

**OFFICIAL MINUTES: Business Meeting  
Eliot Conservation Commission  
Eliot, Maine 03903**

**DATE: December 6, 2017  
APPROVED: February 14, 2018**

**OFFICERS:**

**Chairman: Kimberly Richards  
Vice chairman: Glenn Crilley  
Secretary: Lisa Graichen  
Treasurer: Kari Moore**

The meeting was called to order at 7:03PM at the Eliot Town Hall.

**In attendance:** MEMBERS – Kimberly Richards, Lisa Graichen, Kari Moore, Connie Weeks (alternate), Glenn Crilley; GUEST – Maria Scott

**Public input:**

- Maria: Live in town, husband works with Kari, interested in joining ECC

**Membership Update:**

- Kim: Follow up on resignation issues – Ernie, Andrew, Linda; check on term limits for new members (Kari, Lisa) – Lisa is through June 2020, Kari probably the same

**Review and Approve Past Minutes:**

- November 1, 2017: Connie made a motion to accept the minutes as amended (see below); Kari seconded; unanimously approved
  - Fix Jess's last name spelling (O'Donoghue)
  - Vernal pools section – multiple towns around us (not all)
  - p. 3 – take out the federal Army Corps (not always the case)
  - Clarifying question about Natural Resource Protection Act – other towns around us upheld the higher standards for significant habitat (including vernal pools)
  - Lisa revise and submit minutes

**Financial Report:** Kari: No changes to report.

**Commission Bylaws:**

- Lisa: Quorum section – make more flexible? We can still have an unofficial meeting without a quorum, just no votes/decisions
  - Connie: What are the criteria for what we can/can't vote on?
    - Glenn: Financial stuff you can't do, decisions about plans, allocating someone to do something – if it involves money, it can't be done
    - Kim reach out to Bob for clarification on lack of quorum

- Kari: Under duties, add something about reviewing proposed development projects to determine potential impacts on natural resources and make recommendations to the Planning Board – Christine looking into it? **Kari check in with Christine**
- Conflict of interest question (Lisa – Spinney Creek example) — **Kim ask Bob**; maybe specify – when there’s a conflict re: financial interests/abutting development projects
- **Kim will revise bylaws**

## **Budget**

- Kim asked if we could submit our budget request late so we could discuss at this meeting; went through our invoices and money spent from the past year
  - Education materials – last year \$500; this year \$200 (pamphlets, maps, etc.)
  - Dues and subscriptions – last year requested \$400, this year suggest \$250 – MEACC (Maine Association of Conservation Commissions, \$150) and GWRLT (Great Works Regional Land Trust, currently \$100 level)
    - Connie: Want to move GWRLT up to \$150 – do a lot of work for Eliot
      - All agree – Glenn mentioned if you compare to what other towns contribute to their local land trust, Eliot is really low
  - Postage, copying, supplies – last year \$300, this year move up to \$500
  - Guest speaker/film series – we did that a few times, originally \$200, bumped it down to \$150 (e.g., used for the Grange Hall rental)
  - *See discussion about vernal pool project budget below*
- Request to replenish the land bank – last year asked for \$40k to replenish for Goodwin Farm; fell through and didn’t get it; this year, ask for \$25k
- Last year, our budget was \$1500 (without the land bank); this year, we’re at \$1650
- Connie: We’ve had two examples indicating the town supports conservation
- Kim cites comprehensive plan and open space plan when writing budget proposal; also will point out straw poll support, approval of 40k for the Goodwin Farm project
- Glenn: Difficulty = need a project you’re asking for funds for; this is more retroactive
- Kim: Mention potential projects? Not yet (unless permission from Gorannsons)
- *Total budget request (including land bank) = \$26,650*
  - \$200 educational materials*
  - \$300 dues and subscriptions*
  - \$500 postage, copies, supplies*
  - \$150 guest speaker/events*
  - \$25,000 land bank request*
  - \$500 vernal pool project*
- Glenn moves to submit that budget request as read to the Select Board; Connie seconds; no further discussion; unanimously approved
- **Kim: Submit revised request to Select Board**

## **Vernal pool project**

- Kari: Talked with Aram Calhoun (vernal pool expert for Maine) and others; one of the first and biggest expenses is aerial photography (topographic mapping isn’t very effective); depends what our goal is – want them to be mapped as accurately as we can; has to be at a

certain scale; talked to Fred Dibello (STANTEC) – find out if we have anything already (2015 orthophotography – scale?) – Connie suggests talking to Martine (Kari) – need someone to interpret photos, we can but it's a lot of work – Fred found mapping from 2007 (outdated but enough to start), he estimated 6k at the cheapest; other option = have the area flown at the scale we need in the spring – Aram suggested getting in touch with surrounding towns, pitch in to have it done together; state does it every 5 years (scale?); another option – mapping companies fly over all the time, just need to pay to have it brought down to the level we need; also need materials for volunteers (copies of the manual, maybe laminating, tools); complicated to do a large-scale effort this year, but we can start

- Connie: Need to explain the project and the reason for it, promote it
- Kari: Start on a small-scale pilot – pick a couple parcels (e.g., Libbey Farm, GWRLT property, town forest) where we know there are vernal pools; do something this spring on the ground and start an education/outreach process
  - Aram happy to come down – February/March presentation
  - Develop a better cost estimate, talk to surrounding towns, lay out a plan so that by next year we're ready with a full budget; pilot – outcomes to report
  - Kari: Work on a description of why this is important (town website, Sentinel)
  - Coordinate with Christine re: presenting to the Select Board
- Kari: Kittery is developing a Special Area Management Plan (SAMP) for Vernal Pools – like an in-lieu fee program; send us all the link; Kennebunk also starting; South Berwick and York are where we are; if our goal is to build this into our overlay/development process, that's what we should write it for – get an understanding of what we have; Kari will reach out to some of these surrounding Conservation Commissions to see what they're doing, find out what they've done so far
- Glenn: Aerial photos – might already have what we need; Southern Maine Regional Planning Commission (SMRPC) – Eliot is a member – resource for GIS files and assistance; as a municipality we can go in and edit the GIS; check with Martine
- Funds for 2018 for the pilot vernal pool project? Need field guides (maybe 10-15 each), printing, large-format maps, maybe a dip-net → \$500
- Topographic maps – Beginning with Habitat – Kim contact to get updated maps (print)

### Other Activities

- New members think about guest speakers and films
  - Connie: Organization starting in South Berwick re: supporting pollinators; Connie get Kim the telephone number for the contact person

### Development Projects Review

- Kim: No new information received
- Planning Board – 1st Tuesday (typically more administrative), 3rd Tuesday (reviewing applications) – should have an ECC member at least at 3rd Tuesday
- Objective = be kept abreast of projects going on; could ask questions, raise concerns (if it's a public hearing); keep the rest of the ECC in the loop
- Connie: Selectmen and Town Manager have requested the presence of a person knowledgeable about Planning Board issues and process (from the state)

- Glenn: New planner/planning assistant? When a project comes up that might impact natural resources, they'll notify us and share materials (haven't been doing that lately). If we request to be notified, we need to be diligent about getting reviews in on time. Used to have a spreadsheet – status of the project, dates of hearings etc. Need confidence in planner to determine whether or not projects should go to the ECC.
- Invite the new staff person (when hired) to a meeting.
- Kim and Connie will go 12/19; Lisa will do the 3rd Tuesday in January

**Old business:**

- **Vernal Pools project** (already discussed)
- **Great Hill Gravel** – Lisa will keep trying to reach Heather

**Roundtable:**

- Kim: Can I submit invoice for GWRLT (dues/subscriptions) for \$150? Connie made a motion, Glenn seconded, unanimously approved. Kim: Submit invoice to Becky.
- Kari: US Fish and Wildlife Service – Great Thicket National Wildlife Refuge – letter expressing interest in selling land to NWR – looking for interested landowners; Kari send electronically; send Lisa info for minutes; Lisa put it on ECC Facebook page
  - Connie: Arthur Bartlett owns a ton of property
- Lisa: Annual report? Comes out in June. Calendar year.

**Next meeting:** Wednesday, January 3, 2018, at 7:00PM at the Eliot Town Hall

Kari made a motion to adjourn, Glenn seconded, unanimously approved. Meeting adjourned at 8:35pm.

Respectfully submitted,

Lisa Graichen

Secretary, ECC

Cc: Eliot Town Clerk, Commission Members, Commission File