

Town of Concord
Conservation Restriction Stewardship Committee

Minutes of September 22, 2020 Meeting
 Zoom Videoconference

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

Visitors: Susan Bates, Liaison to Select Board, Ben Griffiths, Concord Public Works GIS Technician

The meeting was called to order at 3:05 pm.

1. With John having resigned as Chair since the previous meeting, Michelle motioned and Jane seconded the nomination of Mary Ann for Chair. All voted in favor.
2. John was thanked and applauded for his term as Chair.
3. Jane motioned and John seconded the approval of the Minutes of the February 25th meeting, as written. All voted in favor.
4. Ben Griffiths introduced the committee to the use of an iPad-based application for tracking, photographing, and documenting monitoring visits. The ESRI-based app is licensed and used by Public Works, and the Natural Resources Division recently acquired the same unit used by CPW. Ben will adapt it to the committee's needs to include: (1) adding a CR map overlay; (2) tailoring it to track and record monitoring routes while showing the CR boundary; (3) enabling photographs with recorded latitude, longitude, and azimuth as well as comment; and ideally (4) integrating the monitoring report template. Delia and Colleen will oversee Ben's efforts. Ben will review the status of his efforts at the next meeting. The iPad/app will replace the Trimble GPS unit and Theodolite app.
5. Mary Ann presented a Job Progression process with nine steps from the assignment of a CR for monitoring through the completion of the report. Key to the process is alerting the next person in the process upon completion of each step and routinely Google Docs. The process is likely to be modified upon implementation of the iPad/app described above.

5. Committee Work

5.1. Monitoring in progress

CR #	Name	Address	Assignee	Action/Status
21	Prendergast	144x Old Marlboro Rd	Art	Office – fix azimuths on photos, review report Chair -- send for committee review
22	Emerson	39X Estabrook Rd; 25A Hugh Cargill Rd; 19A Estabrook Rd.	Rich/Michelle	Rich – add photos to 39X portion of report Colleen – add photo points to 39X map Chair – send for committee review Rich – visit 25A and 19A, and

				complete report
40	Christian	20Y Hugh Cargill Rd	Michelle/Rich/Mary Ann	Michelle – review report for completeness Chair – send for committee review
68	Westvale Meadow	20-44 Westvale Meadow	Neil/Mary Ann	Done
112	Elm Brook	Elm Brook Lane	Art/John	Done
124	Macone Farm	79 Macone Farm Lane	Mary Ann/Michelle/Jane	Mary Ann – add photos to draft report Colleen – add photopoint map. Office – review Chair – send for committee review
134	Nashoba Brooks School	Strawberry Hill Rd	John/Rich	Done
1001	Ayrshire	Ayrshire Lane	John/Mary Ann/Rich	Office – complete and review draft report Chair – send for committee review
1005	Brewster's Ridge	Monument St	John	John – add more photos to draft report. Colleen – add new photopoints. Office – review Chair – send for committee review
1019	Landmark	ORNAC	Mary Ann/John	Mary Ann – add photos to draft. Office – review Chair – send for committee review

Note: First-named assignee is Leader.

5.2. Monitoring to be assigned

CR #	Name	Address	Acres	Action/Status
None				

In view of coronavirus-caused hiatus and restart activities as well as anticipation of iPad/app introduction, no new monitoring assignments were discussed.

5.3. BDRs in progress

CR #	Name	Address	Assignee	Action/Status
1002	Bartkus Farm	Bartkus Farm	Mary Ann/Neil	Mary Ann – add photos to draft Colleen – add photopoint map Office – review Chair – send for committee review
1027	Wright Farm	Wright Farm Rd	Art/Rich/Michelle	Colleen – add photopoint and other BDR-required maps Office – review Chair – send for committee review

5.4. BDRs to be assigned

CR #	Name	Address	Acres	Action/Status
None				

In view of coronavirus-caused hiatus and restart activities as well as anticipation of iPad/app introduction, no new BDR assignments were discussed.

6. **Other Business**

None.

7. The committee's next meeting is Tuesday, October 27, 2020 at 3:00 pm on Zoom.

8. A motion to adjourn was made by Art and seconded by Neil; all voted in favor. The meeting adjourned at 4:10 pm.

Respectfully submitted,

Art Schwope