



City of Keene, New Hampshire

AGENDA

**GREATER GOOSE POND
FOREST STEWARDSHIP PLAN AD HOC COMMITTEE**

Thursday, May 17, 2018

9:00 AM

**2nd Floor Conference Room
City Hall**

- 1. Call to Order**
- 2. Minutes – January 25, 2018**
- 3. Adopt Committee Rules of Order**
- 4. Land Management Goals and Objectives**
- 5. Public Outreach and Engagement**
- 6. Project Updates & Next Steps**
- 7. New or Other Business**
- 8. Adjournment**

City of Keene
New Hampshire

GREATER GOOSE POND
FOREST STEWARDSHIP PLAN ADHOC COMMITTEE
MEETING MINUTES

Thursday, January 25, 2018

9:00 AM

2nd Floor Conference Room, City Hall

Members present:

Andrew Madison, Member
Andrew Bohannon, Member
Dorothy Howard, Member
Peter Poanessa, Member
Tad Lacey, Member

Staff present:

Tara Kessler, Planner
Tom Mullins, City Attorney

Others Present:

Swift Corwin, Consultant
Jeff Littleton, Consultant

Members not present:

Bettina Chadbourne, Councilor

1. **Call to Order** -
In the absence of a Chair, Mr. Mullins, City Attorney, called meeting to order at 9:06 am.
2. **Accept December 7, 2017 Minutes** -
Mr. Lacey motioned to approve the January 25, 2018 minutes, Ms. Howard seconded and motion passed unanimously.
3. **Presentation on Committee Rules of Order** - *Tom Mullins , City Attorney*
Mr. Mullins explained to members that as a public body appointed by the Council and the Mayor, there are certain rules of procedure that apply by state statutes. He passed out a packet of materials for members to review. Mr. Mullins pointed out the Charge for the Committee in the packet and explained that it is to “provide oversight and guidance to City staff and Consultants on the Greater Goose Pond Forest Stewardship Plan” and that committee membership is included on the Charge. He stated that Ms. Kessler will act as the City Staff Liaison.

Mr. Mullins stated that the Rules of Procedure provide the outline for operations of the Committee. These rules outline requirements for meeting attendance, quorum, leadership, minutes, compliance with RSA 91A, the “Right to Know” law, etc. He asked members to read through the Rules and adopt them at the next meeting. Mr. Poanessa pointed out an error in the number stated for quorum. Mr. Mullins corrected that quorum for the committee is four members instead of eight members as stated on the draft Rules. He asked members to be prepared to adopt the guidelines at the next meeting.

Mr. Mullins also stated that public bodies are required to provide at least 24 hours public notice of meetings. As a City Committee, the meetings are open to the public to attend. The public can video- or audio-record meetings as long as they do not interfere with the meeting. Mr. Mullins stated that there are certain requirements that apply to conflict of interest, particularly with respect to pecuniary interests. He noted this is typically not a problem on an ad hoc committee, because this type of committee typically reviews and makes recommendations to the City

Council. However, if there is a problem with conflict of interest, members are required to let Ms. Kessler know. He stated that non-public sessions also do not typically happen on non-legislative committees.

Mr. Mullins said that with respect to running a public meeting, the Committee will need to elect a Chair at this meeting. He said that the Chair's duties are fairly light because the City staff takes care of most administrative responsibilities that come with the position. Mr. Poanessa asked if the Chair's responsibility is to run the meeting. Mr. Mullins replied in the affirmative. Mr. Mullins encouraged members to avoid communication with each other via email or text about topics related to the Committee, as this communication is not open to the public, and could constitute a violation of NH RSA 91A. Mr. Poanessa asked if phone calls or personal conversation about topics other than the Committee's work is legitimate. Mr. Mullins said it is okay but within limits.

Mr. Mullins asked if committee members have questions. Mr. Mullins thanked committee and exited the meeting.

Ms. Kessler asked members if anyone is interested in serving as Chair of the committee. Mr. Madison volunteered to become Chair. Mr. Poanessa motioned to nominate Mr. Madison as Chair of committee. Ms. Howard seconded this motion, which passed unanimously. Ms. Kessler stated to Mr. Madison that he is now Chair of committee and can begin serving at the current meeting.

4. Discussion on Land Management Goals and Objectives

Mr. Littleton thanked committee members for attending the meeting and stated that one of their main objectives today is talk about management goals and objectives and to discuss public outreach for at least two events in the upcoming calendar. He provided a handout containing draft land management goals for the Plan. This document incorporates goals and objectives included in the Conservation Easement on the property and in previously completed plans for the forest including the two Master Plans that were created in 1984 and 1992 and the Forest Management Plan created in 2006.

Mr. Poanessa asked how detailed the 1984 plan is and Mr. Littleton responded it is pretty general but did get into some recommendations. He offered to send the full documents out to members for their review. Mr. Lacey stated that the one thing that was consistently recommended and never done was a forest inventory (since 1984-5). Mr. Corwin added that a boundary survey was also never conducted. Mr. Poanessa asked if a boundary survey were to be done, would posting the perimeter of the land be included. Both Mr. Littleton and Mr. Corwin agreed that this could be done as part of a perimeter survey. Mr. Poanessa said that this survey would be incredibly helpful. He added that it would be particularly helpful for notifying hunters where City lands begins and ends. Ms. Howard added that someone came into the library and told her there are no "no hunting" signs in the forest. Mr. Poanessa replied that there are a couple signs that his club, the New England Mountain Biking Association, has put up at the main entrance but it is hard to determine the boundaries if one was hiking into the forest from other areas.

Mr. Lacey agreed that a reliable survey of the property boundaries is important. Mr. Corwin said Ms. Kessler sent him maps of the various parcels that make up the forest area. He noted it is possible to use GIS (Geographic Information Systems) to overlay these parcel maps onto orthographic photos of the forest. By doing this, he has good idea of where most of the lots are, however, where there are no existing maps he is not able to determine the location of the lots. Mr. Corwin stated that there is quite a difference between the locations of the lots on the tax map to their actual locations on the ground.

Mr. Poanessa asked if a licensed surveyor should perform the boundary research. Mr. Lacey agreed that a licensed surveyor would be needed, and it is very expensive. Ms. Kessler asked Mr. Bohannon if, to the best of his knowledge, there has been a professional survey done of the Greater Goose Pond Forest. Mr. Bohannon said he is not aware of any survey that has been done. Mr. Corwin said there is enough information for a surveyor to bid on it.

Mr. Littleton said that Mr. Corwin is currently adjusting the boundary lines to the best of his ability based on the information available. He said it will be more accurate but it will not be a legal boundary survey. Mr. Poanessa asked if they are conducting the boundary research on a computer or in the field. Mr. Littleton replied it is being done in a mapping program. Mr. Corwin said about sixty percent of the land has had surveys done and he can fit the aerial survey and the topographic map on top with GIS mapping program. He said he can take that information and walk the boundaries with GPS, which is not the same as a survey but is a better reference than what is currently available.

Mr. Corwin said the Forest Management Plan of 2006 only details one parcel extensively, with respect to forest resources. This parcel is the Minister's Lot on the east side of the forest. Other than for this parcel, there are no forest recommendations.

Mr. Littleton stated that at the outset of any stewardship plan, it is very important to clearly outline as simply as possible, the purpose of the plan and the goals and objectives. Mr. Corwin said in the 2006 plan, there was an effort to reach out to the community and do a survey on people's perceptions of the forest. He believes the some of the information collected and results of the survey may have been guided by the way the survey questions were asked. A new survey may need to be conducted to collect information on the public's preferences and opinions regarding land management of the forest. Mr. Poanessa noted that there needs to be a balance between public preference and activities that need to be conducted to manage the forest properly. He said, for example, logging activities will most likely not be supported by the public but the City might need to make decisions regarding timber harvesting to maintain the health of the forest.

Mr. Lacey stated that there are inconsistencies in the interests of Goose Pond Forest. He said there is no reason that the parcels should cost the City any money as the land has the ability to generate the money to maintain and improve the trails in a sustainable way. Mr. Bohannon added that there is a balance that can be struck as there is greater understanding today that some forests must be managed for long-term sustainability. He said the idea is to allow Goose Pond to have an economic impact, to pay for itself, as a destination not only for Keene but for people all around.

Ms. Madison asked how much harvesting has been done in the Goose Pond area. Mr. Corwin replied the last efforts were in 1985-1986 on the east of Old Gilsum Road on the Minister's lot, and then some additional harvesting was done south of the pond in the early 1990s. Mr. Lacey said Mr. Dutton, the City Engineer at the time, wanted to rekindle interest in forest management so he had Mr. Wayne Young and himself go cut the Minister's lot. He said the Conservation Commission came and approved it. Mr. Young then marked another sale and shortly after, there was political opposition, which brought forest management efforts to a halt and nothing has happened since then. Mr. Corwin said in the 1970s there was harvesting as well. Ms. Madison asked why they are not harvesting currently. Mr. Littleton said historically there has been pushback by the public. He noted that the community outreach and education for this project is going to be aimed at clearly articulating to the public the reasons why harvesting can be

beneficial. He said most of Goose Pond was cleared for agriculture and there was significant logging that occurred around the turn of the century and Goose Pond is still recovering from the early colonists' sheep craze.

Mr. Littleton said it is important to clearly articulate why logging is important to Goose Pond, for example, tropical migrant birds are on the decline as they are losing important habitat and are species of concern. He said there are lots of ways that timber management can provide structural diversification and target species of concern as this is part of the goals of the conservation easement. Mr. Poanessa asked if doing some cutting would promote species diversity and Mr. Littleton replied yes. Mr. Littleton noted that he and Mr. Corwin will work to identify management practices that are most appropriate in light of the recreation uses and heavy use of the property. He said timber cuts can be turned into educational opportunities. Mr. Corwin will be giving talks about the forest in the coming months and will talk about enhancing species habitat.

Mr. Corwin showed members the 2006 forest management plan parcels (A-F areas). He suggested looking at the parcels and developing focuses for the different areas. Mr. Littleton suggested that Ms. Kessler send out the four documents that were referenced to committee members. There is a lot of information and reading that members can do. He said he had a difficult time assigning objectives as there is so much information and many recommendations. The goals are easy as the conservation easement deed expresses eight goals, however, they can add goals if they adhere to the set of eight goals in the documents. Mr. Little said he provided a Summary as well as that identifies recommendations and strategies from the 2006 forest management plan and the two master plans for the forest. He said the Conservation Easement Deed identifies eight goals and one of them is a statement of land management objectives. He suggested reading through the goals as a group. He explained that goals are meant to be broad, objectives are ways to achieve the goals, and recommendations are ways to meet the objectives.

Mr. Littleton referred to 8 goals of the Conservation Easement Deed:

Goal 1-Maintenance of the natural beauty of property while encouraging public use.

Mr. Littleton said this is a broad goal and it addresses three areas of recreation, wildlife and forest management.

Goal 2- The area should provide citizens of Keene with a large woodland area that is accessible only on foot ski, peddle bike, or snowshoe from various points and laced with clearly marked trails and woods rods which lead to the ponds, nature walks and scenic vistas.

Mr. Littleton said this goal is very specific to recreation and will be easy to outline a set of objectives to meet. Mr. Bohannon said snowmobiles are a currently allowed in certain sections of the forest. Mr. Littleton replied that the Deed does not specify snowmobiles as an allowable use, and he believes there is a use limitation for motorized vehicles (e.g. snowmobiles, ATVs, bikes with motors, etc.) and they may not be allowed in the forest. He encouraged members to look through the Deed as they are governed legally by it.

Goal 3- Protection of fragile or highly erodible soils and maintenance of soil productivity.

Mr. Littleton said this goal addresses recreation and forestry management aspects.

Goal 4- Protection of water quality, aquatic habitat, vernal pools and the ecological integrity of wetlands and riparian zones.

Mr. Littleton said this goal addresses forest and wildlife management.

Goal 5- Maintenance or enhancement of native biological diversity and natural habitat features found on the property and representative of the region.

Mr. Littleton said this goal addresses forest and wildlife management.

Goal 6- Identification, protection and conservation of exemplary natural communities, unique or fragile areas, and rare plant and animal species on the property, particularly those identified by the Nongame and Endangered Wildlife Program, the New Hampshire Natural Heritage Bureau, or their successor entities.

Mr. Littleton said this goal addresses forest and wildlife management.

Goal 7- Protection of unique historic and cultural features.

Mr. Littleton said this goal pertains to historical/cultural features and that they will identify these resources for management.

Goal 8- Conservation of scenic quality as seen from public roads, trails and waters.

Mr. Littleton said this goal addresses setting up clear buffers for forestry management.

Mr. Lacey said many of the buffers exist so the public cannot see them but perhaps they are not effective because the public should be included. He said there is no cutting within 150 feet of the trails and where he lives there is a 4 mile loop and every foot has been cut at some point. He stated some of the most enjoyable times in the woods have been in secondary growth forest. Mr. Lacey said if you add a 150 foot buffer the public would not get to enjoy those views and people should be able to participate in forestry activities. He stated there is no reason that a mountain biking trail could not go down alongside a logging trail.

Mr. Poanessa added that there must be different ways to approach cutting when planning a management strategy. Mr. Corwin agreed that there are different approaches, for example, the cable skitter and chainsaw is very uncommon now. He said mechanical removal is more common and the trees are processed into chips and it is a cleaner approach. He explained that the cut-a-length method leaves wood in the forest and is better for the forest and helps with soil erosion. Mr. Corwin said he favors that method of logging. Mr. Poanessa added that the mechanized approach often leaves the forest disrupted and mowed down. Mr. Corwin said he would not put in the Plan that cut-to-length logging will be done as it is limiting. Mr. Poanessa expressed his concern about how the forest will be left looking aesthetically after the cut. He said some loggers will probably do a cleaner job if they are going to expose the public to it. Mr. Lacey said ironically, leaving the tops back to rot is what is best for the forest but not what people necessarily want to see. Mr. Corwin stated that with new methods of logging there is not a lot of high slash because the machinery mats things down.

Mr. Lacey stated that people want natural beauty and that equates with “no logging” but that the public outreach should communicate the benefits and reasons for why forestry management is

necessary. Mr. Poanessa suggested perhaps tying resource extraction to maintaining good trails and economic benefits. Mr. Lacey added that the ecological benefits are important as well. Mr. Corwin said he did not see that forestry was listed in the easement, however, wildlife management was. Forestry in the use limitation section adds tools to accomplish the highlighted goals. He thinks it is important to look for the “whys” and ask questions about what you cut, what is vulnerable, and why leaving the forest in an uncut state can be detrimental to the long-term viability of the forest. He emphasized talking about the history of hurricanes, insects and diseases, successions and making predictions about the forest.

Ms. Kessler asked if it would be helpful to bring up what is not stated in the goals. Mr. Corwin said he thinks the goals currently speak to forestry as a tool; however, the survey that was previously conducted lists forestry as low priority. Mr. Littleton said the 8 goals were derived from the purposes of the easement deed and in order to implement the goals forestry is allowed, even if it is not explicitly stated, and there is room to add goals to the easement deed. He stated that there are 8 goals in the easement deed and half of them are all related (Goals 1,4,5,6) and centered around forestry and wildlife. He said it is easy to draft objectives for protection of recreational, historical and cultural resources. He said some of the goals he was trying to develop would pertain to multiple goals so he would suggest including the 8 goals and then add a section that outlines basic objectives to reach those goals. He believes it will be clearer for the public to understand. He recommended managing for general biodiversity and that requires structural change and wildlife habitat goals and objectives.

Mr. Lacey asked if the proceeds from forestry operations can go into a fund to address forest health and management, perhaps, that there are funds available to do preventative management. Mr. Littleton said it is explicitly stated in the deed that a fund can be developed. Mr. Corwin said if a timber sale is done the money can go into the general fund. Mr. Bohannon said when they sold Wheelock Park to Eversource, they said specifically that those funds go back into Wheelock Park. He said the same thing could be done in Goose Pond towards maintenance of the property.

Ms. Kessler asked Mr. Littleton if the committee will be identifying objectives today. Mr. Littleton said he did not plan to but encouraged members to look at the summary and the full documents. He reiterated that the goal is a general statement of what you are hoping to accomplish, the objectives state how you are going to attain that goal. Mr. Littleton said the hardest part of working with communities is to accurately identify goals and objectives. He suggested starting with the Conservation Easement Deed and then looking back at adopted Master Plans. Mr. Littleton said the 8 goals support the language. However, from a stewardship perspective he asked if there is anything else that can be done because they cannot write a goals and objectives until the committee provides ideas.

Mr. Corwin stated that he has not seen a specific hunting policy in the documents and he believes the property should be properly posted as a recommendation. He said the goal would be to make it clear that hunting is not allowed on park property. Mr. Littleton said an additional goal could be to adhere to city policies and ordinances of no hunting on City property, and a recommendation would be to put signage up. Ms. Kessler asked if it would be specific to safety as in Goal 2 it specifies access and does not speak to safety. Mr. Corwin suggested omitting the word objective and instead use the word “goal.” Mr. Littleton said they are legally required to have objectives and it is important to have a set of goals, a set of objectives and set of recommendations. Ms. Kessler asked if Mr. Littleton could come up with the structure of the language if the committee comes up with the ideas and topics. Mr. Littleton agreed that he will

help guide the difference between goals, objectives and recommendations as long as the committee crafts the ideas and elements of what their concerns are.

Ms. Kessler pointed out the public outreach is missing from the list. Mr. Bohannon said that the public schools do not generally like to bus students off property and perhaps that is why there is a lack of outdoor learning in Goose Pond Forest. He said there is certainly a need for more public education and outreach.

Mr. Littleton stated that objectives can easily be crafted around public education. Ms. Kessler asked if it is important to identify economic development as a goal in terms of Goose Pond Forest as a recreational and economic resource. Mr. Bohannon said there are two races that occur in Drummer Hill and a new youth program focused on trail racing and trail running. Mr. Lacey stated he does not agree that running should be a high priority use of the property and instead advocates for its use as a natural environment. He questioned the economic benefit of the races. Mr. Poanessa said it is the daily recreating that is important. Mr. Bohannon suggested that quality of life should be a main focus. Mr. Corwin shared that in 1998 hardly anyone had heard of a mountain bike and now people come from all over New England to use the biking trails. Ms. Howard shared that someone asked her if there is a conflict with bikes in the forest. Mr. Poanessa replied that in his experience the density of hikers and bikers do not conflict.

Mr. Lacey said when they had the Peerless race, more than a thousand people would come out and the bypass would be full, they would go out and race and come back at the end of the awards ceremony and then be gone. He said some people would dine and recreate in Keene but he suspects that the economic impact for Keene would be small. Mr. Poanessa said it is now very trendy for people to seek out trail systems in towns, go riding and then go out for a meal. Mr. Lacey clarified that Goose Pond Forest is an asset then. Ms. Kessler shared that the plan is an opportunity to address goals to protect the forest as both a natural resource and as an asset that promotes quality of life. Mr. Bohannon stated that local companies are currently trying to attract younger employees to get on a trail network around the country to promote outdoor recreation. He said this is the type of recreation the younger generation wants today. Mr. Poanessa stated that Goose Pond-Drummer Hill is one of the best trail systems for biking in New England and people come to Keene from all over Massachusetts and Vermont as trails are groomed in winter now.

Mr. Littleton asked if there are any other goals that members have in mind. Ms. Kessler said she will send out the summary and plans as links, as well as the 2006 Management plan and the map of parcels. She said she will encourage members to share thoughts on topics and themes that might be missing from the list of goals that Mr. Littleton sent.

5. New or Other Business

Mr. Littleton shared that he will be hosting a Winter Wildlife Walk in the next few weeks, aiming for the end of February or the beginning of March. He said they should go ahead and schedule the walk as there is a lot of diversity of mammals around the pond and it is a great opportunity to educate public about the project.

Mr. Littleton said he would like to do the first community forum in late March and another one in early to mid-Spring when they are wrapping things up. He said he will put out a proposed timeline for this. He would also like to do a walk on vernal pools in late April to beginning of May and then perhaps a historical-cultural tour. Mr. Bohannon suggested that they identify the dates so they can create events through Facebook. Ms. Kessler suggested if they can come up with the first date they can create a press release to inform the public.

Mr. Littleton said it is important to inform public about the community forums as it is a requirement from the City. Ms. Kessler said she has a long list of organizations that she can disseminate information about forums, walks and other outreach. Mr. Bohannon said Parks and Recreation Department has a strong following on social media and it is a good opportunity to reach a broad audience. He also shared that the multipurpose room at the Keene Recreation Center can seat 200 people and could be a good venue for a community forum. Mr. Lacey said it will be important to inform the public about the time horizon associated with the work they are doing and Mr. Littleton said he will do his best to communicate the timeline of the project.

6. Adjournment

Mr. Madison adjourned the meeting at 10:57 am.

Next meeting date is to be determined.

Respectfully submitted by,
Ayshah Kassamali-Fox, Minute-Taker

Reviewed and edited by,
Tara Kessler, Planner

City of Keene
NEW HAMPSHIRE

Rules of Procedure

1. **Meetings:** Meeting times and dates to be determined by members of the Greater Goose Pond Forest Stewardship Plan Ad Hoc Committee (hereinafter “Committee”). All meetings are open to the public and meeting times and locations will be posted at least twenty-four (24) hours in advance of any such meeting in two (2) appropriate places, one of which may include the City’s website in accordance with RSA 91-A:2.

2. **Minutes:** Minutes of such meetings shall be kept in accordance with RSA 91-A:2, and shall include the following: the name of the Committee; date, time and location of the meeting; the members present; the members absent; the time that the meeting was called to order and by whom; motions or other actions taken including who made the motion and seconded, who voted and how; who abstained, and whether the action passed or failed; the names of persons appearing before the Committee; the subject matter discussed; the time the meeting adjourned; the name of the minute taker. If there is no minute taker specifically assigned to the Committee, the Chair shall designate an appropriate individual for this purpose. Prior to the next meeting of the Committee, the draft minutes shall be shared with the Committee members for review. At the meeting, the Committee may offer corrections to the minutes. Examples of appropriate corrections include spelling of names, grammar, citations, and technical jargon. In no case shall a correction alter what was said or discussed at the meeting, or the result of any action taken. Once approved, meeting minutes shall be immediately filed with the City Clerk, but draft minutes shall also be available for public inspection not more than five (5) days after the public meeting.

3. **Quorum:** A minimum of 4 Committee members appointed shall constitute a quorum. No Committee business shall be conducted in the absence of a quorum. A quorum of the Committee shall be physically present at the location specified in the public notice, and no Committee business shall be conducted through telephonic or electronic communication. Email communications among the Committee or between the Committee and Staff Liaison shall be used only for the transmittal of administrative matters such as scheduling or the transmittal of information to be acted upon at the public meeting.

4. **Elections:** At the first meeting of the new calendar year the Committee shall elect, by simple majority, a Chair and a Vice-Chair.

5. **Presiding Officer:**

- A. The Chair shall preside over the meeting and call the members to order.
- B. In case of absence of the Chair, if a quorum is found to be present, the Committee shall proceed with the Vice-Chair acting as the presiding officer.
- C. In the event that both the Chair and Vice-Chair are absent, if a quorum is found to be present, the Committee shall proceed to elect a Committee member, by majority vote of those present, as Temporary Chair of the meeting until the presiding officer appears.

6. **Right of Floor:** The Chair shall control the meeting. When recognized by the Chair, a member of the Committee or general public shall respectfully address the members of the Committee and shall confine themselves to the question under debate, avoid personal comments, and refrain from impugning the motives of any other individual's argument or vote. The Chair shall act on all proper motions for which there is a second. A motion to call the question shall require two-thirds (2/3) vote and is not debatable.

7. **Order of Business:** The business of all regular meetings shall be transacted in the following order:

- A. Call to order.
- B. Roll call of attendance.
- C. Acceptance of minutes of preceding meeting.
- D. Committee business on meeting agenda.
- E. New business
- F. Adjournment.

8. **Meeting Agenda:** The meeting agenda shall be prepared by the Staff Liaison on consultation with the Chair. Items to be placed on the meeting agenda must be received by the Staff Liaison a minimum of five (5) business days prior to the scheduled meeting. No matter that is not on the agenda shall be discussed at the meeting, but shall be referenced under New Business and shall be placed on the agenda for discussion at the next regular meeting.

9. **Communications:** Communications to be introduced to the Committee must be signed by the person introducing the same, either by hand or electronically, must give his or her residential address or mailing address, if different, at which he or she can be notified of meetings, and telephone number, if available. Communications not containing all of the above will not be accepted by the Staff Liaison and will not be placed on the agenda of the Committee. Communications addressed to a Committee member of a personal or argumentative nature shall not be introduced in the meeting. Any email communication directly to a member of the Committee relating to a matter before the Committee must be provided to Staff Liaison for compliance with this paragraph and for inclusion in the record. If the Committee decides to submit a written memorandum on a matter before it to the City Council, it shall direct the Staff Liaison to draft the memorandum for review and approval by the Committee Chair prior to submission to the City Council.

10. **Order of Business - Out of Order:** The Chair may permit any item of business to be taken out of the regular order as set by the agenda unless there is an objection by a Committee member in which case a majority of the Committee may vote to take the item out of order.

11. **Reports:** When required, the Committee shall issue a Majority Report as “Informational” or as a Recommendation to the City Council based on the findings of the Committee. A simple majority of the quorum shall be sufficient for the report.

12. **Tie Vote:** In case of a tie vote on any recommendation, said recommendation shall be deemed defeated.

13. **Reconsideration:** After the decision of any question, any member who voted with the prevailing side may move for reconsideration for that action at the next regular meeting of the Committee. For the purposes of this Rule, the next regular meeting of the Committee shall be the next regularly scheduled meeting of the Committee which is at least ten (10) days after the meeting of the Committee at which the decision to be reconsidered occurred. The Committee member shall submit a written notice and the question shall be placed on the agenda in accordance with these Rules of Procedure (“Rules”). A motion to reconsider shall require a majority vote of the Committee members present. After a motion for reconsideration has once been acted on, no other motion for reconsideration thereof shall be made. If the original vote is sustained at the next regular meeting as defined herein, the Committee shall have no further right of reconsideration on the question.

14. **Conflict of Interest:**

A. Every member present when a question is put shall vote thereon, except when the member has a conflict of interest in the matter as defined by Article VI, Conflict of Interest, and Section 25, Communications, of the Charter of the City of Keene. A conflict may exist when a Committee member’s spouse, civil union partner, parent, child, or other member of the Committee member’s immediate family has a conflict. A conflict exists when a business or individual has a matter before the Committee and the Committee member is employed by the business, or is otherwise a party in interest. If the conflict becomes known prior to a Committee meeting, the Committee member shall file the written particulars of the conflict of interest with the Staff Liaison for inclusion on the Committee agenda. If the conflict becomes known to the Committee member during a meeting, the Committee member should immediately disclose the particulars of the conflict of interest. The question of whether or not a conflict exists will then be decided by a majority vote of Committee members present. When such a conflict exists, the member having the conflict shall be prohibited from participating in the discussion and shall not vote on the matter. No Committee member having a conflict of interest may discuss the matter in which they have a conflict with any other Committee member in any other place or any other time.

- B. Any Committee member having reasonable grounds to believe that another Committee member has a conflict of interest may raise the issue on their own motion. The question will then be decided as set forth above.

15. **Non-Public Session:** A majority of members present at a Committee meeting may, by roll call, vote to go into non-public session in accordance with RSA 91-A:3. The motion shall state the specific statutory basis relied upon for the non-public session. All persons who are not Committee members qualified to participate in the discussion shall leave the meeting, unless specifically requested to remain. No action or decision with respect to the matter shall be taken in non-public session. Minutes of the non-public sessions shall be taken and the minutes shall be publicly disclosed within seventy-two (72) hours unless, by recorded vote of two-thirds (2/3) of the members present, the minutes are sealed in accordance with RSA 91-A:3. The minutes of any non-public meeting shall be designated as such and shall be filed with the City Clerk no more than seventy-two (72) hours after the meeting.

16. **Suspension of Rules:** With the exception of Rule 17, any provision of these Rules not governed by Statute, City Charter or Ordinance, may be temporarily suspended at any meeting of the Committee, by a two-thirds (2/3) vote of all members present. The vote on any such suspension shall be taken by roll call and entered upon the minutes.

17. **To Amend Rules:** These Rules may be amended or new Rules adopted by a two-thirds (2/3) vote of all members appointed to the Committee. The public meeting notice shall state that a proposal to amend the Rules is included on the meeting agenda. Proposed amendments shall be submitted in writing at a regular Committee meeting, but shall not be acted upon until the next regular meeting of the Committee. An amendment to the Rules shall become effective upon passage.

18. **Rules of Order - *Roberts Rules of Order*** shall govern points of order not covered herein.

Adopted this ____ day of _____, 2018.

_____, Chair

**Greater Goose Pond Forest Stewardship Plan
Management Purpose and Goals
January 20, 2018**

Overall Purpose

The intent of this plan is to maintain the natural beauty of the Greater Goose Pond Forest while encouraging public use. The area should provide the citizens of Keene a large woodland area accessible only on foot, ski, peddle bike, or snowshoe from various points and laced with clearly marked trails and woods roads which leads to ponds, nature walks, and scenic vistas (GGPF Master Plan 1992)

The following goals were derived from the Conservation Easement Deed (2009) that outlines the specifications of the Stewardship Plan, as well as input provided by the Ad Hoc Committee on January 25, 2018 (Goal #9). These goals are consistent with language provided in the Master Plans prepared in 1984 and 1992 and the Management Plan prepared in 2006.

Goals

Goal 1: Maintenance of the natural beauty of the Property while encouraging public use.

Goal 2: The area should provide the citizens of Keene a large woodland area accessible only on foot, ski, peddle bike, horseback, or snowshoe from various points and laced with clearly marked trails and woods roads which lead to the ponds, nature walks and scenic vistas.

Goal 3: Protection of fragile or highly erodible soils and maintenance of soil productivity;

Goal 4: Protection of water quality, aquatic habitat, vernal pools and the ecological integrity of wetlands and riparian zones;

Goal 5: Maintenance or enhancement of native biological diversity and natural habitat features found on the Property and representative of the region;

Goal 6: Identification, protection, and conservation of exemplary natural communities, unique or fragile natural areas, and rare plant and animal species on the Property, particularly those identified by the Nongame and Endangered Wildlife Program, the New Hampshire Natural Heritage Bureau, or their successor entities;

Goal 7: Protection of unique historic and cultural features; and

DRAFT 2

Goal 8: Conservation of scenic quality as seen from public roads, trails and waters.

Goal 9: Encourage the use of the Greater Goose Pond Forest for public education.

Documents

Goose Pond Forest Master Plan (1984)

Goose Pond Forest Master Plan (1992)

Greater Goose Pond Forest Management Plan (2006)

Conservation Easement Deed (2009)

Ad Hoc Committee Meeting (1-25-18)