

CITY OF DOVER

OPEN LANDS COMMITTEE MINUTES

Meeting Type: Regular Meeting
Meeting Location: City Hall 1st Floor Conference Room, 288 Central Ave., Dover
Meeting Date: Thursday, March 19 2026
Meeting Time: 5:30 pm

Members Present: ☒ Anna Boudreau (Chair) ☒ Mary Beth Rudolph (Vice Chair) ☒ Melissa Wood (Secretary)
☒ Shawn Herrick ☐ Nancy O'Connor ☐ Ann Reid ☒ Nancy Volpe ☒ Chris Lawrence ☒ Kieran Seavey
☒ Steven Myers ☒ Makayla Edgecomb (Planning Staff)

1. Roll Call Attendance

Absent Excused: Ann Reid and Nancy O'Connor

2. Citizens and Member Forum

Joe Greeley is a new resident who just moved to Dover 6 weeks ago, he is here to listen in and know more about the committee.

3. Approval of Minutes for January 22, 2026 meeting, approval of amendments to November 20th minutes.

January 22, 2026 and amended November 20, 2025 minutes approved:

Motion by C. Lawrence Seconded by S. Herrick.

Abstentions: S. Myers

Motion: Passed

4. Treasurer's Report: Makayla Edgecomb

A. Conservation Fund as of February 2026

- i. Conservation Fund: \$1,120,019.83
- ii. Receivable: \$161,076
- iii. Total: \$1,281,095.83

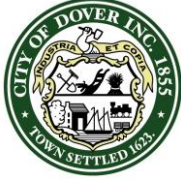
B. By-Laws Amendment Consideration

M. Edgecomb: all boards to make amendments to bylaws for how public forums should be conducted.

A. Boudreau we don't have public hearings. M. Edgecomb we can take this out and will send out the updated version to committee. The Committee will review and vote next meeting.

5. Public Land Conservation Projects

M. Edgecomb: SELT reached out to Open Lands to partner for transaction funds for a donated conservation easement. Open Lands Committee had previously voted to contribute up to 30k. This still needs to go to a public hearing at the next Conservation Commission meeting before it can go before Council.

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6. Conservation Easement Criteria Update

A Boudreau: Updating the Easement criteria to streamline the process. M. Edgecomb: the notes will be about the specific property vs. criteria. Criteria notes will be an attachment/reference section.

Actions:

M. Edgecomb will send out the original and modified criteria to the committee for review and comments. The Committee will review and discuss at next meeting

- A. Consider establishing a goal for percentage of conservation land within ¼ mile of the Cocheco and Bellamy Rivers.

M Edgecomb described the Goal from the Open Space Chapter from the Master Plan.

Questions of what the current percentage are came up. M Edgecomb will send Master Plan to committee A. Boudreau brings up if the committee will need to evaluate if this will be added to criteria sheet.

7. Reports by Task Groups

A. Outreach and Education

- i. Woodman Institute Sustainability Day + Apple Harvest Day

Woodman Institute (July 18, 2026, 10am to 4pm):

M. Edgecomb mentions that the Woodman Institute is hosting a sustainability event on Saturday, July 18th from 10-4pm and reached out to the conversation committee to have a table, offered open lands to have a table. Anticipated to hold 200-300 guests. A. Boudreau makes note of having shifts to cover the event.

Apple Harvest Day (October 3, 2026, 9am to 4pm):

M. Edgecomb notes that applications to table are opening soon. A. Boudreau notes that the committee used to do this every year. M. Rudolph says we will need to cover this event in shifts as well.

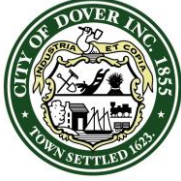
Actions:

8. M. Edgecomb to send these updates to N. O'Connor since she is the outreach and education lead

- A. Boudreau: to find out about the application process and fee

- i. Pamphlet

M. Edgecomb updated the pamphlet. A. Boudreau: We don't need to review it right now, asked M. Edgecomb to send around. M. Edgecomb: added best practices and QR

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code for application to Open Lands Committee. M. Edgecomb will send out materials to review before next meeting.

B. Easement Monitoring

i. Identifying Public Trails

M. Edgecomb: Identifying the conservation lands that have public access from Open Space Chapter. A. Boudreau: Overtime has received feedback owners are open to having people use them, but don't want to be part of a brochure. Also, landowners change. S. Herrick: are there lands where it is written in there is public access. A. Boudreau: Yes, we should create a list. S. Herrick: There could be language this doesn't have parking etc. A. Boudreau: every deed is nuanced; someone would have to research each one to determine if there is public access. M. Rudolph: has some already highlighted with notes as a result of easement monitoring.

M. Edgecomb to follow up on the intent and discuss process for deed review at next meeting.

ii. Identifying high priority City owned parcels

M. Edgecomb identify city owned parcels that should be in conservation. M. Edgecomb will have to pull the list together and have a workshop day to run through the criteria.

iii. Easements:

M. Rudolph would like to start monitoring with parcels that haven't been monitored for a while, which don't require a report to ensure the easements are still as intended. S. Myers is interested in easement monitoring.

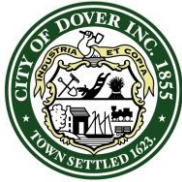
Actions: M. Edgecomb to provide the list of priorities

9. Other business

- A. Earth Day (22Apr26) presented by M. Edgecomb: previous discussion about doing a cleanup, could put together communication and facilitate. Committee decided there is not capacity to do this this year.

- B. A. Boudreau proposed meeting monthly. S. Herrick motioned to resume monthly meetings for Open Lands Committee. K. Seavey seconded the motion.

Motion Passed



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M. Edgecomb confirming the meeting will remain the 4th Thursday.

10. Enter non-public session – Report on the status of individual land protection efforts/transactions per RSA 91-A:3, II(d)

Motioned by N. Volpe seconded M. Rudolph. Roll call: all support the motion

11. Re-enter public session

12. Motion to seal Non-Public meeting minutes per RSA 91-A(3)

K. Seavey motions seconded by M. Rudolph

Motion Passed

13. Confirm Next Meeting: April 23, 2026

14. Adjourn at 7:35