Robbi) Woodburn was present to explain the application.

A. Kramer-Perry: So, my understanding is that the proposal is going to improve the site conditions and lessen the overall impact?



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R. Woodburn: Yes, the proposal shifts the patio back from the resources and reduces the amount of impervious surface.

S. Fellows noted that he appreciated the applicant's effort to address the CUP evaluation criteria and is pleased that this proposal will improve the site conditions.

A. Kramer-Perry motioned to endorse the CUP and authorize the Vice Chair to sign the NHDES Expedited Minimum Impact Wetland Permit. R. Atwood seconded. Vote: 5 yes.

C. Review of a Proposed Lot Line Adjustment to a Conservation Easement, Assessor's Map D, Lot 11-5SND, located off Venture Drive.

J. Kaspari explained the proposal as the applicant representative was unable to attend due to unforeseen circumstances.

J. Kaspari: The Commission doesn't normally review lot line adjustment applications, however, in this case the lot line adjustment would impact the bounds of an existing conservation easement within Enterprise Park. As is shown by the map in the materials there are a host of various conservation easements throughout Enterprise Park. As you'll see this lot is designated as a sending area, meaning that the developable rights were sent to the City. Southeast Land Trust (SELT) also holds an executory interest. The proposed even land swap between the developable lot in Enterprise Park and conservation easement lot would allow for appropriate access to the developable lot while increasing the amount of wetland within the protected easement. The applicant will need to gain approval from the Planning Board and City Council for this as well as SELT and the NH Charitable Trust Director who evaluates changes to conservation easement boundaries.

S. Fellows. Could the boundary line between the two lots be made less jagged?

D. Benton explained the reason for the configuration in terms of site access and the even swap component.

J. Kaspari noted that this proposal increased the amount of delineated wetland within the protected easement area.

S. Fellows appreciated that under the proposal the wetland would not be crossing into the developable lot.

R. Atwood motioned to endorse the proposal as presented. B. Batchelder seconded. Vote: 5 yes.

D. Update on the Proposed Stormwater Utility – Gretchen Young, Environmental Projects Manager

G. Young provided an update on the Stormwater Utility and will continue to provide updates to the Commission throughout the process. The latest news is that a Request for Qualifications was issued on November 27th with the goal of retaining a qualified contractor who can assist with the technical analysis and development/implementation of an outreach plan for the Stormwater Utility. Here is a link to the RFQ information: <https://bit.ly/3hnjHng>



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E. Letter of Support for Federal Highways Administration Grant Opportunity

J. Semprini was present to explain the grant proposal to the Commission.

The proposal seeks to secure funding to upgrade the Bellamy Road Culvert with a hydraulically and geomorphically compatible structure that enables upstream and downstream connectivity for aquatic organisms.

S. Fellows: Has there been data showing that this removal project will improve conditions for wildlife?

R. Atwood explained his prospective having observed aquatic life in that area as a wildlife biologist. Atwood was supportive of the proposal.

B. Batchelder motioned to authorize the Vice Chair to sign the letter of support. A. Kramer-Perry seconded. Vote: 5 yes.

6. REPORT FROM THE CHAIR

A. Review of Correspondence Received from NH Department of Environmental Services

No correspondence to report.

7. OTHER BUSINESS

A. Update from Forest Management Subcommittee

S. Fellows: The update is that the Subcommittee will be meeting on Monday the 19th and will have more to discuss at the next Commission meeting.

8. ADJOURNMENT

A. Kramer-Perry motioned to adjourn. Robert Atwood seconded. Vote: 5 yes.

The meeting was adjourned at 6:34 PM.