

**Town of Concord  
Conservation Restriction Stewardship Committee**

Minutes of January 26, 2021 Meeting  
Zoom Videoconference

Attendees: Mary Ann Lippert (Chair), Annemarie Altman, John Ferguson, Rich Higgins, Neil Ryder, Art Schwope, Jane Wells, Michelle Wiggins, Delia Kaye, Natural Resources Director, Colleen Puzas, Assistant Natural Resources Director

Visitors: Susan Bates, Liaison to Select Board

Mary Ann called the meeting to order at 3:07 pm.

1. Mary Ann welcomed Annemarie as a new CRSC member.
2. Neil motioned and John seconded the approval of December 8<sup>th</sup> meeting minutes, as written. All voted in favor.
3. Content and scope of Minutes are meeting needs of committee and office.
4. Colleen reported that the office is working with Jill Moonheron (Town GIS Analyst) on a field tracking app as the tool for displaying location, taking photographs with azimuths, and documenting route-of-travel during site visits. The ArcGIS Collector app, which was pursued as the initial approach, proved unable to meet all the requirements.

**5. Committee Work**

5.1. Monitoring in progress

CR #	Name	Address	Assignee	Action/Status
22	Emerson	22 North (39X Estabrook Rd) and 22 South (19A Estabrook Rd.)	Rich/Michelle	Rich – revise 22 North draft report based on member input and submit to office for review and completion. Rich/Michelle – visit 22 South, pending availability of tracking app.
124	Macone Farm	79 Macone Farm Lane	Mary Ann/Michelle/Jane	Office – edit photopoint map in draft Mary Ann – review full draft Chair – send for committee review
1005	Brewster’s Ridge	Monument St	John	John – add more photos to draft report, pending availability of tracking app. Office – add new photopoints and review Chair – send for committee review
1019	Landmark	ORNAC	Mary Ann/John	Office – revise map Chair – send for committee review

Note: First-named assignee is Leader.

## 5.2. Monitoring to be assigned

CR #	Name	Address	Acres	Action/Status
None				

New monitoring visit assignments are pending completion of the field tracking app.

## 5.3. BDRs in progress

CR #	Name	Address	Assignee	Action/Status
1002	Bartkus Farm	Bartkus Farm	Mary Ann/Neil	Office – add photopoint map Chair – send for committee review
1027	Wright Farm	Wright Farm Rd	Art/Rich/Michelle	Office – prepare BDR for signatures of author(s) and photographer. Schedule signatures.

## 5.4. BDRs to be assigned

CR #	Name	Address	Acres	Action/Status
None				

New BDR assignments are pending completion of the field tracking app.

- Mary Ann led a review of Steps 3.5 thru 3.12 of the CRSC Lead Member Monitoring Visit Checklist. The emphasis was consistency in file names for revisions of draft monitoring reports and notification of handoffs as the reports advance through the process. Art agreed to update the checklist, working with Mary Ann and Jane.
- Mary Ann led a discussion of *quorum vis-a-vis* committee operation. More than three members acting as a group is a quorum and requires a public notification of a meeting. When members review documents, responses should be given only to the author(s), the Chair, and the office. A best practice is to not use Reply All. The suggestion mode feature available for documents posted to Google Drive should not be used for Committee Review. Rather, comments and edits should be directly sent to the author(s); alternatively, the document can be downloaded for editing by a member and returned to the author(s). A monitoring site visit can involve no more than three members, unless a notice is posted for a public meeting.
- The committee's next meeting is Tuesday, February 23, 2021 at 3:00 pm on Zoom.
- A motion to adjourn was made by Jane and seconded by Michelle; all voted in favor. The meeting adjourned at 4:02 pm.

Respectfully submitted,

Art Schwope