# <u>City of Keene</u> New Hampshire

# CONSERVATION COMMISSION MEETING MINUTES

**Monday, March 15, 2021** 

4:30 PM

Remote Meeting via Zoom

#### **Members Present:**

Alexander Von Plinsky, IV, Chair Eloise Clark, Vice Chair Councilor Bobby Williams Art Walker Ken Bergman Andrew Madison Tom Haynes, Alternate (Voting) Steven Bill, Alternate John Therriault, Alternate

#### **Staff Present:**

Rhett Lamb, Community Development Director/Assistant City Manager Andy Bohannon, Director of Parks, Recreation & Facilities Corinne Marcou, Administrative Assistant

### **Members Not Present:**

Brian Reilly, Alternate

# 1) Call to Order

Chair Von Plinsky read the executive order authorizing a remote meeting: Emergency Order #12, issued by the Governor of the State of New Hampshire pursuant to Executive Order #2020-04. Pursuant to this order, Chair Von Plinsky called the meeting to order at 4:33 PM and members present stated their locations and whether calling alone.

# 2) Approval of Meeting Minutes – February 16, 2021

Corrections: line 36, change wee to week; line 40, change Mr. Therriault to Mr. Bergman.

Mr. Bergman moved to adopt the minutes of February 16, 2021 as amended, which Mr. Walker seconded, and the motion passed with a unanimous roll call vote in favor.

#### 3) Applications

# a. NHDES 34 Darling Ct. – Expedited Minimum Impact Wetlands Permit

Mr. Lamb said this was an expedited application from the property owner of 34 Darling Court for a new driveway crossing that was approved previously in 2006. A representative of the owner spoke: Chris Danforth – Senior Environmental Scientist for TFMoran, Inc. of 48 Constitution

Drive in Bedford, NH. Mr. Danforth began stating that due to how this subdivision was set-up, access to each lot was limited with a 40-foot right-of-way (ROW) and so there were no other options to place this culvert. Mr. Danforth showed a photo of driveway access from Darling Court and a photo of the actual wetland, which he called a small finger extending upslope and terminating where the crossing was proposed. To construct this crossing, 310 square feet of wetland impact were proposed. As a part of this application, two abutters were notified of this action due to work within 10 feet of the common property lines; the original sub-divider did not respond and Mr. Danforth assumed their compliance, and the second property owner responded with no expressed concerns in a signed letter. He explained that this proposal was to install a 15inch culvert for cross drainage due to filling to raise the driveway and accommodate the culvert. A septic system was approved already and the owners hoped to begin construction in the spring. He reiterated that the intent to cut was already approved in 2006 so the lot could be cleared, which occurred. State rules require obtaining a Wetlands Permit for residential use because logging was a different use with a different permit than this one. Mr. Danforth said he found no information on endangered species in the area and maps show no rare wildlife or wetland habitat. To submit this application as expedited, a signature of concurrence was required from the Conservation Commission Chairman.

Mr. Lamb explained that this was a conservation residential subdivision and under City rules, significant portions of the original lots were set aside for conservation of identified natural resources, wetlands, steep slopes, and habitat values. As such, the maximum preservation of resources had occurred already on these lots through that zoning district.

Vice Chair Clark asked how wide the driveway would be. Mr. Danforth said the road surface would be 15 feet and that the shoulders of the fill would be 30 feet at grade. Vice Chair Clark asked the condition of the wetlands on both sides of the driveways and whether connectivity existed or would remain with the abutting lots. Mr. Danforth said he found no jurisdictional wetlands above the culvert, only surface water that accumulates at this low point. This is the head of a small wetland finger that extends to a larger wetland downstream and so connectivity would be maintained for surface runoff from upslope of the driveway.

Mr. Bill asked if the culvert size would be the standard 15-inch and Mr. Danforth replied in the affirmative, stating that the size is standard for a driveway culvert ditch with a small watershed above and the driveway cutting-off flow. Mr. Danforth did not encounter any ground scouring that would indicate high flows in the area, which is mostly lawn and intact vegetation. Mr. Bill asked about the degree of driveway fill. Mr. Danforth said that the driveway is on a slope and on the downstream side, the invert of the culver is at 1,012.5 feet with the top of the driveway at the road surface is 1,017 feet. He continued that therefore the project would require five feet of fill from the high to low point of the driveway, which is just enough to accomplish the driveway width without going over the property lines. Mr. Bill asked the type of fill. Mr. Danforth said it would be essentially road material; structural fill that would be probably crushed gravel.

Mr. Therriault assumed the disturbance of land on either side of the fill area for equipment, etc., and asked what the ground cover would be reseeded with. Mr. Danforth referenced the plans in the meeting packet and said they would use a Department of Transportation (DOT) slope mix (#44 – tall fescue, KY blue grass, perennial ryegrass, laser poa trivialis, streaker red top, and switchgrass) intended be suited well to transitional areas between wetlands and uplands. He was unsure what the owner planned for the remaining private areas, but Mr. Danforth recommended revegetating any disturbed ground. Mr. Danforth agreed with Mr. Therriault about the benefits of reseeding with native wildflowers so that not all grasses would be used. Mr. Therriault suggested wildflower species that do well in wetter ground and self-seed well including New England asters, ironweed, and rose milkweed.

Mr. Bergman asked whether the ultimate criterion for evaluating the project would be that flow through the culvert remains or to maintain this small wetland in close to its near original state and what is compatible with the conservation residential zoning district. Mr. Danforth said there is no jurisdictional area above the head of this wetland where impacts would occur, with the exception of surface flows. Mr. Danforth was using the culvert to maintain the connectivity and hydrology for the wetland downstream. Mr. Lamb referred back to the subdivision plan approved in the early 2000s and pointed out where there was a wetland adjacent to the lot in question to demonstrate that the primary resource value of the area was duly protected already. In order to provide that owner some developable land, some small areas of lots 13 and 14 at the head of the larger wetland remained. He confirmed that the criterion for issuing the Wetlands Permit falls to whether the proposal meets NH Department of Environmental Services (DES) rules. Mr. Lamb said that short of narrowing the proposed driveway, there were no other feasible options to place a driveway to reach the buildable portion of this lot. Mr. Danforth said the 40-foot ROW is just sufficient enough for the grading to install the culvert to function correctly.

Mr. Lamb said that this would require a vote to *not* intervene should the Commission have no concerns, at which time the Chairman would sign the application that goes to NH DES. The Chairman said it seemed sufficient planning occurred and he felt good about the work done for the whole subdivision. He heard no objections.

Mr. Madison moved to not intervene with the NH DES application for 34 Darling Court, which Councilor Williams seconded, and the motion passed with a unanimous roll call vote in favor.

### 4) Communication and Notifications

a. NH Fish & Game Department Letter – "Trails for People and Wildlife" Update

Mr. Lamb referenced this informational letter in the meeting packet on the topic of access to trails for both people and wildlife.

#### 5) Informational

a. Subcommittee Reports

#### i. Outreach Subcommittee

Vice Chair Clark continues submitting Nature Nuggets to Ms. Marcou, who posts them to the website and social media. The Vice Chair had submitted nine since the last meeting, including one on garlic mustard but without details yet on the upcoming event.

#### ii. ARM Fund Subcommittee

The Chairman said the Subcommittee had not met since learning there would be no funding for this watershed in 2021 but said they should start meeting to consider other funding for goal projects. Mr. Bergman and Chair Von Plinsky agreed they could continue with an intention to review City property maps in search of targets to rank for easement or purchase, possibly starting in April. Mr. Bill stated that he had a site to recommend when the time was appropriate. When the time comes, Mr. Madison offered to help develop conservation criteria for evaluating properties, which he used to do through non-profit work. The Chairman recalled that Mr. Haynes began to highlight rough criteria a few years ago also and all help was welcome moving forward.

Mr. Lamb said that a primary idea on the record from previous meetings was to seek funding to improve habitat and watershed value of the portion of Beaver Brook near to the new Russell Park. He thought there were still opportunities for this because it is a phased project. Mr. Bill requested a Commission site visit at Russell Park to understand the design plans. The Chairman, Mr. Lamb, and Mr. Bohannon would try to schedule that. Mr. Lamb noted that it was likely too late for the Commission to influence the final design choice, which was underway. The Commission could, however, have an influence from the point of view of Beaver Brook. The Chairman thought a site visit would be beneficial for the Commission to be better acquainted with the context moving forward. Regarding the 2009 Moosewood Ecological report requested at previous meetings, Mr. Lamb said it was very large and he was seeking a way to divide it and post on the Commission webpage.

# **b.** Greater Goose Pond Forest Management Stewardship Committee (Proposed)

The Commission's February 2021 vote to recommend this Stewardship Committee would be introduced to the City Council on March 18, presented in detail to the Planning, Licenses & Development Committee on March 24, and would go before Council again for final vote to form this public body on April 1.

#### 6) <u>Discussion Items</u>

# a. Discussion – Garlic Mustard Challenge

Councilor Williams shared a presentation to help the Commission leave this meeting with a plan for the Garlic Mustard Challenge (GMC). He began by sharing three goals:

1. Replace stands of invasive garlic mustard with native and pollinator-friendly plants.

- 2. Create awareness of invasive species issues among Keene citizens, landowners, and government officials.
- 3. Identify people willing to volunteer for invasive species management projects and develop a model for engaging with them on City-sponsored invasives projects.

Councilor Williams shared a list of potential partners:

- Conservation Commission project oversight
- Keene City Staff operational support
- Mayor and City Council publicity
- University of New Hampshire Cooperative Extension training materials
- Nature Groupie volunteer recruitment support
- Local schools and service organizations
- Local restaurants and merchants
  - Machina Arts Restaurant has expressed interest in creating special garlic mustard dishes
- Town of Hanover, NH
- Cheshire County Conservation District appropriate native seed mixes for replanting

Councilor Williams discussed a high-level timeline, which may need to shift based on when garlic mustard blooms this spring, but the goal is a two-week event:

- March 15 Conservation Commission meeting
- April early publicity & acquire supplies
- April 19 Conservation Commission meeting
- April 22 Earth Day
- April 24 (Saturday) volunteer training
- May 1 (Saturday) location scouting and flagging/GMC begins
- May 3 (Monday) public map
- May 6 (Thursday) City Council meeting (Mayoral proclamation?)
- May 16 (Sunday) GMC ends
- May 17-23 post-pull site evaluations and reseeding/replanting
  - o This was a new suggestion from the Councilor since the last meeting

The Chairman asked Councilor Williams how many pull sites he imagined and the Councilor asked to discuss that later in his presentation.

Next, Councilor Williams discussed publicity options:

- The City Website early advertising and possible support for GPS/GIS mapping
- Social Media all Commission members were urged to share Vice Chair Clark's Nature Nugget's on their personal social medias, including the recent one on garlic mustard, and to spread the word about the GMC through their personal networks
- Instructional Video some already exist and some volunteers have offered to help create the training video
- Radio public interest advertisements for a broader awareness

- College radio stations included
- Nature Groupie to reach and organize volunteers; success with the GMC in the past
- Green Up Keene one or two weeks before the GMC and could include GMC information in the Green Up Keene materials to raise awareness about the species and reach a target audience that might want to participate in the GMC
- Mayoral proclamation or Council resolution a resolution would be great for attention but might require too much administrative time; Councilor Williams thought a Mayoral proclamation would be possible
  - Councilor Williams and Mr. Madison agreed that a resolution should not be needed legally and the Conservation Commission should be able to act on its own authority to hold the event

On publicity, Vice Chair Clark suggested announcements in local newspapers. Mr. Therriault added that the Keene Sentinel's ELF section is always looking for community activities to share.

Mr. Therriault suggested that GMC participants could be provided packets of purple coneflower seeds to distribute on the disturbed ground, stating that it is one wildflower that does not require a cold conditioning period prior to seed germination. He could acquire one pound for \$45. Councilor Williams thought of clover as a similar option. Vice Chair noted that purple coneflower actually likes sunny areas and garlic mustard does not. Councilor Williams was hopeful that working together, a proper seed mix could be established.

Councilor Williams continued his presentation discussing supplies necessary for the event:

- Black plastic bags
  - All agreed that adding more black plastic bags to a landfill is not ideal, despite it begin understood as the best management practice for garlic mustard eradication, and not wanting to disturb the disposal procedure so that it defeats the purpose.
  - o Councilor Williams suggested a large, plastic reusable bin at one location to see if it could work. Mr. Haynes has 40-gallon bins to donate for this experiment.
  - O Vice Chair Clark said that when she plucks baby buckthorn and other invasives she hangs them in tree crotches and allows their roots to dry. She wondered if there was rationale for doing the same with garlic mustard. Because garlic mustard is picked while in bloom, there would be no seeds on them to disperse.
  - Mr. Bill wondered if leaf bags could be a viable alternative. Councilor Williams thought that would be a good question for the Chairman and Mr. Walker to ask during the NH Invasives Academy they were attending.
- Informational signs
- Flags to mark areas designated for volunteers
- Seeds and/or seedlings for replanting garlic mustard pull sites

Next, Councilor Williams discussed a possible budget, stating that it did not seem the costs would be high and that he was willing to contribute some out-of-pocket. He asked what remained in the Commission's budget. Mr. Lamb said that at the beginning of each fiscal year, the

Commission budget gains approximately \$1,500 and there were \$1,430 remaining as of this meeting's date. The Commission could also solicit donations. Mr. Madison agreed that the costs should not be high, no more than a few hundred dollars. Councilor Williams thought the greatest possible expense could be seeds but he hoped to have a good bargain through the Cheshire County Conservation District, with the help of Amanda Littleton. Mr. Bill questioned whether there would be landfill fees. Mr. Lamb said the cost is approximately \$2 per bag, which could become costly, and he was unsure whether those fees could be waived. Councilor Williams wondered if there was someone local with the willingness and capacity to compost the garlic mustard safely. Mr. Lamb said that the Elm City Cooperative was collecting compost across the City around the time of this meeting.

Councilor Williams continued his presentation discussing volunteer training. He read a quote from Malin Clyde of the UNH Cooperative Extension about how to host a training: "You could plan to host a training in the spring to show a few key volunteers how to ID the plant (it's easy during the right season, and I'm sure there are folks in garden clubs, the Commission, or at Keene State that know the plant). The trained folks could then go out and look for populations in parks or conserved lands. When you have a few key areas identified, you could either encourage people to go pull on their own (and report their bags to you), or you could have the trained volunteers host some small workdays, and submit their number of bags pulled on the GMC website (reporting form)." Councilor Williams said that training should include:

- How to identify garlic mustard and other plants to not touch
- The City's new See-Click-Fix municipal reporting system now available as a phone app and the Councilor wondered if it could be adapted to report and mark invasive locations as a map building tool.
  - Citizen concerns (e.g., potholes, a downed tree on a trail, etc.) are reported through the app and feed directly into the Public Works Department work order system. In the app, citizens can see a map of the location of their reported concerns and all other active work orders.
  - o Mr. Lamb would inquire whether this could be adapted for garlic mustard location reporting during the challenge because it goes to the Public Works Department for action. Councilor Williams said it is a great tool with quick results and he wondered if the system could be adapted to divert garlic mustard reports to the Commission instead of Public Works Department for the period of the Challenge. If this is not permissible, locations could be reported via email for map creation.
- What City properties are "in bounds" for the activity
  - o Locations to publicize that are safe (e.g., not too close to roadways, etc.)
  - o Properties where this activity would be permissible must be City properties

Mr. Madison thought that Zoom or YouTube would be the best platforms for training due to Covid-19. Then, when materials are distributed to volunteers for the challenge, they could include a handout on garlic mustard identification and plants to not touch, and a map of areas that are in bounds for the activity. He thought that a short five to 10-minute YouTube video would engage more volunteers because they could do the training in their free time versus

constricted Zoom call times. Councilor Williams said that a digital information packet could accompany the video.

Mr. Bill asked whether any garlic mustard sites were already identified or if best to wait until growing season to determine. Councilor Williams knew of three in his neighborhood: one likely too close to the road, one near Robin Hood Park, and one other on a City lot. Mr. Bohannon wondered whether there were any spots in the Ashuelot River Park, where there was an upcoming large volunteer work day during the last week of April that could address the concern. Mr. Madison said he would be unsurprised to find garlic mustard patches in Ashuelot River Park. If the bloom time did not align with that volunteer event then Councilor Williams suggested those individuals could scout and flag garlic mustard in advance of the Challenge. Mr. Madison recalled that Green Up Keene was scheduled for April 24, when people would be roaming the City and could be flagging garlic mustard as well. Mr. Bill wondered whether that would leave enough time to create maps during the following week in time for the Challenge. Councilor Williams thought it was possible, stating that he thought aggregating the locations would be the harder part, and at very least it should be possible to find enough general sites to advertise. Mr. Bill suggested likely locations in Robin Hood Park too. If enough sites and volunteers were scouted during Green Up Keene, then Mr. Haynes said that Commission members could be posted at those locations to guide and supervise volunteers.

Councilor Williams continued his presentation with a quote from Nature Groupie on the GMC: "After a wide-ranging educational effort, [Hanover, NH's] Biodiversity Committee has begun to focus on an innovative management approach: neighborhood efforts coordinated by neighborhood leaders. Along trails and roads with garlic mustard infestations, "pulling stations" were established to promote pulling by individual volunteers. These stations were stocked with educational materials, a movable "PULL HERE" sign-post and bags to promote anonymous walkers to pull. Trained volunteers then check all the sites and remove full bags to the landfill."

The Councilor shared what he envisioned for Keene's GMC:

- Conservation Commission provides a live map of pick-able garlic mustard on public property, including the location of a few mobile "stations" near significant stands of garlic mustard.
- Each station has large garbage bins or bags with explanatory signage.
  - Stations to be checked regularly by volunteers, with garlic mustard to be disposed of appropriately.
  - Stations to be moved if an area is "picked out" perhaps five floating stations, one in each Ward.
- People also encouraged to pick garlic mustard on their own and send photos of locations.

Chair Von Plinsky cited challenges because the Commission does not know yet the scale of the problem in Keene. Mr. Madison said that this year could be a test and there should be no surprise if turnout is not what the Commission hopes/expects because it is the first and it would provide the basis to improve next year. Mr. Madison hoped that Green Up Keene would be taken as an

opportunity to raise awareness of the species, the GMC, and properties in volunteers' neighborhoods. Mr. Madison said that Jordan Scott at Machina Arts Restaurant agreed to create a few menu specials to raise interest and awareness.

The Chairman wondered whether it made sense for the first year to choose a certain number of places or "volunteer basecamps" like Ashuelot River Park, Robin Hood Park, and Wheelock Park for easier planning. Councilor Williams thought an advantage was that locations could move throughout the two weeks as areas are picked fully. There could be a list of priority areas that are convenient and dispersed geographically; he thought two or three locations were reasonable. The Chairman and Mr. Walker would inquire at the NH Invasives Academy about early detection and whether seed dispersal maps exist already. Nature Groupie could have something similar.

Councilor Williams concluded his presentation suggesting follow-up actions after the GMC: revisit, evaluate, replant, water, and care for new plantations of appropriate native/pollinator-friendly species.

The Commission discussed and claimed tasks to accomplish before the April meeting:

- Chairman:
  - o Seek pamphlet from Nature Groupie to include with Green Up Keene materials.
  - Communicate with Elm City Compost about transporting garlic mustard to Wyndham for composing.
  - o Inquire at the NH Invasives Academy about mapping and alternatives to landfill disposal, like composting. (Mr. Walker would inquire as well)
- Vice Chair Clark, Mr. Therriault, and Mr. Bergman:
  - Work together and in collaboration with Amanda Littleton at the Cheshire County Conservation District to determine the most appropriate and affordable native seed mix for replanting.
  - o Follow-up quickly after this meeting because seeds would require 30-60 days to be stratified.
  - Commissioners could buy the seeds and submit receipts to Ms. Marcou for reimbursement or provide the supplier information to Mr. Marcou, who could purchase directly from the Commission's budget.
  - Vice Chair Clark emphasized the importance of not replacing one problem with another (e.g., hostas are non-native and would defeat the purpose, and any type of ironweed could be a problem here).
  - o Forest asters could be good options.
  - A two or three species seed mix that is best suited to the environmental conditions of replacement patches. Creating a monoculture of one species replacement would be vulnerable to disturbances, like bad weather.
  - o Could inquire about the NH DOT wildflower mix used along highways.
  - Confirming a seed mix should be based on good science and not Commission preference/consensus to ensure the replanting have the best chance at success.

- Councilor Williams:
  - o Provide free envelopes for seed packaging.
- Councilor Williams and Mr. Madison:
  - Work together to create training materials and establish opportunities for broader social media exposure.

The Chairman and Mr. Madison agreed with Mr. Lamb that choosing some pre-selected locations for this first Challenge could be optimal to simplify site access, site permission, and safety. Then, the GMC can grow in future years. Chair Von Plinsky said to keep in touch with Mr. Lamb and Ms. Marcou via email throughout the next month so this work proceeds. The schedule would be tight between the April meeting and the commence of Green Up Keene.

# b. Update - Bee City Designation

Mr. Therriault reported that he received confirmation the day of this meeting that Keene has been certified officially as a Bee City USA affiliate. In the meeting packet, Mr. Therriault shared five goals to accomplish during the first year as a Bee City:

- 1. Whenever City land is disturbed, native wildflower seeds should be scattered as a part of the restoration.
- 2. Encourage homeowners to create small areas (50-100 square feet) for pollinators through newspaper articles or other publicity.
- 3. Conduct a pollinator survey to document a baseline of municipal species diversity.
- 4. Plant a pollinator strip on a visible section of public land and provide one or two educational signs to accompany.
- 5. Parks Department consideration of over-seeding park lawn areas with Dutch white clover.

The Chairman thanked Mr. Therriault for his continued work and said he thought that if those goals were accomplished, then it would be a successful first year.

#### c. Old Gilsum Road – Goose Pond Forest

Mr. Lamb shared a map of the Class VI portion of Old Gilsum Road, where three decades ago the road was closed with gates and bars to restrict access by motorized vehicles, while still being a public way and open to recreation. The use of Old Gilsum Road is an ongoing discussion at the Municipal Services, Facilities and Infrastructure (MSFI) Committee, which Mr. Lamb encouraged Commissioners to follow continuing on March 24. Through that MSFI process, a local resident sought to access a 30-acre parcel by ATV, first by using Old Gilsum Road and now by using a water tank utility road that is on conservation easement land. Additionally, Mr. Lamb said that other local residents have stated interest in returning Old Gilsum Road to a Citymaintained Class V road because permits for development cannot be issued for properties on Class VI roads. These lots no longer comply with Zoning, would be not in compliance with

today's codes for road design or dead-end streets, and the cost of maintaining a new road could be cost prohibitive.

At today's meeting, Mr. Lamb was initiating discussion of possibility of the City acquiring eight small privately owned outparcels along Old Gilsum Rd owned by six property owners. These parcels of land are south of the power line. If acquired, the land would be added to the Greater Goose Pond Forest. Adding contiguous land to the forest has been a City priority for some time, and several times in the past, owners have approached the City and he City Council has voted to acquired land for this purpose. Mr. Lamb oriented Commissioners with these parcels on a map. The eight lots were present when Old Gilsum Road was still maintained as a Class V City street. Today it acts like a trail and is not maintained by the City. Staff suggested that the Commission could start a discussion about reaching out to these property owners to determine their willingness to sell, which would align with the Commission's general priorities and focus on the Greater Goose Pond Forest. Mr. Lamb hoped to reserve time at an upcoming meeting to discuss the value of the City's approach to acquiring land to complete the larger Greater Goose Pond Forest.

The Chairman suggested that a few Commissioners could work under the lens of the ARM Fund Subcommittee – despite knowing that fund is unavailable currently – because of that groups focus on identifying parcels for City acquisition and conservation. Councilor Williams wondered if this would be a more appropriate role for the proposed Greater Goose Pond Forest Management Stewardship Committee. Mr. Lamb thought that was a great point and continued that the Committee could be preoccupied implementing the Forest Management Plan, though he saw no reason they could not do that work.

The discussion would be agendized for the April meeting.

# 7) New or Other Business

Mr. Bergman shared that over the winter, the Keene Dillant Hopkins Airport in Swanzey had become a birding hotspot for visitors observing activities of wildlife such as short-eared owls, barred owls, norther harriers, and more. He anticipated further interest in the location as spring progresses and new species could appear. He recalled that the Airport Director was seeking an environment impact report for the area and Mr. Bergman wanted that group to consider this activity. Mr. Lamb encouraged Mr. Bergman to compile photos and brief summaries on wildlife activity there that could be shared like the Nature Nuggets via Ms. Marcou.

# 8) Adjournment

There being no further business, Chair Von Plinsky adjourned the meeting at 6:03 PM.

Respectfully submitted by, Katryna Kibler, Minute Taker CONS Meeting Minutes March 15, 2021

**ADOPTED** 

March 18, 2021

Edits submitted by, Corinne Marcou, Admin. Assist. March 19, 2021, and Rhett Lamb ACM/Community Development Dir. April 13, 2021