

Town of Concord
Conservation Restriction Stewardship Committee

Minutes of May 28, 2019 Meeting
141 Keyes Rd, First Floor Conference Room

Attendees: John Ferguson (Chair), Richard Higgins, Mary Ann Lippert, Neil Ryder, Art Schwope, Jane Wells, Michelle Wiggins, Lori Capone, Natural Resources Assistant Director

Visitor: Susan Bates, Liaison to Select Board

John called the meeting to order at 3:04 pm.

1. Because the Minutes of the April meeting had not been distributed to the membership, review and approval was deferred to the next meeting.
2. Committee Work
 - 2.1. Monitoring in progress

CR #	Name	Address	Assignee	Action/Status
2	Wells	Wolf Pine Way	Neil	Report submitted and reviewed. Work complete.
10	Emerson	280 & 366 Estabrook	John	Delia met with the owner. One bound to be reset. Delia will confirm. Work complete.
30, 31, 32, 45	Cambridge Savings	Silver Hill Rd	Art/John	Brad Moriarty confirmed that the abutter to CR #30 is a member of the Silver Hill Association. Work complete.
57	Moore Homes	Thornton Lane	Neil/Michelle	Report submitted and reviewed. Work complete. Office to follow-up on violations.
100	Hurley	Pond View Lane	Jane/Rich	Notification letter sent. Scheduling visit.
112	Elm Brook	Elm Brook Way	Art/Michelle	Lori to send notification letter
124	Macone Farm	79 Macone Farm Rd	Jane	Office to reconnect with owner to update status of restoration work.
134	Nashoba Brooks School	Strawberry Hill Rd	John	Lori to send notification letter. CR #134 has two parts; one temporary and one permanent.
137	Concord River Walk	1631 Main St	Mary Ann/Richard	Draft report submitted. Lori to send to committee for review.
141, 142	Domini, Brett	Lowell Rd	John	Owner is pursuing a revised plan for restoration. Office maintaining contact. Visit upon restoration completion.
148	Monsen Farm	Monsen Rd	Mary Ann/Michelle	Planning visit in June.
154	Black Birch	Forest Ridge Rd	Neil	Owner point of contact changed. Lori to send notification letter.

Note: First-named assignee is Leader.

2.2. Monitoring to be assigned

CR	Name	Address	Acres	Action/Status
None				

2.3. BDRs in progress

CR	Name	Address	Assignee	Action/Status
#1001	Ayrshire	Ayrshire Lane	John	Initial visit conducted. Return visit needed for photographs and to visit the other parcels. There are six different landowners with whom to coordinate.
#1005	Brewster's Ridge	Monument St	John	Revisit to photograph boundaries

2.4. BDRs to be assigned

CR	Name	Address	Acres	Action/Status
#123	Macone Farm	57 Macone Farm Lane	2.3	Awaiting completion of CR. Commonwealth requires survey baseline. Office to monitor
#1002	Bartkus Farm	Bartkus Farm	12.9	TBD – Office to confirm BDR need and priority
#1019	Landmark	ORNAC	2.8	TBD – Office to confirm BDR need and priority
#1027	Wright Farm	Wright Farm Rd	27.3	TBD – Office to confirm BDR need and priority

John is the only member who has conducted a BDR. Suggested was that the Office use one or two of the BDRs-to-be-assigned as a training exercise for other members.

3. Other Business

- 3.1. John noted that his term has ended, and a new committee member is needed. Susan Bates will bring to attention of Select Board.
- 3.2. Lori/Jane will post on Google Drive the most recent drafts of the Member Orientation Checklist and Monitoring Visit Checklist. Members are to review and send comments to Jane with goal of finalizing document at next meeting. John reminded the members that updating the Committee Spreadsheets is the responsibility of each CR Lead Assignee. Maintaining current the dates in the spreadsheet is especially important. See Paragraph 5.3 in the March minutes for more detail.
- 3.3. During the next meeting, Lori will demonstrate how to identify locations of bounds on CR plans.

- 3.4. Lori will send to members laminated placards suitable for placement on vehicle dashboards during a monitoring visit to identify the vehicle as that of a CRSC member. A monitoring visit is an official town activity.
- 3.5. The Office learned that the MassDOT geolocation software (MACORS) is not available to the Town.
- 3.6. Mary Ann reminded members that it is each of our responsibilities to maintain the Action Item spreadsheets on Google Drive for the CRs that we are assigned. On Google Drive, select the folder named "Action Reports." On the next screen, select the file named "2019-04-05 CR To-Do List." Find your CR(s). Add most recent info to the columns headed "Most Recent Field Work Date," "Current Status and Next Action Needed," "Updated as of..." and "Responsibility."
4. To accommodate the summer plans of committee members, the committee voted to combine the June 25th and the July 23rd meetings into a single meeting midway between those dates. The committee's next meeting is Tues., July 9, 2019, at 3:00 pm in the first floor meeting room at 141 Keyes Rd.
5. The motion to adjourn was made by Rich and seconded by Mary Ann. The meeting adjourned at 3:45 pm.

Respectfully submitted,

Art Schwope