



**CONSERVATION COMMISSION**  
**AGENDA**

**Monday, April 20, 2026**

**4:30 PM**

**Keene Recreation Center  
Room 22**

Commission Members

Gary Flaherty, Chair  
Barbara Richter, Vice Chair  
Katie Kinsella  
William White  
Michele Chalice  
Steven Bill

Kenneth Bergman  
Bob Milliken, Alternate  
Thomas P. Haynes, Alternate  
John Therriault, Alternate  
Alexander Von Plinsky, Alternate

**Site Visit:** Commission members will conduct a site visit of the property located at 315 Old Walpole Road at 3:30 PM.

1. **Call to Order**
2. **Approval of Meeting Minutes** – March 16, 2026
3. **Planning Board Referral**
  - a) **PB-2025-21 – Subdivision & Surface Water Protection Conditional Use Permit** – Applicant Cardinal Surveying and Land Planning, on behalf of owner Fernando Marguerite Cyr, proposes to subdivide the property located at 315 Old Walpole Rd (TMP# 210-027-000) into an ~7.94-acre lot and an ~2.70-acre lot. A Surface Water CUP is requested to allow the access driveway for the new lot to cross the wetland buffer. The parcel is located in the Rural District.
4. **Report-outs:**
  - a) Greater Goose Pond Forest Stewardship Subcommittee
  - b) Invasive Plant Species
  - c) Land Conservation / Easement Monitoring
  - d) Pollinator Updates
5. **Discussion Items**
  - a) Land Protection Criteria amended February 2026
  - b) Red Pine Scale – Harvesting and Replanting plan Informational Resources
    - a. Website: [KeeneNH.gov/red-pine-scale-information](https://www.keene-nh.gov/red-pine-scale-information)
    - b. Letter sent to Abutters of Dinsmoor Woods
  - c) Vernal pools on lot 9 off Old Gilsum Road
  - d) Draft Letter to Keene Country Club re: best management practices for turf adjacent to water bodies

6. **Amendments to the Rules of Procedure:** Vote on draft Rules of Procedure presented at the March 16 meeting.
7. **Correspondence:**
  - a) Northeast Vegetation & Mosquito Control - Mosquito Control Program Notice Letter
  - b) Society for the Protection of NH Forests – Annual Membership Renewal Request
  - c) NH Turtle Rescue – Turtle Road Crossing Education and Resources
8. **New or Other Business**
9. **Adjourn** – Next meeting: Monday, May 18, 2026

City of Keene  
New Hampshire

CONSERVATION COMMISSION  
MEETING MINUTES

Monday, March 16, 2026

4:30 PM

Room 22,  
Recreation Center

**Members Present:**

Gary Flaherty, Chair  
Barbara Richter, Vice Chair  
Councilor Michele Chalice  
Steven Bill  
Bob Milliken, Alternate (Voting)  
Thomas Haynes, Alternate (Voting)  
John Therriault, Alternate (Voting)

**Staff Present:**

Mari Brunner, Senior Planner

**Members Not Present:**

Katie Kinsella  
William White  
Ken Bergman  
Alexander Von Plinsky, IV, Alternate

1) **Call to Order**

Chair Flaherty called the meeting to order at 4:31 PM.

Keene Resident Nora Judkins joined the meeting and introduced herself.

2) **Approval of Meeting Minutes – February 17, 2026 (Regular and Workshop)**

Revision: Line 431–432 of the Regular meeting minutes: change to read, “Mr. Bill said Ms. Whittemore is no longer on the faculty at Keene State College.”

A motion by Councilor Chalice to adopt the February 17, 2026 regular meeting minutes as amended was duly seconded by Mr. Bill and the motion carried unanimously.

A motion by Mr. Haynes to adopt the February 17, 2026 workshop minutes as presented was duly seconded by Vice Chair Richter and the motion carried unanimously.

3) **Report-Outs:**

A) **Greater Goose Pond Forest Stewardship Subcommittee**

31 Mr. Haynes reported that the Subcommittee met on March 13, 2026 after not meeting in  
32 February, so there was a lot to talk about. Regarding trails, the Subcommittee decided to focus  
33 on two trails for major projects—the Mattson and Lower Drummer Trails—aside from all the  
34 regular trail maintenance. The group created a trail work schedule for May through October  
35 2026. Workdays are the second Fridays and fourth Saturdays monthly; Fridays are typically  
36 Committee workdays Saturdays are community workdays, with notices to the public. Mr.  
37 Haynes reported an additional workday on June 6, 2026, National Trails Day, as well as other  
38 unplanned days when Mr. Haynes has extra time on Fridays to lead work in the woods. He noted  
39 that the Subcommittee also talked about doing some limited blazing (painted blazes on trees) on  
40 a few other trails to encourage people who may not know the trails as well to follow them,  
41 especially in the winter.

42  
43 Next, Mr. Haynes shared the Subcommittee’s outreach plans, which he leads. He recalled that in  
44 summer 2025, a recreation program youth group (ages 14 and 15) cut many feet off the  
45 Kingsbury Trail and made a stone bridge. The group would be participating again during  
46 summer 2026, and Mr. Haynes planned for them to focus on the two priority trails: Mattson and  
47 Lower Drummer. Although, he was not sure yet what projects they would complete. Another  
48 outreach effort was that the Subcommittee hoped the Harris Center for Conservation Education  
49 would be coming to its next meeting. Mr. Haynes recalled reporting that the Greater Goose Pond  
50 Forest Stewardship Subcommittee does not have the capacity for outreach. However, The Harris  
51 Center has the staff and all the things needed for outreach, so the Subcommittee hopes to partner  
52 with them on the Goose Pond Through the Seasons walks (four guided walks throughout the  
53 year). Mr. Haynes said it would be really exciting to partner with them since they have the skills  
54 and expertise for that educational outreach.

55  
56 Mr. Haynes shared updates on the spillway bridge. The Subcommittee was unable to meet with  
57 the City Engineer, who talked about the ramp at the Conservation Commission’s February 2026  
58 meeting; the Subcommittee was still unsure what the ramp would look like. Mr. Haynes hoped to  
59 meet with the trail builder Lew Shelley on site later during the week of this meeting to  
60 brainstorm their own ideas for the ramp and see if they match the City Engineer’s ideas. Mr.  
61 Haynes said people seemed interested in wanting to finish the ramp during 2026, so that would  
62 mean the bridge would be fully completed.

63  
64 Mr. Haynes also reported that there would be a blue ribbon cutting for the bridge to thank all the  
65 workers and the donors, especially Savings Bank of Walpole, which contributed \$10,000 to this  
66 bridge as a part of the community project. The Spillway Bridge Ribbon Cutting would be  
67 Saturday, June 6, 2026—National Trails Day. Mr. Haynes invited everyone to celebrate and then  
68 he would put them to work. The Subcommittee would determine other details of the event in the  
69 meantime. Mr. Haynes reported total funds raised for the bridge as \$9,750. The hope was to raise  
70 \$10,000 to fully match the Savings Bank of Walpole’s dollar-for-dollar donation, but the total  
71 was very close, so the Subcommittee was thrilled it was able to accomplish that community  
72 fundraising. He said the City’s Engineering Division reported that the total bridge cost was  
73 \$22,653.00 and the goal was for it to be approximately \$20,000. Mr., Haynes said the  
74 Subcommittee felt pretty good about coming close because there were some added costs for  
75 materials. So, Mr. Haynes said that approximately 80% of the total bridge costs were raised by

76 community members, and with the Savings Bank of Walpole, it was almost \$20,000 in total  
77 community support.

78  
79 Councilor Chalice asked if there would be a press release for the Ribbon Cutting Ceremony and  
80 what was accomplished. Mr. Haynes noted that with the event not until June, there was still time  
81 to figure out those details; he suspected the Parks and Recreation Department staff would handle  
82 most of that. Councilor Chalice wondered whether the Commission has to ask the staff to do that.  
83 Mr. Haynes said no, the Subcommittee would be working with them to do it and he specifically  
84 asked Director of Parks and Recreation Carrah Fisk-Hennessey to handle this. Mr. Bill noted that  
85 Ms. Fisk-Hennessey is on the Subcommittee.

86  
87 Mr. Bill reported that the Subcommittee discussed criteria for building new trails and Director  
88 Fisk-Hennessey was working on a revision for the Subcommittee, which they would bring to the  
89 Conservation Commission. Additionally, the Subcommittee discussed trying to discourage  
90 people from using the old north trail head until the old steps are out. Mr. Haynes said there is  
91 rebar there that is a safety hazard, but he thinks people are so used to using the trailhead that they  
92 do not notice the signage. So, the Subcommittee would collaborate with the Parks and Recreation  
93 staff to determine how to do that differently. It is not closed, but the Subcommittee wants to  
94 encourage people to use the new trailhead.

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96 Vice Chair Richter asked whether the Subcommittee had used the Nature Groupie website for  
97 outreach. Mr. Haynes decided that because there are only five members of the Subcommittee,  
98 outreach is beyond their capacity. Vice Chair Richter agreed it is time consuming. She thought  
99 that by working with the Harris Center, they might do it for the Subcommittee. Mr. Haynes  
100 agreed that would be the goal of working with them on the Subcommittee's four annual  
101 programs and anything else they could help to coordinate. He said that would free up the  
102 Subcommittee's time. Vice Chair Richter agreed that it was a good idea.

103  
104 Mr. Bill added that the Subcommittee discussed a bird walk and Mr. Haynes said he was going  
105 to email Steven Lamonde about leading it. Mr. Bill also thought Commissioner, Ken Bergman,  
106 could be another possibility to ask. Councilor Chalice asked whether the Subcommittee ever  
107 accepted recommendations of interested community members who could lead walks because she  
108 has a neighbor, who is quite a birder, for example. Mr. Haynes said the Subcommittee gravitated  
109 toward people they feel comfortable with and know can lead the walks. For example, Mr.  
110 Lamonde had led bird walks at Goose Pond in the past; not that Councilor Chalice's suggestion  
111 is not capable. He noted that it was an effort to make things easier for the Subcommittee.  
112 Councilor Chalice and Mr. Haynes agreed that if there was a way to draw in more interested  
113 community members and keep it not time-consuming for the Subcommittee, that it would be  
114 great. Councilor Chalice said she could share the event with her neighbor. Mr. Bill suggested that  
115 if the Harris Center is involved, it will help with publicizing in the near future. Mr. Haynes  
116 agreed that the Subcommittee members are not natural marketers. Mr. Bill noted the  
117 Subcommittee learned that Harris Center had been doing programs in the Greater Goose Pond  
118 Forest, and the Subcommittee did not know most of the time. So, Mr. Bill said some better  
119 connection would be great. Commissioners mentioned that it would be an exciting opportunity.

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121 **B) Invasive Plant Species**

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Councilor Chalice reported that she could definitely not take over this effort from former Commissioner, Councilor Bobby Williams. However, Mr. Milliken volunteered to lead the Invasive Plant Species Program moving forward. Commissioners agreed that it was great news and thanked Mr. Milliken.

Mr. Milliken had not yet heard back from Councilor Williams about help with transitioning. Mr. Milliken would need help accessing contacts within the City and volunteers, as well as any maps, etc. He asked whether this volunteer Program engages poisonous invasive species: i.e., gloves and long sleeve shirts? Councilor Chalice called that general invasive work. She said that in terms of protecting for ticks—at least the bottom part of the body and gloves. Councilor Chalice said it is good to predicate the activity by saying there is always a chance to cross something that could cause a reaction. Mr. Milliken chairs the invasive species program at Hogback Mountain, where they do not have volunteers work with anything poisonous. He said he would set a meeting with Councilor Williams about it. Discussion ensued about whether Councilor Williams ever asked volunteers to work with poisonous invasives and wild parsnip was mentioned. Ms. Brunner noted the Commission authorized purchasing a tool (“Parsnip Predator”) to keep in the Keene Public Library’s Seed and Tool Lending Library.

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Mr. Milliken wondered if the Commission has a map of the invasive species eradication areas, similar to one at Hogback Mountain, tracking how much the invasive species are shrinking. The Commission agreed there was discussion about creating such a map. Vice Chair Richter thought Parks and Recreation Director Fisk-Hennessey might have connections on this because the City had contracted out removal of invasives in certain areas; those areas would be mapped. Whereas Councilor Williams picked smaller areas throughout the City (i.e., Robin Hood Park, the Rail Trail, the Arch Bridge) that were not officially mapped. The Commission agreed that Councilor Williams would be the source of the knowledge. Mr. Bill added that Councilor Williams tended many of those sites for several years, so it would be good to know and continue them. Mr. Milliken agreed he wants to care for what Councilor Williams started. Ms. Brunner noted that annually, Councilor Williams made flyers for each location, which she would share with Mr. Milliken. Discussion ensued about how on occasion, Councilor Williams spread native seed after pulling certain invasive plants. Mr. Haynes thought that would be something to ask him about as well. Councilor Chalice said she would be happy to potentially talk about being a source of seed.

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**C) Land Conservation / Easement Monitoring**

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Vice Chair Richter noted that she had been unable to start Easement Monitoring due to health reasons, but it would be on her spring 2026 schedule. She reviewed the updated Land Protection Criteria that the Commission had been working on and thought they were a really good start. She agreed that with one more Commission workshop, the group could really get them nailed down. Vice Chair Richter also agreed with the suggestion to complete the Land Protection Criteria before moving on to the Keene Conservation Priorities Checklist, with more specific resources to match each type of Criteria (i.e., compare a property to the Criteria). Chair Flaherty offered to

166 accompany Vice Chair Richter on Easement Monitoring, which the Vice Chair said would be  
167 especially helpful for the Concord Hill parcel, which Mr. Haynes agreed is steep.

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169 **D) Pollinator Updates**

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171 Mr. Therriault met with Ms. Brunner and Councilor Chalice in February 2026 to complete  
172 Keene's Bee City USA Annual Report for 2025. He said the only thing remaining would be to  
173 pay the annual \$200.00 renewal fee (for a city with less than 25,000 people).

174  
175 A motion by Mr. Therriault for the Conservation Commission to allocate \$200.00 of its Budget  
176 to pay the annual renewal fee to Bee City USA was duly seconded by Chair Flaherty. The  
177 motion carried unanimously on a vote of 7-0.

178 Councilor Chalice noted that she planned to sign up for both Pollinator Palooza and for Earth  
179 Day because Mr. Therriault would be stepping back from his Bee City duties. She wanted to  
180 contact the Xerces Society to see whether they have particular materials they want the City to use  
181 and Mr. Therriault said they do. He said the contact for a Bee City Coordinator is listed on their  
182 website. There is a Xerces Society volunteer in Keene (they attended the 2025 Pollinator  
183 Palooza) and Councilor Chalice would try to contact them to see if they want to join forces.  
184 Councilor Chalice asked if she had Mr. Therriault's okay to move forward. Mr. Therriault said  
185 yes. Ms. Brunner asked Councilor Chalice to keep staff in the loop.

186  
187 Councilor Chalice added that she would be brainstorming with some gardener friends about  
188 other events that she would love to see happening to welcome the bumble bees this spring. She  
189 talked about the fact that 80% of bumble bees are actually ground nesters and the rest are stem  
190 nesters. She would bring some attention to those issues in her next Monadnock Shopper News  
191 article, specifically reintroducing the notion of Bee City USA, which community members might  
192 not have heard about lately, and talking about upcoming events. Mr. Therriault said that all  
193 sounded great. He said his column in the Shopper News this time of year always cautioned  
194 against cleaning-up spring flower beds too early because many pollinators (e.g., butterflies)  
195 overwinter in leaf piles and brush piles (e.g., in stems of hollow plants from the previous year);  
196 cutting them down before several consecutive days over 60 degrees wipes them out. Councilor  
197 Chalice said the science has actually changed now. Her article in the Shopper News two weeks  
198 prior was about the fact that scientists are saying never to clean the flower beds and let the  
199 vegetation come up and hide the previous brush/leaf piles. Councilor Chalice's tagline was "If  
200 You Didn't Want to do it, Great! Don't!"

201  
202 Mr. Haynes mentioned the Bee City sign and Chair Flaherty said it was later on the Agenda.

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204 **4) Discussion Items:**

205 **A) Land Protection Criteria – Review of Draft Amendments Dated 2/17/2026**

206  
207 The Committee reviewed its February 2026 updates to the Keene Conservation Commission  
208 Land Protection Criteria. The document included new draft language at the beginning from Vice  
209 Chair Richter, which the group at the February 17, 2026 Workshop decided to keep. Ms. Brunner  
210 briefly summarized the changes that the Commission also reviewed during its February 17, 2026  
211 meeting in detail. The introduction language describes the Criteria and says land that directly

212 abuts existing conservation land will be a high priority (based on the Commission’s recent  
213 practice of purchases). Water resources were split into two categories: surface water and  
214 groundwater; protect drinking water is beneath both of those categories. The “Protect Woodland  
215 Resources” Criterion was renamed as “Protect Forest Ecology” to be focused more on the  
216 ecological value of forests and less on timber harvesting. There was not a lot of change to  
217 “Protect Agricultural Resources,” beyond adding an example of “urban agriculture.” Under  
218 “Protect Wildlife and Natural Areas,” the group added “Unique geologic features.” There were  
219 minimal if any changes to the final two Criteria: “Protect Cultural, Recreational, and Scenic  
220 Value” and “Collaboration and Leverage.”

221  
222 Mr. Bill said he thought of two things for the “Protect Cultural, Recreational, and Scenic Value”  
223 Criterion: (1) Protect and enhance pollinator habitat. Chair Flaherty said the Commission could  
224 discuss these added ideas during the next Workshop on April 20, 2026 at 3:30 PM. Second, Mr.  
225 Bill suggested adding something about wetlands. He agreed with Vice Chair Richter that vernal  
226 pools were mentioned, but that they are different. Discussion ensued briefly about the difference  
227 between wetlands and vernal pools as a lead-in to the April Workshop. Vice Chair Richter did  
228 not think wetlands would need to be another criterion, but likely listed under “Protect Surface  
229 Water Resources.” She did not think the Criterion should be so specific to refer to “vernal pools”  
230 but not “wetlands.” The Commission reviewed the draft Criterion dated 02/17/26, “Protect  
231 Surface Water Resources,” and found that the third subitem already addressed wetlands: “c.  
232 Maintain or enhance wetlands, vernal pools, floodplains, buffer areas, and riparian zones.”

233  
234 Chair Flaherty and the Commission confirmed the second workshop on the draft Land Protection  
235 Criteria would be at 3:30 PM on Monday, April 20, 2026. Ms. Brunner would try to secure the  
236 usual meeting location. Once the Commission confirms the Criteria, they would vote to approve  
237 them at the next Commission meeting.

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239 As a new Commissioner, Councilor Chalice appreciated the freer flowing, less formal style of  
240 the workshop. Chair Flaherty said open discussion is fine as long as it is within Robert’s Rules of  
241 Order.

## 242 **B) Member Bios for Website**

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245 Ms. Brunner showed Commissioners some of their first Member Bios that were listed on the  
246 Conservation Commission’s webpage at [KeeneNH.gov/Conservation-Commission](http://KeeneNH.gov/Conservation-Commission). This is  
247 where agendas and minutes are usually posted, and there is a list of active members. Under  
248 “Further Information & Resources,” at the bottom, she added the Bios. Ms. Brunner edited some  
249 of what Commissioner’s submitted to ensure consistency (i.e., formality). She offered to modify  
250 anyone’s Bio.

251  
252 Councilor Chalice asked if it would be possible to hyperlink from the list of Active Members at  
253 the top of the page to their Bios at the bottom of the page, so members of the public are  
254 encouraged to go see more. Ms. Brunner was unsure. Mr. Bill thought maybe they could add a  
255 statement like “individual Bios are at the bottom of the page.” He and Councilor Chalice agreed  
256 that it was dry and not enticing/inviting to scroll through the active members list. Vice Chair  
257 Richter suggested “Active Members (see Bios below).” Others liked the idea. Chair Flaherty

258 thanked everyone for contributing their Bios. Councilor Chalice said there is so much experience  
259 on the Commission the public may not know about or appreciate.

260  
261 **C) Invasive Plant Removal Workdays / Map / City Volunteer Program**

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263 Discussed under “Invasive Plant Species Report-Out.”

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265 **D) Red Pine Scale – Harvesting and Replanting Plan**

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267 Ms. Brunner shared that the “Red Pine Scale Harvesting and Replanting Plan” would be  
268 presented at the City Council’s Municipal Services, Facilities and Infrastructure Standing  
269 Committee meeting on March 25, 2026 at 6:00 PM. Interested Commissioners could attend the  
270 meeting or watch the live stream. Ms. Brunner said it should be a good overview of the Plan, and  
271 she thought the Committee might take comments from the public, but she was not entirely sure.  
272 Councilor Chalice asked whether the Red Pine Scale Harvesting and Replanting Plan would be  
273 available online for people to look at ahead of time. Ms. Brunner thought there could be a link to  
274 see it in advance for comments, but she did not think it was an actual document; staff would just  
275 be presenting a plan. She would find out. Other than some [links on the Parks and Recreation](#)  
276 [Department website](#), Parks and Recreation Director Fisk-Hennessey sent out letters with links to  
277 resources (Ms. Brunner did not have the letter yet but would share it with the Commission).  
278 Other than all that, members of the public could [view the MSFI Committee meeting recording](#)  
279 after the fact. She imagined that Director Fisk-Hennessey would be at the MSFI Committee  
280 meeting, noting how hands-on she had been. Councilor Chalice wondered whether Director Fisk-  
281 Hennessey would post the letter on the website as well as something that was a notice to abutters,  
282 so others could see that same information. Councilor Chalice said she would ask.

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284 **E) Bee City Street Sign**

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286 Ms. Brunner noted that when she met with Councilor Chalice and Mr. Therriault for the Bee City  
287 USA annual reporting, Mr. Therriault mentioned that one of the program requirements is to have  
288 a Bee City street sign. However, the City had never done it because there was some hesitation  
289 when the City joined the program about having another street sign. Ms. Brunner said she was  
290 curious to find out whether the Public Works Department could make one and so she contacted  
291 them and ultimately they were able to order one at a cost of \$150.00. Now, she said Public  
292 Works was asking which Project Center to charge the sign to. Ms. Brunner was hoping the  
293 Conservation Commission would be willing to cover the cost, a one-time expense. The  
294 Department also sought feedback on where the sign should be placed. Ms. Fisk-Hennessey  
295 suggested Ashuelot River Park because that is where Pollinator Palooza is held annually. Ms.  
296 Brunner was unsure whether that would qualify as a street sign because it would not be on the  
297 street; another option could be placing it at the Park entrance, which is on the Street. Chair  
298 Flaherty said he looked at the entrance and there was remaining space under the curved Park  
299 sign, where the two timbers hold it up. He said it would not be an overly big sign, so he  
300 suggested that Ms. Brunner check out the space. Chair Flaherty thought the Commission had  
301 enough money until the end of the fiscal year and if unspent, it would go away, so he was  
302 comfortable spending this money.

303  
304 A motion by Mr. Therriault to fund the Bee City USA sign at \$150.00 to be placed at the  
305 entrance to Ashuelot River Park was duly seconded by Councilor Chalice. The motion carried  
306 unanimously on a vote of 7-0.  
307  
308 Councilor Chalice said the Public Works Department would install the sign. Ms. Brunner said  
309 yes; they were unable to fabricate the beautiful sign in-house with the Bee City USA logo, so the  
310 Department ordered it from GemGraphics. Councilor Chalice thought it was a vote of confidence  
311 that City staff just went ahead and ordered it.

312  
313 **5) Amendments to the Rules of Procedure**

314  
315 Ms. Brunner explained that around 2019 the City went through the process of having all of the  
316 boards and commissions update their respective rules and procedures to all be current and  
317 similar. For some reason, she said the Conservation Commission was missed. So, Ms. Brunner  
318 proposed that the Commission review draft amendments to its Rules of Procedure based on the  
319 template that other boards and commissions use, customized slightly for this Commission. It  
320 includes some standard language around creation of subcommittees and remote participation.

321  
322 The current Rules of Procedure say that in order to amend the Rules of Procedure, the  
323 Commission must introduce the text at one meeting, form a subcommittee to review them, and  
324 then vote on them at the next regular meeting. The Commission can only waive the  
325 Subcommittee requirement by unanimous vote. Ms. Brunner hoped to walk through each Section  
326 of the proposed Rules of Procedure quickly. Then, the Commission could decide whether to form  
327 a Subcommittee and review them or to unanimously waive that requirement. Ms. Brunner  
328 reviewed each Section:

329  
330 1. Meetings: This section outlines the types of meetings Ms. Brunner has seen this Commission  
331 hold: Regular Meetings, Special Meetings (e.g., public hearing for land to be sold at auction),  
332 Workshop Sessions for in-depth discussion on one topic, and Site Visits (i.e., technically public  
333 meetings that have to follow all open government laws). These all require 24-hour advance  
334 notice.

335  
336 2. Public Hearings: The Commission can hold a Public Hearing on items it thinks may be of  
337 interest to the public. In addition, the Commission is required to hold a Public Hearing whenever  
338 it recommends expending money for the purpose of acquiring conservation land.

339  
340 3. Minutes: The language listed is pretty standard from the Rules and Procedure templates. Mr.  
341 Bill suggested adding remote participation now that technology had opened the door. Ms.  
342 Brunner agreed. She continued, explaining that state statute says that within five business days of  
343 the close of the meeting, the Minute Taker shall submit the draft minutes to the staff liaison, who  
344 shall then review. What the Commission sees in its agenda packets each month is what the  
345 Minute Taker created and then the staff liaison reviewed for grammar, and any questions the  
346 Minute Taker had about something said or something that was unclear. Sometimes the recording  
347 is used to confirm. All of those corrections are made with track changes turned on, so it is  
348 available to Commissioners if there are questions about edits. Members of the public can also

349 access the minutes five business days after the meeting by requesting a draft copy from the City  
350 Clerk's Office. Vice Chair Richter asked when minutes are posted to the website and Ms.  
351 Brunner said not until they are adopted by the Commission, but the drafts are included in the  
352 next meeting's Agenda packet. Councilor Chalice asked if there is a provision so that a  
353 Commissioner could review the edits (i.e., track changes) if there were something particularly  
354 controversial; she said it already seemed possible within this language. Ms. Brunner thought that  
355 was why all copies with track changes are maintained by the Clerk's Office in case there are ever  
356 questions.

357  
358 4. Quorum: Mr. Bill noted the language indicating that remote members would not count toward  
359 quorum, and he thought that remained from Covid. Chair Flaherty noted that the law had  
360 changed since. Vice Chair Richter explained the option in current state law that if a committee  
361 knows it will need people to be remote at the next meeting and will not have a quorum, the  
362 committee can unanimously vote to say it is choosing to hold the next meeting remotely. She  
363 said it is possible under certain unique circumstances, but it has to be approved at the prior  
364 meeting when those circumstances (i.e., an emergency) may not be known yet. Effectively at this  
365 time, Vice Chair Richter said a quorum must be physically present. Thus, Ms. Brunner said  
366 because the Conservation Commission has seven regular members, the quorum will always be  
367 four members required to be physically present at the meeting specified in the meeting notice.  
368 Mr. Haynes and Ms. Brunner agreed that quorum applies to subcommittees too; there always  
369 needs to be 50% plus one member represented for quorum.

370  
371 5. Remote Participation: Ms. Brunner thought this section was new and something everyone  
372 added to the Rules of Procedure after Covid. It basically says that a number of members may  
373 participate remotely with approval of the Chair. When doing so, it must state in the minutes why  
374 they are participating remotely, where they are participating from, and if they are alone. She said  
375 the Commission had been doing this in practice and this just codified it in the Commission's  
376 Rules of Procedure. Additionally, when somebody is participating remotely, to be a voting  
377 member, all votes must be by roll call. Whoever is presiding must also be physically present. If  
378 both the Chair and Vice Chair were remote for a meeting, the Commission would elect a Chair  
379 Pro Tem.

380  
381 6. Elections: The Commission must elect a Chair and Vice Chair at the first regular meeting of  
382 each calendar year.

383  
384 7. Presiding Officer: This is template language, indicating that if the Chair is not present and a  
385 quorum is present, the Vice Chair is the Presiding Officer. If both the Chair and Vice Chair are  
386 absent and a quorum is present, the Committee elects a Chair Pro Tem until a Presiding Officer  
387 arrives.

388  
389 8. Right of Floor: The Chair controls the meeting. Ms. Brunner said this was template language.  
390 It talks about ensuring that people are not trying to be argumentative or making personal  
391 comments, etc. It also says that individuals attending meetings for presentations to the committee  
392 may participate remotely with prior approval from the Chair; for example, an applicant making a  
393 remote presentation during bad weather or because they live in another state—if the Chair

394 approves. Mr. Bill asked if he should check with the Chair before participating remotely, noting  
395 that he typically notifies Ms. Brunner, who said she passes the information to the Chair.  
396

397 9. Order of Business: This is a standing item that indicates the Commission can take Agenda  
398 items out of the regular order shown.  
399

400 10. Meeting Agenda: Agendas are either prepared by the Staff Liaison and in consultation with  
401 the Chair or by the Chair. Items to be added to the agenda must be submitted five business days  
402 prior to the meeting. Chair Flaherty explained that at this time, he was meeting with Ms. Brunner  
403 two weeks before each meeting to go over everything and it was working out pretty well. Ms.  
404 Brunner said any subject matter that is not on the Agenda really should not be discussed during  
405 the public meeting, but it can be raised under new business for discussion at a future meeting.  
406 That is the purpose of the New Business Agenda item.  
407

408 11. Communications: Also standard language, which says communications must be signed by the  
409 person introducing it to the Commission. Ms. Brunner said staff will typically accept e-mails  
410 from someone, and the Commission will see forwarded communications whether or not they are  
411 physically signed by the person. But this is standard language, which is why Ms. Brunner said  
412 she included it.  
413

414 12. Reports to City Councils: Another piece of template language. When the Commission wants  
415 to issue a report to Council, it takes a simple majority of the Commission. Vice Chair Richter  
416 asked if that includes letters of recommendation and Ms. Brunner thought so. For example, the  
417 Council has requested annual reports from each committee. So, anytime the Commission makes  
418 a recommendation to Council, it is always a simple majority vote. A tie vote does mean that  
419 motion or recommendation is defeated.  
420

421 13. Reconsideration: This is if somebody who voted on the prevailing side decides that they want  
422 to reconsider their vote. They can call for a reconsideration at the next regular meeting.  
423

424 14. Creation of Subcommittees: Ms. Brunner thought this was the biggest change to the  
425 Commission's Rules of Procedure. At this time, the Commission has one formal Subcommittee,  
426 the Greater Goose Pond Forest Stewardship Subcommittee. Ms. Brunner spoke with the City  
427 Attorney to confirm that the Commission can create a subcommittee, but it can only have  
428 members of the Commission who are appointed by the City Council. Ms. Brunner read: "*The*  
429 *Commission may create subcommittees as necessary to assist in its operations, which shall be*  
430 *advisory to the Commission. Subcommittees shall be created by vote of the Commission for a*  
431 *stated purpose, identifying the specific Commission members appointed, with the purpose and*  
432 *membership included in the minutes of the Commission.*" Then, the template language says,  
433 "*Non-Commission members shall not be appointed to subcommittees;*" and Ms. Brunner added  
434 the following, "*however, non-commission members may participate in subcommittee discussions*  
435 *at the discretion of the subcommittee chair*" because at this time, there were at least three  
436 non-Commissioners on the Greater Goose Pond Forest Stewardship Subcommittee. At present,  
437 Mr. Haynes said the only two Commissioners on the Subcommittee were Mr. Bill and himself.  
438 Chair Flaherty volunteered to be the third Commissioner.  
439

440 Ms. Brunner understood from the City Attorney that this is how subcommittees work in general,  
441 by only including committee members. Discussion ensued about what this group would be called  
442 if it included non-Commissioners members and someone suggested “advisory board.” Ms.  
443 Brunner explained that under state statute, the Conservation Commission is advisory to City  
444 Council but is not called an advisory group. Non-Commission members of the Subcommittee  
445 could be called “advisories” to the Subcommittee or something like that, but technically they  
446 cannot vote, only elected Commissioners can. Councilor Chalice said everyone can still  
447 participate in conversations. Chair Flaherty agreed that he also was also reading that the  
448 Subcommittee Chair could have a bit more leeway and discretion to draw them in for discussion.  
449 Ms. Brunner agreed.

450  
451 Ms. Brunner thought at this time the Greater Goose Pond Forest Stewardship Subcommittee was  
452 made up like a subcommittee but operating like its own standalone committee; it needs to be one  
453 or the other. A subcommittee can have up to three members, all of whom are Conservation  
454 Commissioners. Other members of the community can be involved as a standalone committee,  
455 but they all have to be appointed by City Council. Right now, it was concerning the City  
456 Attorney to have Subcommittee members who were not appointed by Council. Mr. Haynes asked  
457 what this group should be. Chair Flaherty said whatever would work for the other current  
458 Subcommittee members because he would hate to lose anybody. Vice Chair Richter thought the  
459 voting piece was critical, asking how often the Subcommittee votes on things. She said the  
460 Subcommittee probably does vote to spend some money. Mr. Bill added that only three members  
461 could vote to elect the leader and the rest would have to go along with it, which could be an issue  
462 Discussion continued on the number of eligible voters and what would be easiest. The  
463 Commission discussed the possibility of a separate advisory committee with a Conservation  
464 Commission liaison, like Mr. Bill, who provides progress reports at each Commission meeting.  
465 Mr. Haynes noted that when the Subcommittee began, the Mayor at that time highly encouraged  
466 it not to be a standalone committee because he did not want another one as a part of City  
467 government; there were too many. So, he wanted it to be a Subcommittee, and the Commission  
468 agreed; Mr. Haynes said these volunteers came in and all the work they were doing seemed to be  
469 working just fine. Mr. Bill suggested a conversation with Mayor Kahn. Vice Chair Richter  
470 thought there would be more flexibility as a subcommittee instead of having to go through the  
471 whole process of creating an additional committee. If it had been working, she suggested just  
472 being careful of the voting process. Mr. Bill said the Greater Goose Pond Forest Stewardship  
473 Subcommittee does not have many formal votes. Discussion ensued about whether three  
474 members are needed or up to three members. Ms. Brunner said three members come from the  
475 fact that four makes a quorum of the Conservation Commission, so four members on a  
476 subcommittee would be a second meeting of the Commission.

477  
478 Mr. Haynes preferred remaining as a Subcommittee. He thought there would be more loopholes  
479 and work as a standalone Committee. He thought the Greater Goose Pond Forest Stewardship  
480 Subcommittee could continue to make it work. They already had a quorum with Mr. Bill and Mr.  
481 Haynes, and Chair Flaherty would join in case they need a third member. Mr. Milliken added  
482 that he could step in too as needed and Ms. Brunner thought that might be overcomplicating  
483 things. The Commission agreed to review the Rules of Order today and vote to appoint Chair  
484 Flaherty to the Subcommittee at the next regular meeting.

485

486 16. Conflict of Interest: Template language also. Conflict of interest can be pecuniary (related to  
487 money) or personal, which means it will benefit someone that you are related to or are close to  
488 personally. For example, if an applicant were a close friend. If Commissioners ever have  
489 questions about conflict of interest or see something on the agenda they are unsure about, it is  
490 helpful if they reach out to City staff ahead of time, so they can confer with the City Attorney  
491 and get a solid answer before the meeting.  
492

493 17. Non-Public Session: This would only come into play if there were a situation when the  
494 Commission is deciding whether to purchase land, for example. Anytime there is a public  
495 hearing for land purchases, it is open to public comment and then the Commission closes that  
496 Public Hearing and enters a deliberative, non-public session, which helps to protect negotiations  
497 should the City decide to pursue the land purchase. For example, when the City wanted to  
498 purchase land at auction, the amount of money the Commission was authorized to spend was a  
499 part of the public record, which put the City at a competitive disadvantage. That is the reason for  
500 non-public sessions. The non-public minutes of the non-public session would be sealed until it  
501 does not make sense for them to be sealed anymore, when the Commission would vote to unseal  
502 them. Vice Chair Richter also thought the Commission could go into non-public session when  
503 just starting discussions about a property before it is even ready for a Public Hearing to talk  
504 about whether that property might be something the City wants to purchase; anytime to avoid  
505 feeling like the Commission could be putting the City at a disadvantage for bidding.  
506

507 18. To Amend Rules: These Rules may be amended or new rules adopted by a two-thirds vote of  
508 all members appointed. This is similar to the existing Rule, except it removes the subcommittee  
509 process. Proposed amendments must be submitted at one meeting and voted upon at the next  
510 meeting (a revised process).  
511

512 19. Rules of Order: “Roberts Rules of Order” shall govern points of order not covered herein.  
513

514 The redlined version of the revised Rules of Procedure was in the Commission’s 03/16/2026  
515 meeting packet.  
516

517 Chair Flaherty felt comfortable not appointing a Subcommittee to review the Rules, which he  
518 thought were boilerplate to protect the Commission. Vice Chair Richter agreed.  
519

520 A motion by Mr. Haynes to waive the Subcommittee for review of the Conservation  
521 Commission’s Rules of Procedure as revised February 25, 2026 was duly seconded by Vice  
522 Chair Richter. The motion carried unanimously on a vote of 7–0.  
523

524 The Commission would vote to adopt the Rules of Procedure at its April 2026 meeting.  
525

526 **6) Correspondence:**

527 **A) NH Association of Conservation Commissions – Annual Dues Request**  
528

529 Ms. Brunner referred to the annual request for \$950.00 in dues from the NH Association of  
530 Conservation Commissions in the meeting packet. She said it is something that Commissioners  
531 have done in the past. The Commission’s Budget is \$2,000 and to date during the fiscal year, the

532 Commission spent \$200.00 on the Bee City USA renewal and \$150.00 on the Bee City USA  
533 sign. Ms. Brunner confirmed that anything spent on the Invasive Species Program was from the  
534 previous fiscal year's budget. Councilor Chalice said she would want to talk about invasive  
535 species replacement plantings if money remains in the Budget at the end of this fiscal year.  
536

537 A motion by Mr. Bill for the Conservation Commission to pay the New Hampshire Association  
538 of Conservation Commissions \$950.00 in annual dues was duly seconded by Mr. Milliken. The  
539 motion carried on a vote of 6–0. Vice Chair Richter abstained.  
540

541 Vice Chair Richter informed the Commission about a Pollinator Lunch and Learn online  
542 program with The Xerces Society in April 2026. She would send the invitation to the  
543 Commission.  
544

545 **B) Letter to Bretwood Golf Course (Sent By Certified and First Class Mail)**  
546

547 Mr. Bill shared two comments: (1) he thought the Ashuelot River Local Advisory Committee  
548 (ARLAC) should get a copy of the letter; and (2) he was a little uncomfortable with it saying  
549 Keene State College, noting that if it ever goes back to the College, they would have no idea  
550 what he does on this Commission. He suggested it could say that a full instructor at the College  
551 found the information, because institutions can be sticky about these things. Chair Flaherty said  
552 it was a good point.  
553

554 Ms. Brunner noted that someone stopped by the Community Development Department with the  
555 letter asking for copies of the resources attached to it. The City doesn't have printed copies but  
556 can make copies for a fee. till, she thought it was a good sign and others agreed. Vice Chair  
557 Richter noted that good resources were attached to the letter. Councilor Chalice asked if the  
558 resources were available online. Ms. Brunner said they are, but the person did not have a good  
559 printer, so they may come back to get copies printed. Councilor Chalice suggested emailing them  
560 to pprinter instead.

561 Vice Chair Richter reported that she was trying to get the University of New Hampshire (UNH)  
562 shoreline brochure to share with the public and put on the Commission's webpage. She hoped to  
563 get some hard copies as well to leave with Ms. Brunner and share with landowners. Ms. Brunner  
564 showed the Commission how on its City webpage, under "Further Information & Resources"  
565 there is a link to "UNH Habitat Brochures," which has 12 brochures, including the shoreline  
566 brochure. Ms. Brunner explained a new law for accessibility that will make it so that the City's  
567 website will not necessarily be able to link to all PDFs as of April 2027; everything online must  
568 be accessible to someone with a screen reader, which PDFs do not work well with.  
569

570 Mr. Therriault noted that there is another golf course in town, Keene Country Club, which  
571 borders White Brook that eventually rolls into the Ashuelot River. He wondered if Keene  
572 Country Club should receive a similar letter with the materials; they were getting a new  
573 Superintendent, so Mr. Therriault called it the perfect time.  
574

575 A motion by Mr. Therriault was duly seconded by Councilor Chalice to share information in the  
576 letter to Bretwood Golf Course with the Keene Country Club because their runoff goes into  
577 White Brook and eventually into the Ashuelot River.

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Mr. Therriault talked about revising the letter because the area is specific to the dwarf wedgemussel and Mr. Bill said other mussels too. Chair Flaherty suggested a generic byline about anything threatened. Mr. Therriault mentioned this location being near the well by Dusty Dog Farm and the auxiliary well just north of the 4th hole of Keene Country Club. Since there was no time frame, Ms. Brunner asked if it made sense to bring the draft letter to the next meeting. The Commission agreed.

The motion to share information in the letter to Bretwood Golf Course with the Keene Country Club because their runoff goes into White Brook and eventually into the Ashuelot River carried unanimously.

7) **New Business**

Councilor Chalice suggested that with monies left over at the end of the fiscal year, the Commission purchase a set of different seed mixes (full sun, part sun, shade, and moist) so there are seeds available for the invasive species removal and pollinator program projects. While she said planting plugs is definitely better, it is hard to necessarily know what plants you might need. Councilor Chalice explained that seed is the easiest. Some would just be available for projects, and the Commission would not lose money at the end of the year. Chair Flaherty said it was not a bad idea, mentioning University of Massachusetts Amherst’s great nursery and seed program, including wetlands, upland, side, and slope seeds. They have a booklet and Chair Flaherty thought they were all New England plants. Councilor Chalice said as long as they are natives. Chair Flaherty said they are native and they list all the seeds that are in each mix.

For information, Mr. Haynes said at the end of the fiscal year the Commission has usually not had a problem spending its money. Councilor Chalice said this was one suggestion. Mr. Milliken mentioned the Seed Lending Library at Keene Public Library. Councilor Chalice said there are a lot of flowers and vegetables, but not a lot of natives.

Mr. Haynes said the West Street Dam was becoming a part of the Ashuelot River Park Advisory Board (ARPAB) conversation again. He added that it had not been on the table for a bunch of years, but it was now being talked about again. At some point, he believed the City Engineer would give the Commission a presentation. Councilor Chalice heard about it at the Capital Improvement Planning presentation. Mr. Haynes mentioned being sort of a conduit to this group for the ARPAB. The Vice Chair asked if this was about removing the Dam. Mr. Haynes said it was an open discussion at this point. He said that the topic of the Dam comes up every so often. He repeated that this was just informational. Vice Chair Richter asked who owns the dam and who was responsible for it. Mr. Bill said the City of Keene.

Mr. Bill recalled that earlier in the Commission’s history, there was discussion about trying to find out more about Keene’s water infrastructure. If that was still of interest, he said he would see what he could find out about an upcoming Wastewater Treatment Plant tour. He said availability was limited because of regular employee hours. Councilor Chalice noted that there was an upcoming celebration for wastewater, and the Wastewater Treatment Plant would be open to the public. She would check the date.

624  
625 Mr. Haynes explained the original concept was called “Tap to Toilet,” and the idea was to help  
626 people understand where their water came from and where it went. The initial plan was to have a  
627 general speaker provide an overview presentation, then visit where the water comes in and where  
628 the treatment process happens. Councilor Chalice asked if that is the similar plan now. Mr.  
629 Haynes said the Commission originally proposed it as an outreach activity, but then COVID hit,  
630 so it never happened. Councilor Chalice said she had not heard about anything that specific. Mr.  
631 Haynes explained that this was a standalone outreach activity that former Commissioner Eloise  
632 Clark developed and Mr. Haynes had been running with it for a while; between COVID and lack  
633 of capacity, they let it go and no one picked it up. Mr. Bill said that if the Commission was  
634 interested as a group, then ARLAC could also want to be involved. He would try to find out if  
635 there was more interest. Mr. Bill thought it would be good for the Commission to better  
636 understand the whole water infrastructure cycle as well. Councilor Chalice loved that idea and  
637 the title of “Tap to Toilet.”

638  
639 **8) Adjourn – Next Meeting: Monday, April 20, 2026**

640  
641 There being no further business, Chair Flaherty adjourned the meeting at 6:02 PM.

642  
643 Respectfully submitted by,  
644 Katryna Kibler, Minute Taker

645  
646 Reviewed and edited by,  
647 Mari Brunner, Senior Planner



City of Keene, NH

# Surface Water Protection Conditional Use Permit (CUP) Application

If you have questions about how to complete this form, please call: (603) 352-5440 or email: [communitydevelopment@keenenh.gov](mailto:communitydevelopment@keenenh.gov)

## SECTION 1: PROJECT INFORMATION

**PROJECT NAME:**

**PROJECT ADDRESS(ES):**

## SECTION 2: CONTACT INFORMATION

**PROPERTY OWNER**

**APPLICANT**

**NAME/COMPANY:**

**NAME/COMPANY:**

**MAILING ADDRESS:**

**MAILING ADDRESS:**

**PHONE:**

**PHONE:**

**EMAIL:**

**EMAIL:**

**SIGNATURE:** *hargreaves*

**SIGNATURE:** *hargreaves*

**PRINTED NAME:**

**PRINTED NAME:**

**AUTHORIZED AGENT**

(if different than Owner/Applicant)

**FOR OFFICE USE ONLY:**

**NAME/COMPANY:**

**TAX MAP PARCEL #(s):**

**MAILING ADDRESS:**

**PHONE:**

**PARCEL SIZE:**

**DATE STAMP:**

**EMAIL:**

**ZONING DISTRICT:**

**SIGNATURE:**

*Joshua Joslyn*

**PRINTED NAME:**

**PROJECT #:**

## SECTION 3: APPLICATION SUBMISSION REQUIREMENTS

**A COMPLETE APPLICATION MUST INCLUDE THE FOLLOWING ITEMS. BOTH PHYSICAL & DIGITAL COPIES OF APPLICATION MATERIALS MUST BE SUBMITTED USING THE METHODS BELOW.**

- **Digitally:** Email (communitydevelopment@keeneh.gov) or a file-sharing platform (such as Dropbox)
- **Mail / Hand Deliver:** Community Development (4th Floor), City Hall, 3 Washington St, Keene, NH 03431

The submittal requirements for Surface Water Protection Conditional Use Permit (CUP) applications are outlined further in **Article 11.6.3.B** and **Article 26.14** of the [Land Development Code \(LDC\)](#). You may request an exemption from providing any of the items below, except the application fee, notice list, narrative, and mailing labels. The Community Development Director may grant an exemption, if it is determined that the scope of the project does not warrant the submittal.

*Note: Additional information may be required by the respective decision-making authority during the review process.*

### GENERAL SUBMITTAL REQUIREMENTS

**CERTIFIED NOTICE LIST** (See **Attachment A** for more information.)

**2 SETS OF MAILING LABELS** (See **Attachment A** for more information.)

**PROJECT NARRATIVE** (See **Section 2 of Attachment B** for more information.)

**FEES:** Fill in the information below to calculate the total fee.

\$200 base fee + \$62 legal ad fee + ( \_\_\_\_\_ current USPS certificate of mailing rate x \_\_\_\_\_ abutters) = \_\_\_\_\_ **(Total Fee)**

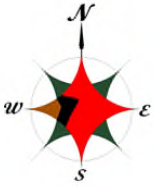
**NOTE:** Please call the Community Development Department for the current certificate of mailing rate. Checks should be made payable to the *City of Keene*. Credit card payments are accepted in-person or by calling 603-352-5440.

**INFORMATION DEMONSTRATING THAT THE PROPOSED ENCROACHMENT WILL NOT CAUSE ADVERSE IMPACTS TO THE SURFACE WATER RESOURCE, OR DESIGN DETAILS THAT DEMONSTRATE THAT PROPOSED MITIGATION WILL PREVENT ADVERSE IMPACTS TO THE SURFACE WATER RESOURCE.**       **SUBMITTED**  
 **EXEMPTION REQUESTED**

**WAIVERS** (See **Section 3 of Attachment B** for additional information.)       **WAIVER(S) REQUESTED**  
 **NO WAIVER(S) REQUESTED**

PLAN SETS (See Attachment C for additional information.)	SUBMITTED	EXEMPTION REQUESTED
LOCATION MAP OF PROPOSED IMPROVEMENTS		
EXISTING CONDITIONS PLAN		
PROPOSED CONDITIONS PLAN		
GRADING PLAN		
LANDSCAPING PLAN		
LIGHTING PLAN		
ELEVATIONS		
TECHNICAL REPORTS (See Attachment C for additional information.)	SUBMITTED	EXEMPTION REQUESTED
DRAINAGE REPORT		
TRAFFIC ANALYSIS		
SOIL ANALYSIS		
HISTORIC EVALUATION		
SCREENING ANALYSIS		
ARCHITECTURAL & VISUAL APPEARANCE ANALYSIS		
OTHER REPORTS / ANALYSES		

**POSTED NOTICE REQUIREMENT** (See **Section 1 of Attachment B** for additional information.)



## CARDINAL SURVEYING & LAND PLANNING

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*"Keep Your Boundaries"*

April 13, 2026

2 Lot Subdivision  
315 Old Walpole Road  
Keene, NH 03431

### Project Narrative

TM 210-027-000 is a 10.64 acre parcel in the rural district. There is one dwelling on the lot, a barn and 3 sheds for chickens, tools etc. The house is serviced by an on site well and leach field. The front half of the lot has slopes of 3-8 percent. There is a small drainage area and wetlands on the southwest corner. The rear portion is steep with slopes of 25-40 percent. No development will be within the prohibitive slope area. The lot is accessed by a single gravel driveway at the northwest corner.

The owners are proposing to subdivide the lot into 2 residential building lots. The main lot will be 7.94 ac and the proposed lot will be 2.70 acres on the south side of the property. The lot will have an onsite well and septic and will be accessed by a driveway near the northwest corner of the proposed lot line.

### Article 20 Subdivision Regulations

20.2.1-Lots conform to the Zoning Regulations and have frontage on Old Walpole Road which is a class V highway. The proposed lot has 80 feet of frontage. The remainder lot has 159.77' of frontage.

20.2.2-Character of Land-The front 50% of the lot has slopes 3-8% grade and the rear 50% is prohibitive slopes. There is a small pond and stream that bisects the front half. An application for a C.U.P. has been submitted to address work proposed within the surface water protection buffer. There is approximately 0.5 acres of land between the buffer and the prohibitive slopes for a house site and leach field.

20.2.3-Scattered or premature development-The proposed subdivision is for one building lot in an area of small residential lots.

20.2.4-Preservation of Existing Features-There is an area of approximately ½ acre nestled between the surface water buffer and the steep slopes for a single family home, well and leachfield. The stream will have one small crossing at an existing crossing that will be designed by an engineer for minimal impact. The steep slopes will not be touched.

20.2.5-Monumentation-Capped 5/8" rebar will be set at each new lot corner or angle point upon approval of the application.

20.2.6- Special Flood Hazard Area-The existing and proposed lot are not within the SFHA.

20.2.7-Fire Protection & Water Supply-315 Old Walpole Road is 0.8 miles from the nearest hydrant on Old Walpole Road and .71 miles from the hydrant on Wyman Road. Private fire protection will be required from the new owner when a building permit is obtained.

20.2.8-Utilities-The proposed lot and building will have a private well and septic system. An approval for an individual septic system has been received from NHDES.

Article 21 Site Development Standards per section 21.1.3(A) single family structures are exempt from the site development standards.

No waivers are requested.

## CUP Narrative

**Client: Fred Cyr**

**Project Location: 315 Old Walpole Road; Keene, NH**

**Subject: Narrative accompanying CUP Permit**

This letter is written to accompany a conditional use permit application for proposed work within the surface water protection overlay district associated with the construction of a new driveway on a proposed lot that is currently wooded and will be developed as a single-family residential lot. The conditional use permit is required by Land Development Code Article 11.6.1 (A) (2&3). Supplemental photos provide visuals of the existing wetlands crossing. In accordance with section 11.6.2 – a narrative is provided demonstrating compliance below. The land development code language is listed in **bold** with explanations below:

### **Article 11.6.2:**

**A. The proposed use and/or activity cannot be located in a manner to avoid encroachment into the Surface Water Protection Overlay District.**

- As shown on the site plan, the delineated wetlands flow south along the entire frontage of the proposed parcel. The only developable area is located on the opposite side of the wetlands, and work must occur within the overlay district as a result, to access the buildable portion of the site.

**B. Encroachment into the buffer area has been minimized to the maximum extent possible, including reasonable modification of the scale or design of the proposed use.**

- The proposed driveway is located towards the northern most property line where the wetlands are the narrowest. In addition, there is already a pathway in the vicinity of the proposed crossing (i.e., there is already a culvert in place, and no additional work needs to occur in the wetlands). The proposed clearing has been minimized within the 75' buffer to only allow a driveway for access to the buildable portion of the site.

**C. The nature, design, siting, and scale of the proposed use and the characteristics of the site, including but not limited to topography, soils, vegetation, and habitat, are such that when taken as a whole, will avoid the potential for adverse impacts to the surface water resource.**

- This is a small scale project, providing one driveway to a building site for a single family dwelling. The impacts will be minimal, as the majority of the development will occur outside of the 75' buffer. Additionally, the soils on site consist of HSG B, allowing significant infiltration within all protected buffer zones. The proposed development is designed to minimize clearing and maintain existing vegetation to the maximum extent practicable in the overlay district.

**D. The surface water buffer area shall be left in a natural state to the maximum extent possible. The Planning Board may establish conditions of approval regarding the preservation of the buffer, including the extent to which trees, saplings and ground cover shall be preserved.**

- The only trees that shall be removed within the Surface Water Protection Overlay District are the trees that lie within the proposed clearing on the

attached plan. Tree stumps shall be left in tact in all practical locations. Side slopes of the driveway grading shall be reseeded with a New England buffer zone vegetation mix. Because there is currently minimal low growth vegetation, this will serve to enhance the buffer zone vegetation.

**E. The Planning Board may consider the following to determine whether allowing the proposed encroachment will result in an adverse impact on the surface water resource.**

- 1. The size, character, and quality of the surface water and the surface water buffer being encroached upon.**
  - i. This is a very small wetland that is created from a very small watershed. The wetland ultimately drains into developed land, and is surrounded by developed land with houses on both sides and a road on the other.
- 2. The location and connectivity of the surface water in relation to other surface waters in the surrounding watershed**
  - i. This wetland has a very small watershed that flows from a small man-made pond, collecting water that flows from the existing driveway and house site. The water ultimately flows off site to the abutters property, traveling with little buffer to the abutters lawn prior to crossing Old Walpole Road.
- 3. The nature of the ecological and hydrological functions served by the surface water.**
  - i. This wetland habitat provides little to no ecological function. The NHB Data check tool provided a negative result for potential endangered species. There are no vernal pools located in the vicinity of the proposed work. There is not enough water in the wetland to support aquatic life. No hydrological functions will be impacted with the proposed work. The existing culvert has been installed in a way to pass the 50 year storm.
- 4. The nature of the topography, slopes, soils, and vegetation in the surface water buffer**
  - i. The wetland is gently sloped towards the southern abutter. There is little vegetation, with sparsely located trees and minimal herbaceous and shrub layers. Soils are HSG B in the buffer, allowing significant infiltration before water reaches the wetland.
- 5. The role of the surface water buffer in mitigating soil erosion, sediment and nutrient transport, groundwater recharge, flood storage, and flow dispersion.**
  - i. Due to the very small watershed, this wetland does not see high velocities that cause erosion or sediment transport. The proposed project is located to minimize the impacts to the buffer, in turn limiting the negative effects on groundwater recharge. Because this is a narrow sloped wetland, there will be no impact on flow dispersion or flooding.
- 6. The extent to which the surface water buffer serves as wildlife habitat or travel corridor**
  - i. Due to the proximity to adjacent development, the buffer likely does not serve as a wildlife corridor. Furthermore, the proposed work will have minimal impact on a corridor as a driveway with minimal grading still allows animal passage.
- 7. The rate, timing and volume of stormwater runoff and its potential to influence water quality associated with the affected surface water or any associated downstream surface waters.**
  - i. The culvert that has been installed is designed to pass the 50-year design storm.

**8. The sensitivity of the surface water and the surface water buffer to disruption from changes in the grade or plant and animal habitat in the buffer zone.**

- i. This is not a sensitive wetland. There is very little low growth, with the majority of plants consisting of mature red maples. The ground cover consists of significant surface boulders. Due to the proximity to surrounding development, this does not serve as an ideal animal habitat, therefore the impacts are negligible.

**Article 21 – Site Development Standards**

In accordance with section 21.1.3(A), single family structures are exempt from the site development standards.

**Article 26.12 – Site Plan Review**

In accordance with 26.12.3(A), site plan review is not required for single family structures.

Sincerely,

GRAZ Engineering







DEPARTMENT OF ENVIRONMENTAL SERVICES



Robert R. Scott, Commissioner

**Dates valid:** 3/5/2026 through 3/5/2027

**Permit type(s):** Standard Dredge & Fill - Minimum; or Expedited

**Project ID:** DCT26-0557

**Applicant:** Joshua Joslyn-Grasewicz

**Location:** Keene  
Tax Map: 210, Tax Lot: 27-1  
Address: Old Walpole Road

**Project description:** This is a wetlands crossing permit for a culvert replacement.

Dear Joshua Joslyn-Grasewicz:

A screening of the project area determined that the proposed work is not expected to impact protected species, exemplary natural communities or critical habitat. If the scope of the project has changed, this letter may be considered invalid and a new submission must be submitted on the Datacheck Tool.

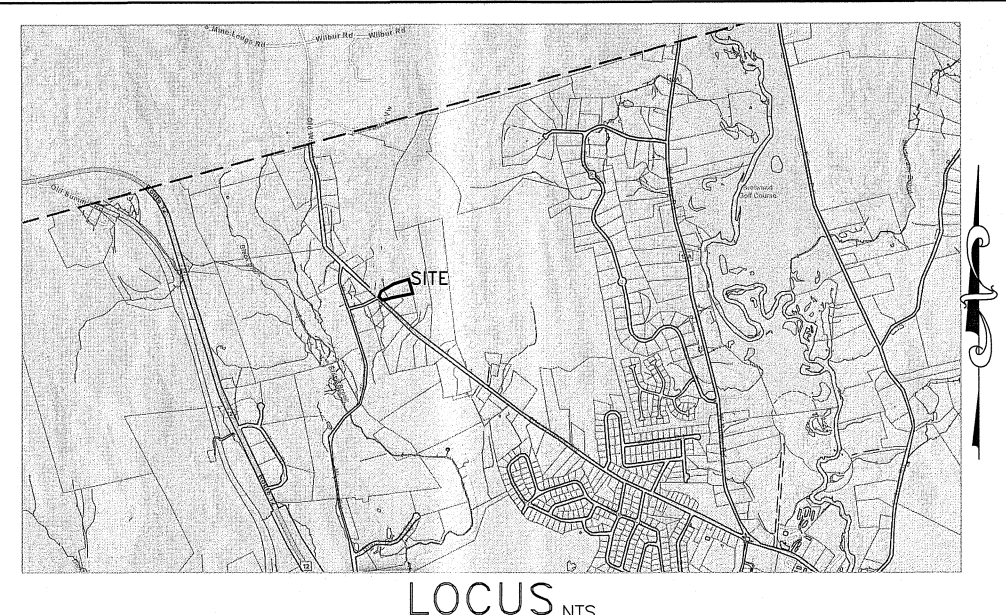
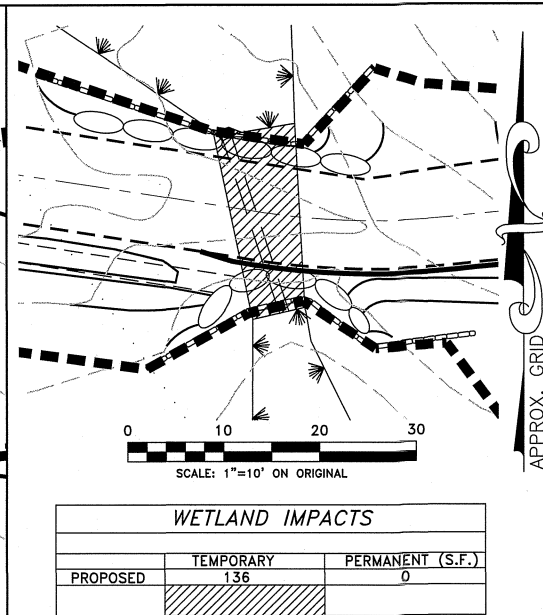
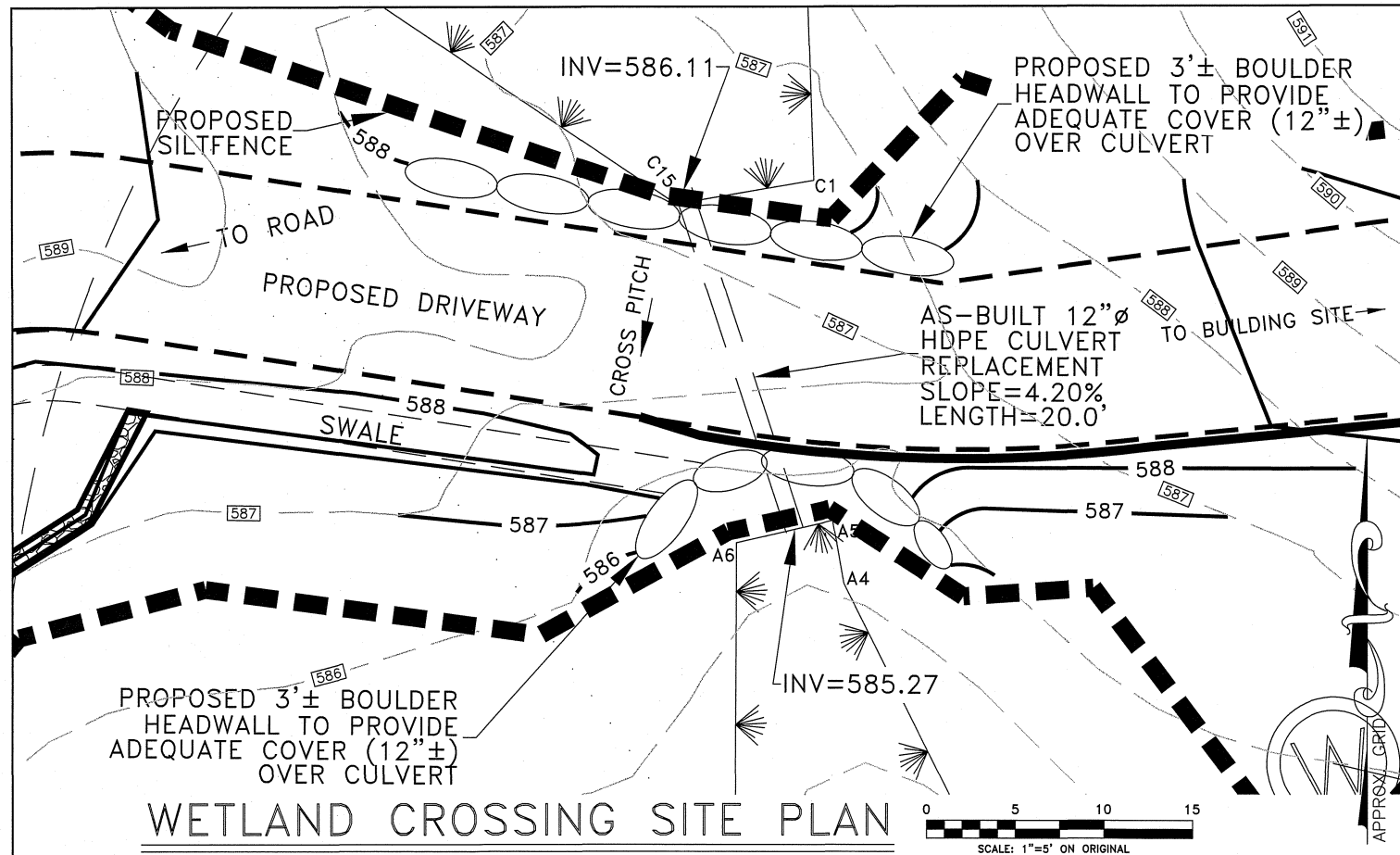
DataCheck Tool screening only includes occurrences of protected species and habitat that have been documented and verified by state biologists and ecologists. This letter does not guarantee these are the only protected species and habitat present at this location. As many areas have never been surveyed, or have only been surveyed for certain species, on-site surveys are the best way to determine the resources present on your site.

**Federal compliance:**

This letter does not constitute compliance with the federal Endangered Species Act (ESA). There may be federally listed species in New Hampshire that are impacted by your activity not included in this letter. For ESA compliance, please visit the U.S. Fish and Wildlife Service's (USFWS) [Information for Planning and Consultation \(iPaC\) website](#) for an official list of federally listed species that may be present in your project area. If a federal agency is involved in your project through funding, permit or other authorization, coordinate your iPaC results with your point of contact at the agency for further ESA review. If there is no federal agency nexus to your project, and you determine through iPaC, habitat evaluations, etc. that a project may cause take of a federally listed species, we recommend coordinating with the USFWS' New England Field Office ([newengland@fws.gov](mailto:newengland@fws.gov) or [603-223-2541](tel:603-223-2541)).

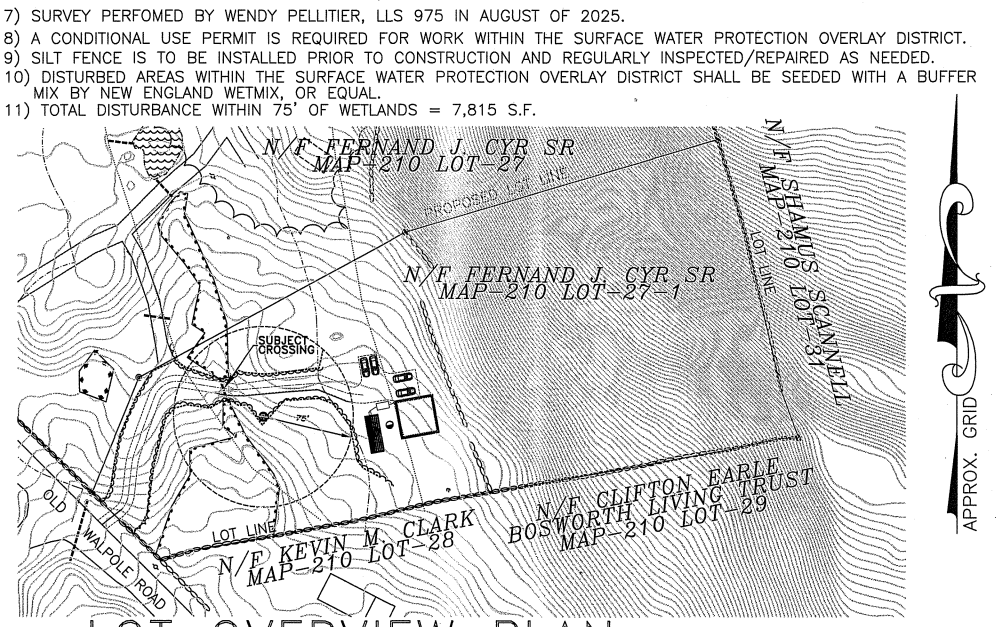
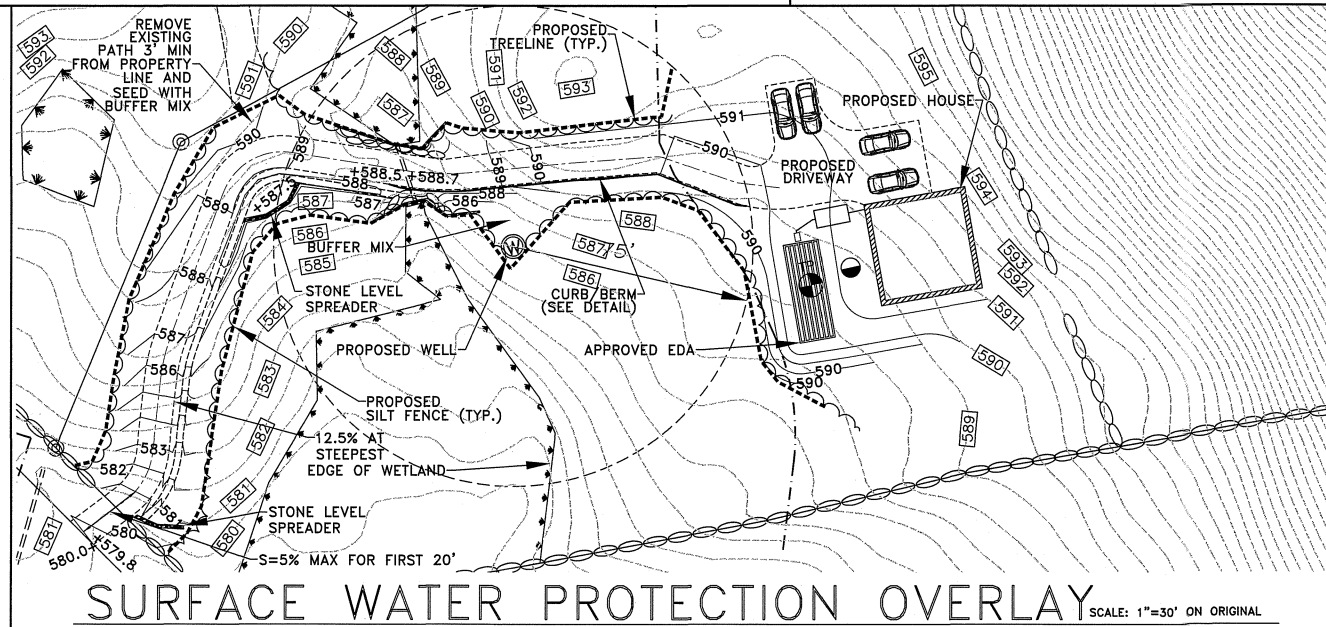
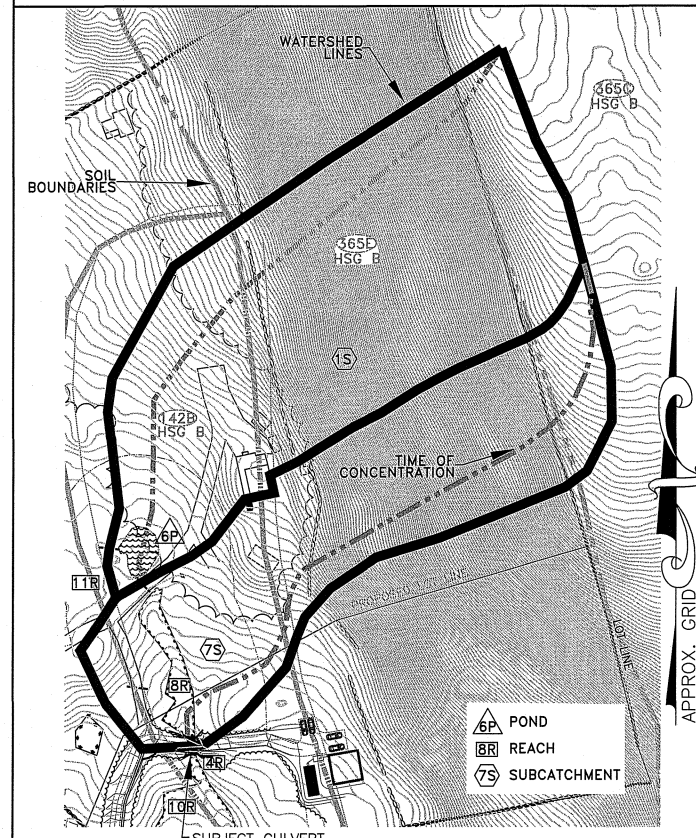
Sincerely,

Ecological Review Section  
Land Resources Management Program  
[\(603\) 271-7972](tel:603-271-7972)  
[ecologicalreviews@des.nh.gov](mailto:ecologicalreviews@des.nh.gov)



**GENERAL NOTES**

- 1) THE PURPOSE OF THIS PLAN IS TO DEPICT THE WORK ASSOCIATED WITH A NHDES WETLANDS CROSSING PERMIT. THIS IS AN AFTER THE FACT PERMIT, AS THE WORK HAS ALREADY BEEN PERFORMED. THIS PROJECT CONSISTS OF A CULVERT THAT WAS REPLACED BY THE HOMEOWNER. BECAUSE OF THE NATURE OF THE PROJECT (AFTER THE FACT), ALL DISTURBANCE AREAS ARE ESTIMATED.
- 2) THE REPLACEMENT CROSSING IS DESIGNED WITH THE HYDRAULIC CAPACITY OF THE 50-YEAR STORM. A HYDROLOGICAL ANALYSIS HAS BEEN PERFORMED THAT SHOWS THE INSTALLED CROSSING HAVING THE CAPACITY TO PASS A 50-YEAR STORM WITHIN THE WATERSHED.
- 3) ALL TOPOGRAPHY OBTAINED THROUGH FIELD INSTRUMENT SURVEY WITH A RANDOM DATUM. SURVEY WAS THEN TRANSLATED TO LIDAR TOPOGRAPHY TO OBTAIN THE CONTOURS IN THE ENTIRE WATERSHED. DATUM IS NAVD88.
- 4) ALL ADDITIONAL WORK SHALL COMPLY WITH THE NHDES STANDARDS, REQUIREMENTS & PERMITS.
- 5) IDEALLY, ALL ADDITIONAL WORK SHOWN HEREON SHOULD BE CONDUCTED IN LOW-FLOW CONDITIONS.
- 6) WETLANDS ON SITE DELINEATED BY CARL HAGSTOM, CWS 108 IN JUNE OF 2024 IN ACCORDANCE WITH THE ARMY CORPS OF ENGINEERS WETLAND DELINEATION MANUAL (TECHNICAL REPORT Y-87-1) ALONG WITH THE NORTHEAST REGIONAL SUPPLEMENT.
- 7) SURVEY PERFORMED BY WENDY PELLITIER, LLS 975 IN AUGUST OF 2025.
- 8) A CONDITIONAL USE PERMIT IS REQUIRED FOR WORK WITHIN THE SURFACE WATER PROTECTION OVERLAY DISTRICT.
- 9) SILT FENCE IS TO BE INSTALLED PRIOR TO CONSTRUCTION AND REGULARLY INSPECTED/REPAIRED AS NEEDED.
- 10) DISTURBED AREAS WITHIN THE SURFACE WATER PROTECTION OVERLAY DISTRICT SHALL BE SEED WITH A BUFFER MIX BY NEW ENGLAND WETMIX, OR EQUAL.
- 11) TOTAL DISTURBANCE WITHIN 75' OF WETLANDS = 7,815 S.F.



73B BERKSHIRE FINE SANDY LOAM - HSG B

142B/143C MONADNOCK FINE SANDY LOAM - HSG B

365C/365D/365E MONADNOCK AND BERKSHIRE SOILS - HSG B

REVISD 4/13/26 PER CITY COMMENTS

DESIGNED BY JJJ

DRAWN BY JJJ

CHECKED BY PFG

DATE 3/22/2026

SCALE AS-NOTED

JOB NUMBER 26009

STATE OF NEW HAMPSHIRE  
CARL J. HAGSTROM  
No. 108  
LICENSED PROFESSIONAL ENGINEER

STATE OF NEW HAMPSHIRE  
PAUL F. GRASEWICZ  
No. 5513  
LICENSED PROFESSIONAL ENGINEER

WETLAND CROSSING STORMWATER/HYDROLOGY PLAN

PROPOSED MAP-210 LOT-27-1

OLD WALPOLE ROAD; KEENE, NH

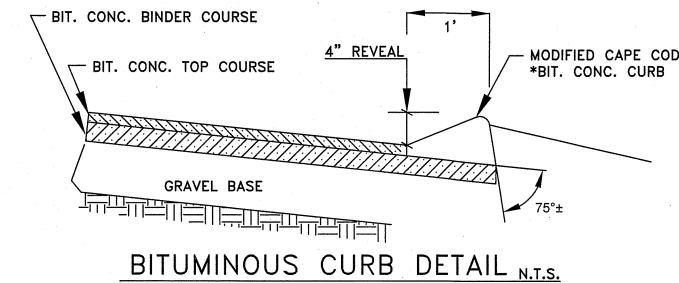
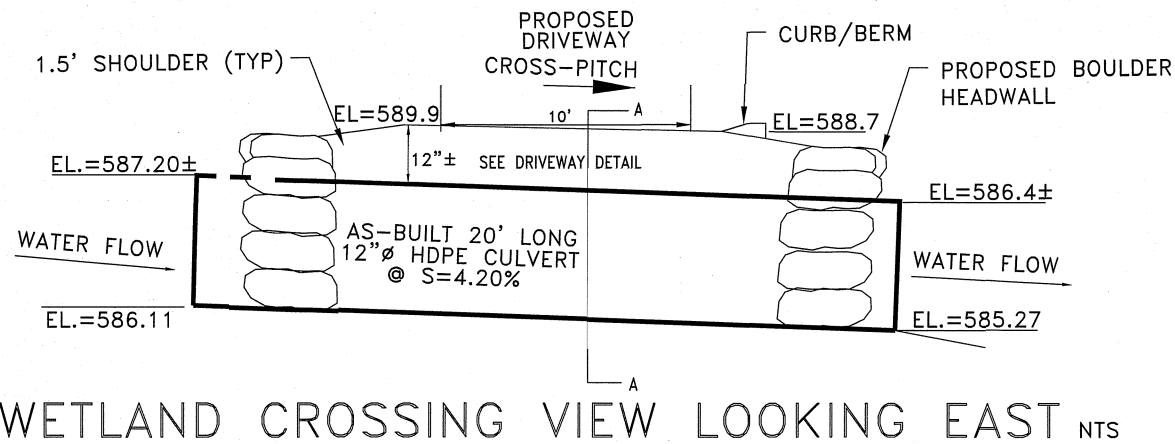
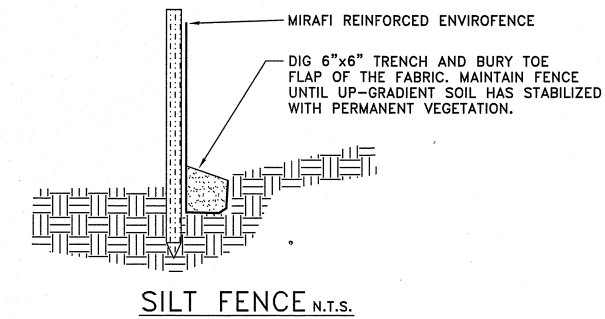
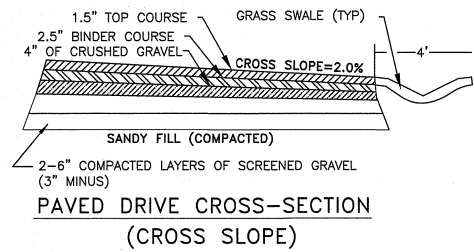
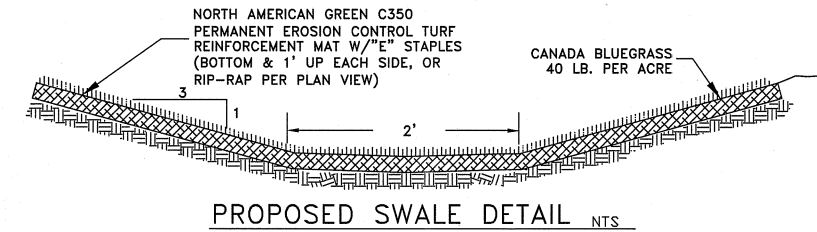
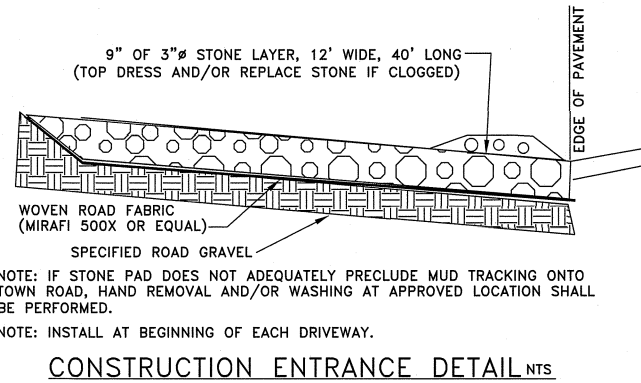
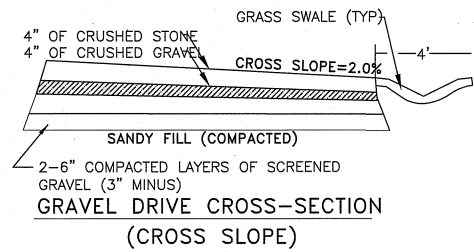
PREPARED FOR:  
FERNAND CYR  
315 OLD WALPOLE ROAD; KEENE, NH

**GRAZ Engineering, LLC**

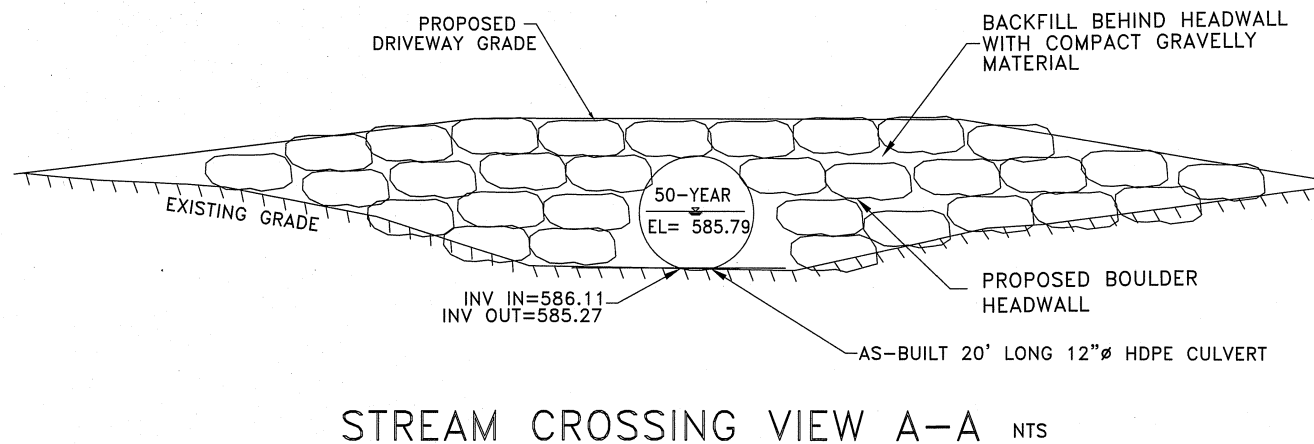
323 WEST LAKE ROAD; FITZWILLIAM, NH 03447; (603) 585-6959

FIELD BOOK NO. N/A

Page 28 of 61



\*IF A CRUSHED STONE DRIVEWAY IS CONSTRUCTED RATHER THAN A PAVED DRIVEWAY, THE CURB SHALL BE REPLACED WITH AN EMBANKMENT BERM 6" IN HEIGHT (OPPOSED TO 4 INCHES).

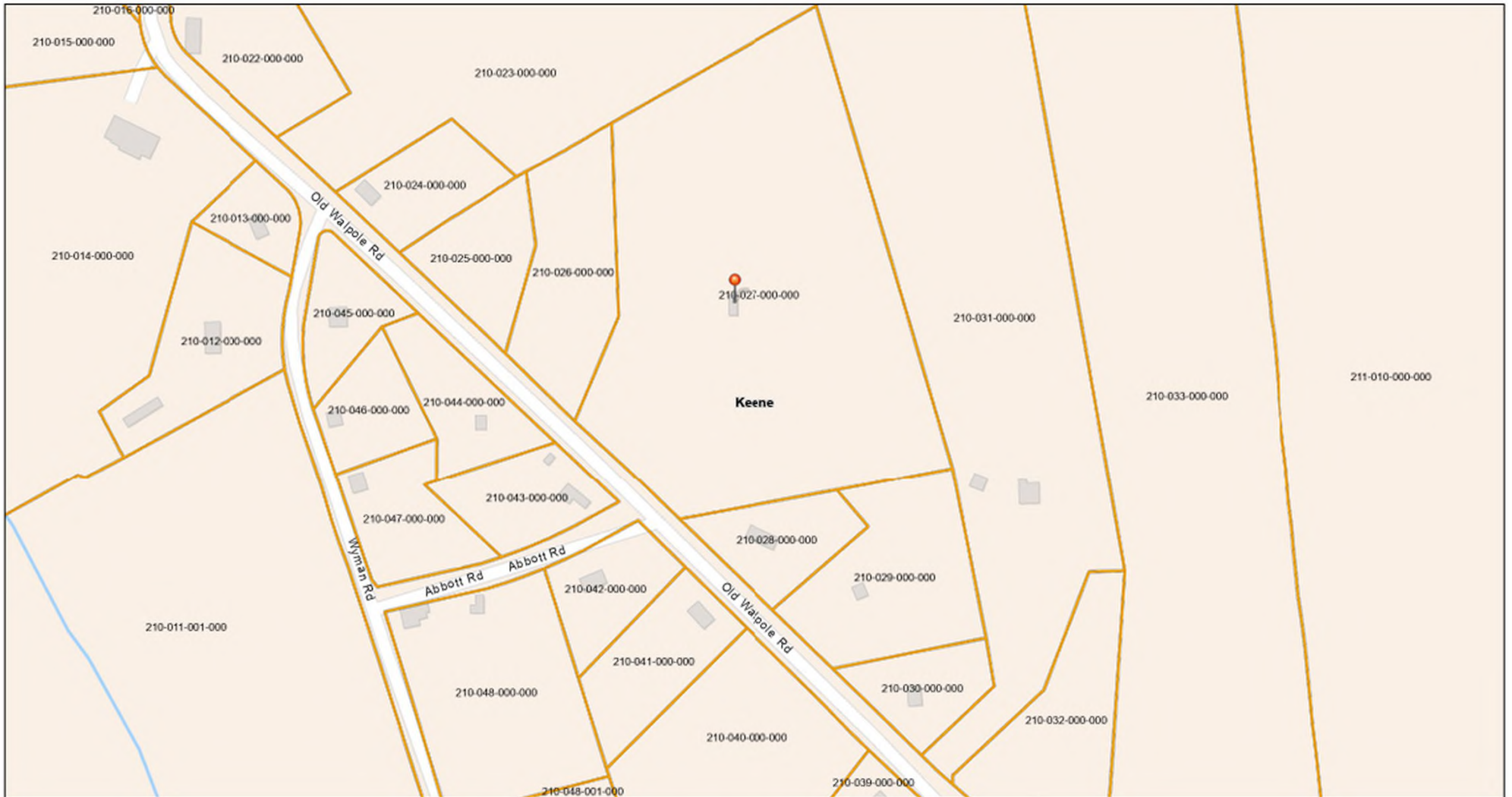


	DESIGNED BY JJJ	<p>DETAILS PROPOSED MAP-210 LOT-27-1 OLD WALPOLE ROAD; KEENE, NH</p> <p>PREPARED FOR: FERNAND CYR 315 OLD WALPOLE ROAD; KEENE, NH</p> <p><b>GRAZ Engineering, LLC</b></p> <p>323 WEST LAKE ROAD; FITZWILLIAM, NH 03447; (603) 585-6959</p>	FIELD BOOK NO. N/A
	DRAWN BY JJJ		Page 29 of 61
	CHECKED BY PFG		
	DATE 4/13/2026		
	SCALE AS-NOTED		
JOB NUMBER 26009			

### MAP OF NOTIFICATION POINTS



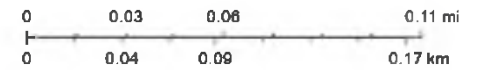
# Map by NH DES OneStop Data Mapper



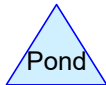
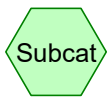
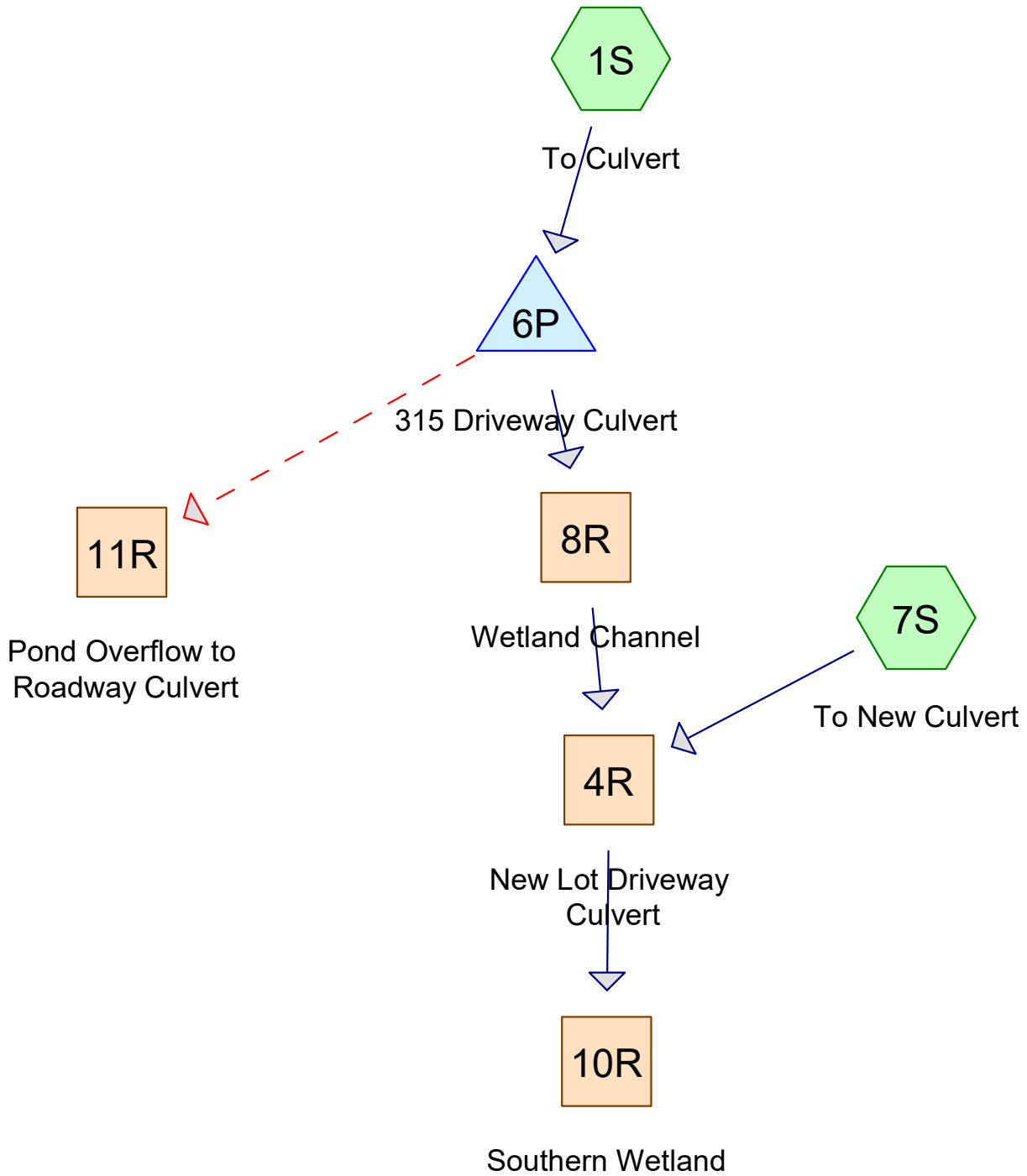
3/5/2026, 5:02:52 PM



1:3,018



NHDRA, Axonomatic, Inc., Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, (c) OpenStreetMap contributors, and the GIS User Community



**Routing Diagram for Cyr Hydrology**  
 Prepared by Graz Engineering, LLC, Printed 3/23/2026  
 HydroCAD® 10.20-4c s/n 01440 © 2024 HydroCAD Software Solutions LLC

# Cyr Hydrology

Prepared by Graz Engineering, LLC

HydroCAD® 10.20-4c s/n 01440 © 2024 HydroCAD Software Solutions LLC

Printed 3/23/2026

Page 2

## Rainfall Events Listing (selected events)

Event#	Event Name	Storm Type	Curve	Mode	Duration (hours)	B/B	Depth (inches)	AMC
1	50 YR-ATLAS-14	Type III 24-hr		Default	24.00	1	5.34	2

# Cyr Hydrology

Prepared by Graz Engineering, LLC

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Printed 3/23/2026

Page 3

## Area Listing (all nodes)

Area (acres)	CN	Description (subcatchment-numbers)
1.038	61	>75% Grass cover, Good, HSG B (1S, 7S)
0.205	96	Gravel surface, HSG B (1S, 7S)
0.042	98	Roofs, HSG B (1S, 7S)
3.975	55	Woods, Good, HSG B (1S, 7S)
<b>5.260</b>	<b>58</b>	<b>TOTAL AREA</b>

**Summary for Subcatchment 1S: To Culvert**

Runoff = 3.70 cfs @ 12.20 hrs, Volume= 0.372 af, Depth= 1.43"  
 Routed to Pond 6P : 315 Driveway Culvert

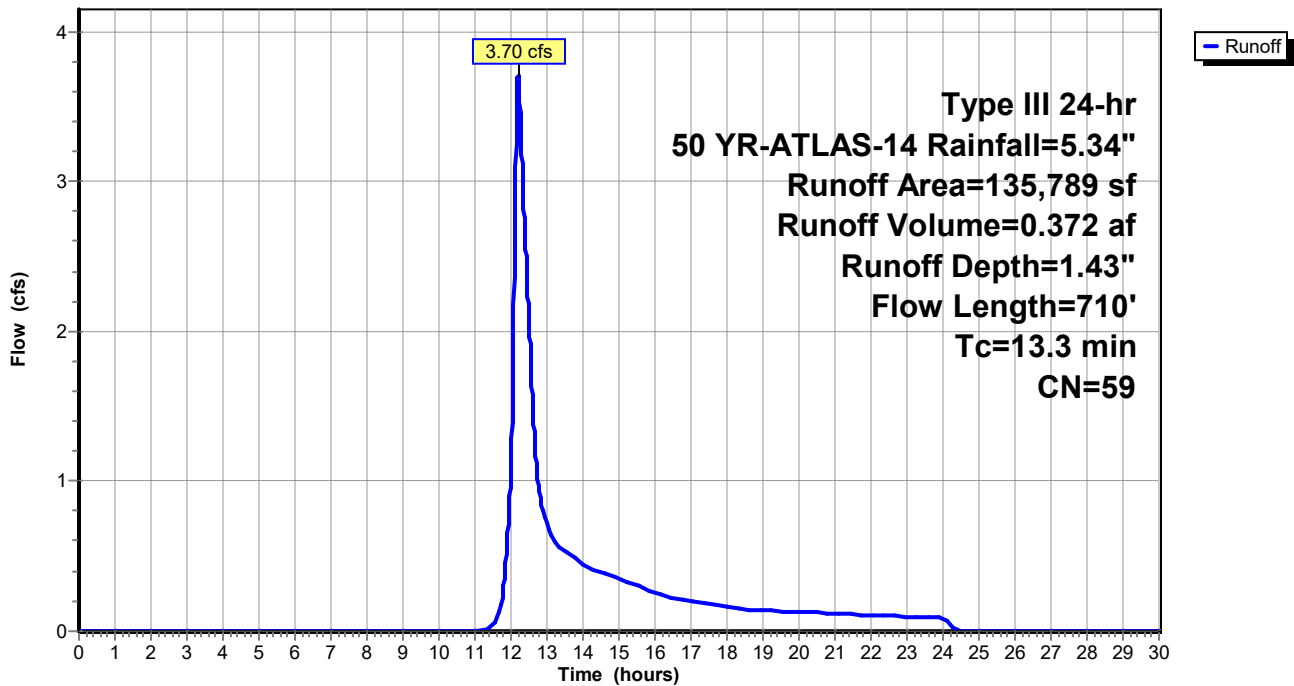
Runoff by SCS TR-20 method, UH=SCS, Weighted-CN, Time Span= 0.00-30.00 hrs, dt= 0.01 hrs  
 Type III 24-hr 50 YR-ATLAS-14 Rainfall=5.34"

Area (sf)	CN	Description
96,195	55	Woods, Good, HSG B
32,747	61	>75% Grass cover, Good, HSG B
5,432	96	Gravel surface, HSG B
1,415	98	Roofs, HSG B
135,789	59	Weighted Average
134,374		98.96% Pervious Area
1,415		1.04% Impervious Area

Tc (min)	Length (feet)	Slope (ft/ft)	Velocity (ft/sec)	Capacity (cfs)	Description
6.6	50	0.1200	0.13		<b>Sheet Flow,</b> Woods: Light underbrush n= 0.400 P2= 2.70"
6.7	660	0.1070	1.64		<b>Shallow Concentrated Flow,</b> Woodland Kv= 5.0 fps
13.3	710	Total			

**Subcatchment 1S: To Culvert**

Hydrograph



**Cyr Hydrology**

Prepared by Graz Engineering, LLC

HydroCAD® 10.20-4c s/n 01440 © 2024 HydroCAD Software Solutions LLC

Type III 24-hr 50 YR-ATLAS-14 Rainfall=5.34"

Printed 3/23/2026

Page 5

**Summary for Subcatchment 7S: To New Culvert**

Runoff = 2.34 cfs @ 12.22 hrs, Volume= 0.243 af, Depth= 1.36"  
 Routed to Reach 4R : New Lot Driveway Culvert

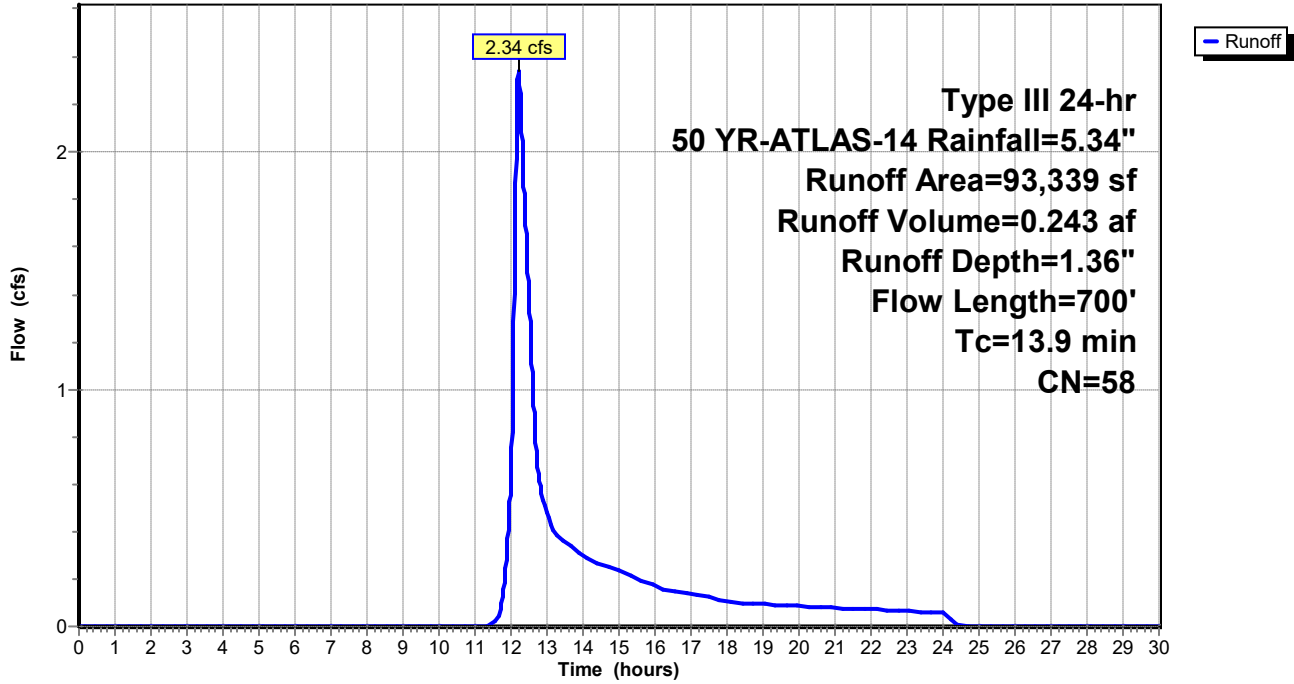
Runoff by SCS TR-20 method, UH=SCS, Weighted-CN, Time Span= 0.00-30.00 hrs, dt= 0.01 hrs  
 Type III 24-hr 50 YR-ATLAS-14 Rainfall=5.34"

Area (sf)	CN	Description
12,472	61	>75% Grass cover, Good, HSG B
3,495	96	Gravel surface, HSG B
76,976	55	Woods, Good, HSG B
396	98	Roofs, HSG B
93,339	58	Weighted Average
92,943		99.58% Pervious Area
396		0.42% Impervious Area

Tc (min)	Length (feet)	Slope (ft/ft)	Velocity (ft/sec)	Capacity (cfs)	Description
8.7	50	0.0600	0.10		<b>Sheet Flow,</b> Woods: Light underbrush n= 0.400 P2= 2.70"
1.0	100	0.1200	1.73		<b>Shallow Concentrated Flow,</b> Woodland Kv= 5.0 fps
1.7	320	0.4000	3.16		<b>Shallow Concentrated Flow,</b> Woodland Kv= 5.0 fps
2.5	230	0.0950	1.54		<b>Shallow Concentrated Flow,</b> Woodland Kv= 5.0 fps
13.9	700	Total			

### Subcatchment 7S: To New Culvert

Hydrograph



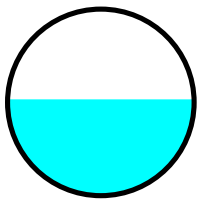
**Summary for Reach 4R: New Lot Driveway Culvert**

Inflow Area = 5.260 ac, 0.79% Impervious, Inflow Depth > 1.40" for 50 YR-ATLAS-14 event  
 Inflow = 5.02 cfs @ 12.28 hrs, Volume= 0.614 af  
 Outflow = 5.02 cfs @ 12.28 hrs, Volume= 0.614 af, Atten= 0%, Lag= 0.0 min  
 Routed to Reach 10R : Southern Wetland

Routing by Dyn-Stor-Ind method, Time Span= 0.00-30.00 hrs, dt= 0.01 hrs / 3  
 Max. Velocity= 12.26 fps, Min. Travel Time= 0.0 min  
 Avg. Velocity= 4.60 fps, Avg. Travel Time= 0.1 min

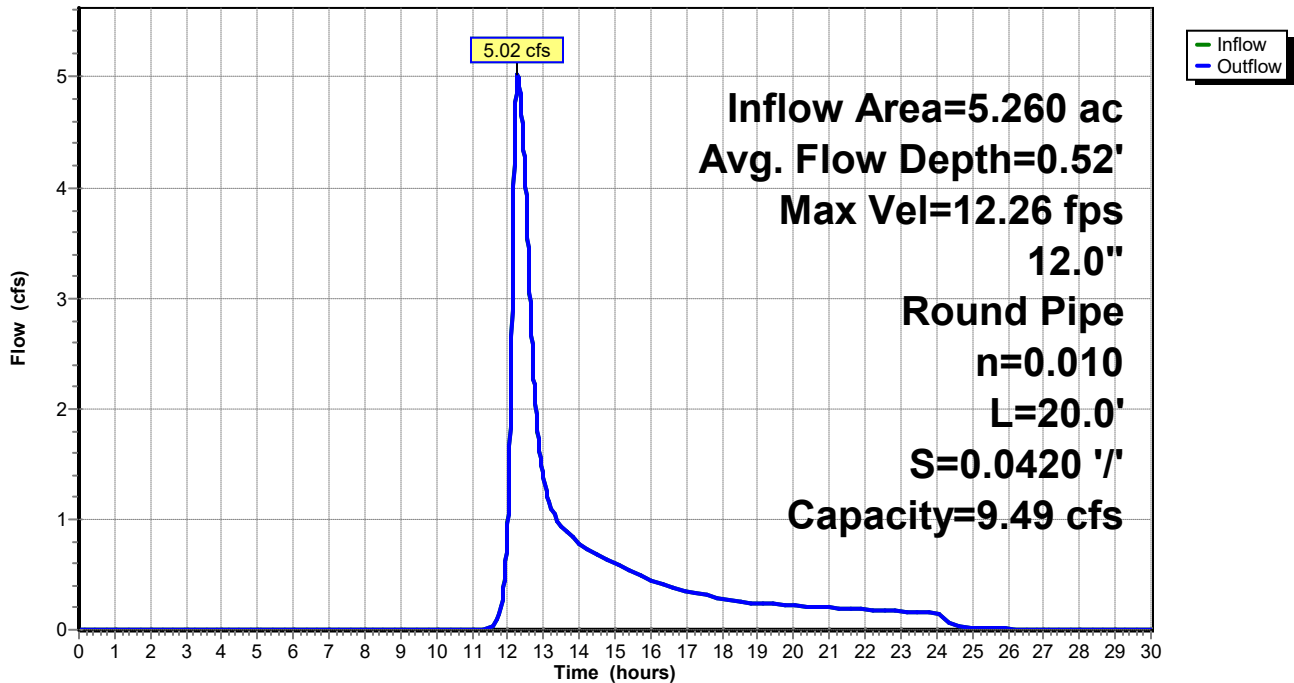
Peak Storage= 8 cf @ 12.28 hrs  
 Average Depth at Peak Storage= 0.52' , Surface Width= 1.00'  
 Bank-Full Depth= 1.00' Flow Area= 0.8 sf, Capacity= 9.49 cfs

12.0" Round Pipe  
 n= 0.010 PVC, smooth interior  
 Length= 20.0' Slope= 0.0420 '/'  
 Inlet Invert= 585.41', Outlet Invert= 584.57'



**Reach 4R: New Lot Driveway Culvert**

Hydrograph



**Summary for Reach 8R: Wetland Channel**

Inflow Area = 3.117 ac, 1.04% Impervious, Inflow Depth > 1.43" for 50 YR-ATLAS-14 event  
 Inflow = 2.97 cfs @ 12.33 hrs, Volume= 0.371 af  
 Outflow = 2.97 cfs @ 12.34 hrs, Volume= 0.371 af, Atten= 0%, Lag= 0.6 min  
 Routed to Reach 4R : New Lot Driveway Culvert

Routing by Dyn-Stor-Ind method, Time Span= 0.00-30.00 hrs, dt= 0.01 hrs / 3  
 Max. Velocity= 2.47 fps, Min. Travel Time= 0.8 min  
 Avg. Velocity = 0.90 fps, Avg. Travel Time= 2.2 min

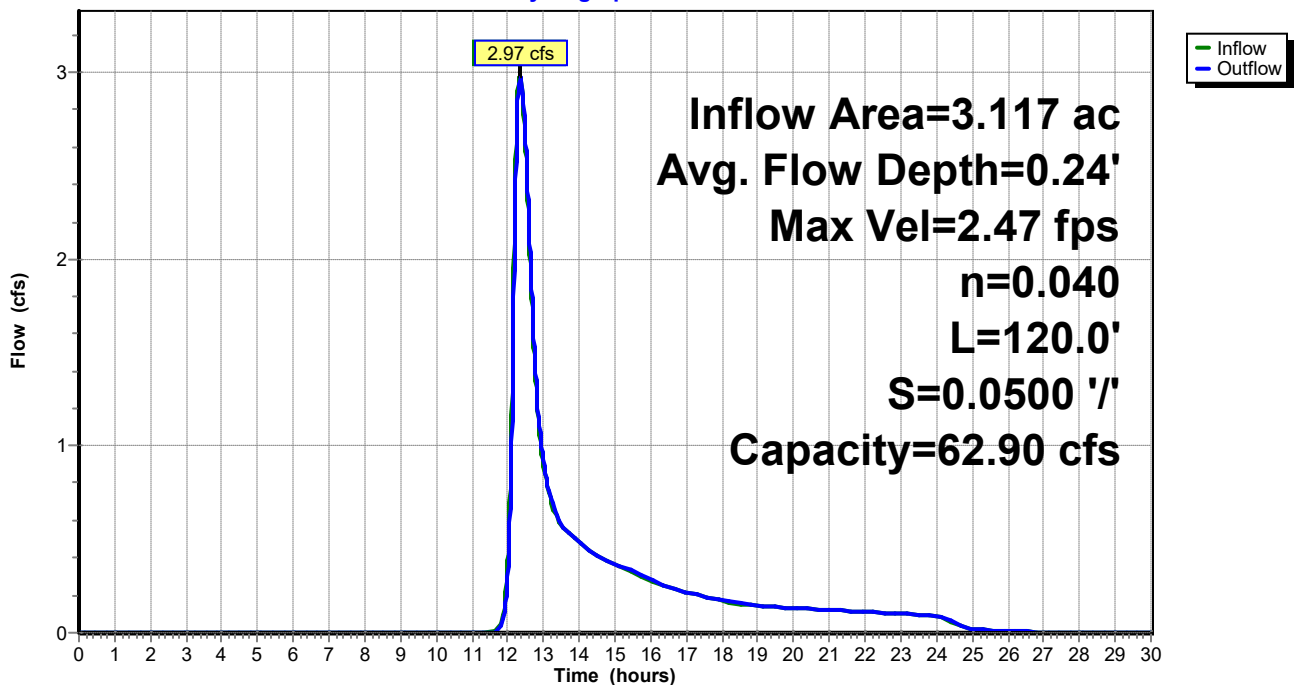
Peak Storage= 144 cf @ 12.34 hrs  
 Average Depth at Peak Storage= 0.24' , Surface Width= 7.40'  
 Bank-Full Depth= 1.00' Flow Area= 10.0 sf, Capacity= 62.90 cfs

15.00' x 1.00' deep Parabolic Channel, n= 0.040 Earth, cobble bottom, clean sides  
 Length= 120.0' Slope= 0.0500 '/'  
 Inlet Invert= 595.00', Outlet Invert= 589.00'



**Reach 8R: Wetland Channel**

Hydrograph



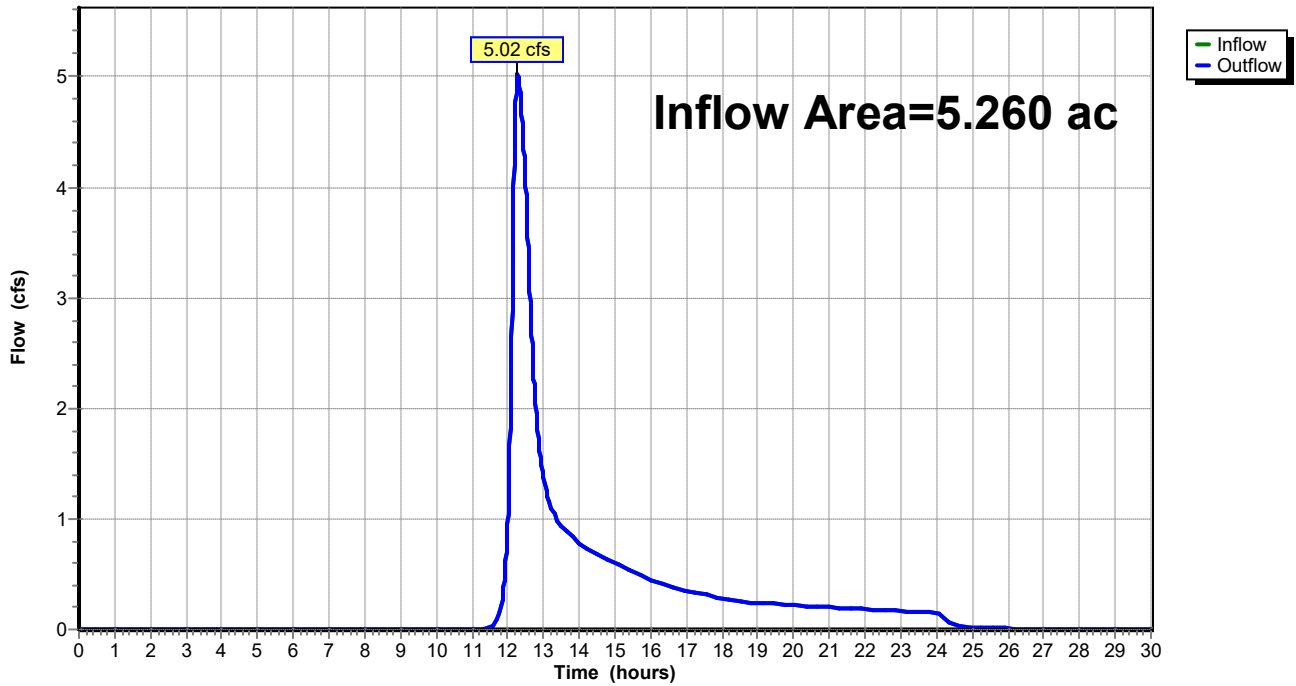
### Summary for Reach 10R: Southern Wetland

Inflow Area = 5.260 ac, 0.79% Impervious, Inflow Depth > 1.40" for 50 YR-ATLAS-14 event  
Inflow = 5.02 cfs @ 12.28 hrs, Volume= 0.614 af  
Outflow = 5.02 cfs @ 12.28 hrs, Volume= 0.614 af, Atten= 0%, Lag= 0.0 min

Routing by Dyn-Stor-Ind method, Time Span= 0.00-30.00 hrs, dt= 0.01 hrs / 3

### Reach 10R: Southern Wetland

Hydrograph

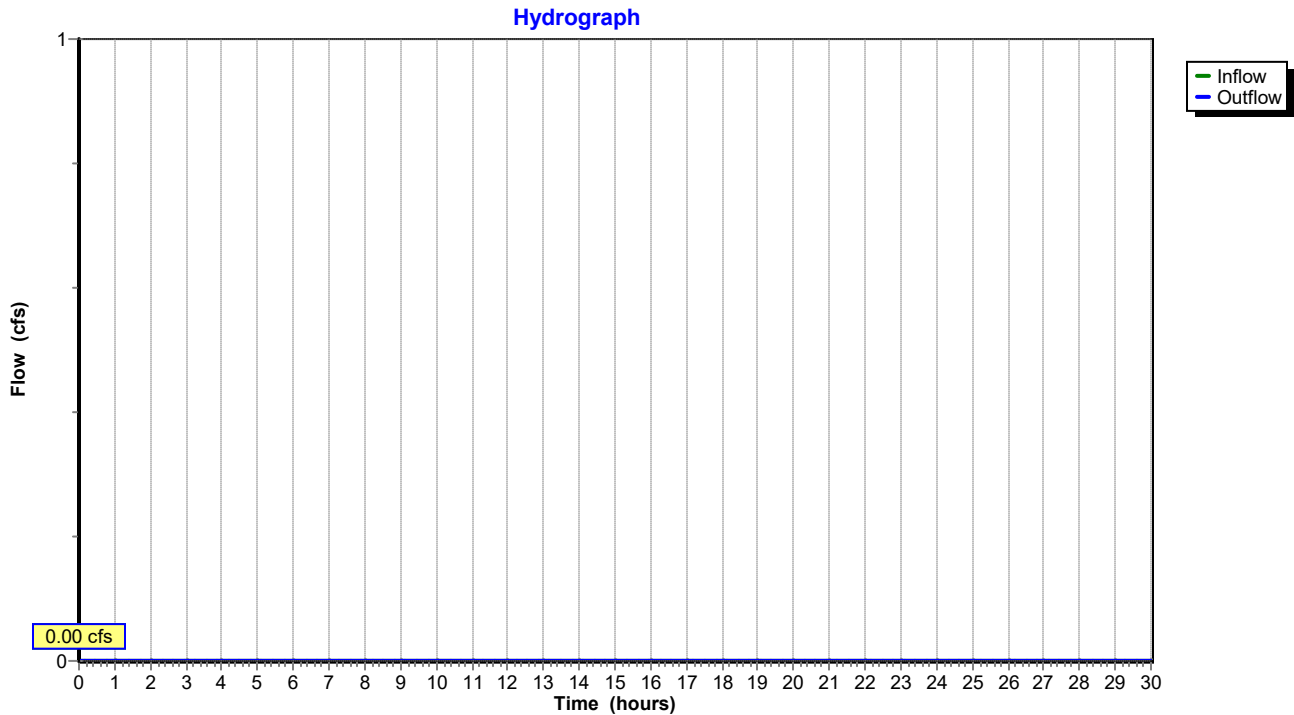


### Summary for Reach 11R: Pond Overflow to Roadway Culvert

Inflow = 0.00 cfs @ 0.00 hrs, Volume= 0.000 af  
Outflow = 0.00 cfs @ 0.00 hrs, Volume= 0.000 af, Atten= 0%, Lag= 0.0 min

Routing by Dyn-Stor-Ind method, Time Span= 0.00-30.00 hrs, dt= 0.01 hrs / 3

### Reach 11R: Pond Overflow to Roadway Culvert



**Summary for Pond 6P: 315 Driveway Culvert**

Inflow Area = 3.117 ac, 1.04% Impervious, Inflow Depth = 1.43" for 50 YR-ATLAS-14 event  
 Inflow = 3.70 cfs @ 12.20 hrs, Volume= 0.372 af  
 Outflow = 2.97 cfs @ 12.33 hrs, Volume= 0.371 af, Atten= 20%, Lag= 7.9 min  
 Primary = 2.97 cfs @ 12.33 hrs, Volume= 0.371 af  
 Routed to Reach 8R : Wetland Channel  
 Secondary = 0.00 cfs @ 0.00 hrs, Volume= 0.000 af  
 Routed to Reach 11R : Pond Overflow to Roadway Culvert

Routing by Dyn-Stor-Ind method, Time Span= 0.00-30.00 hrs, dt= 0.01 hrs / 3  
 Starting Elev= 596.46' Surf.Area= 1,400 sf Storage= 768 cf  
 Peak Elev= 597.49' @ 12.33 hrs Surf.Area= 1,947 sf Storage= 2,515 cf (1,747 cf above start)

Plug-Flow detention time= 53.8 min calculated for 0.354 af (95% of inflow)  
 Center-of-Mass det. time= 19.4 min ( 899.8 - 880.4 )

Volume	Invert	Avail.Storage	Storage Description
#1	595.50'	8,273 cf	<b>Custom Stage Data (Prismatic)</b> Listed below (Recalc)

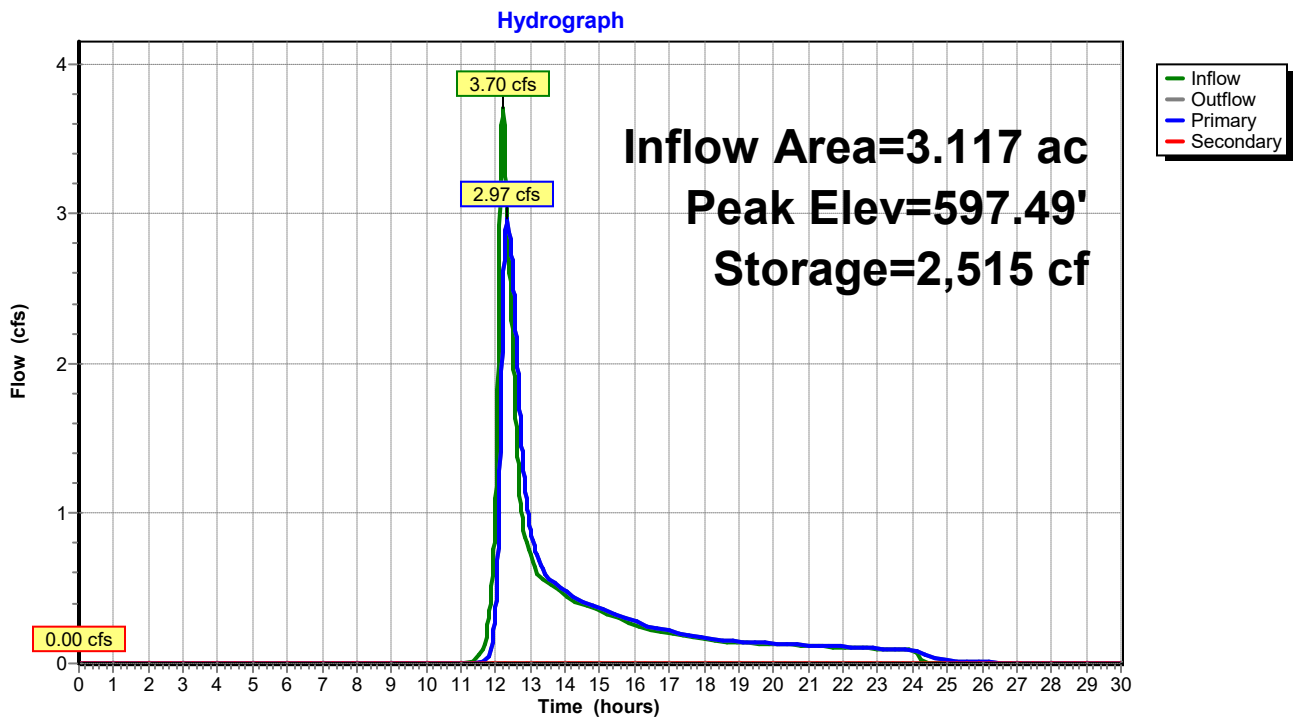
Elevation (feet)	Surf.Area (sq-ft)	Inc.Store (cubic-feet)	Cum.Store (cubic-feet)
595.50	200	0	0
596.50	1,450	825	825
598.00	2,200	2,738	3,563
599.00	7,220	4,710	8,273

Device	Routing	Invert	Outlet Devices
#1	Primary	596.46'	<b>15.0" Round Culvert</b> L= 19.0' CPP, projecting, no headwall, Ke= 0.900 Inlet / Outlet Invert= 596.46' / 595.22' S= 0.0653 '/' Cc= 0.900 n= 0.010 PVC, smooth interior, Flow Area= 1.23 sf
#2	Primary	598.33'	<b>40.0' long (Profile 6) Broad-Crested Rectangular Weir</b> Head (feet) 0.49 0.98 1.48 Coef. (English) 3.12 3.41 3.59
#3	Secondary	598.00'	<b>7.0' long (Profile 6) Pond Overflow</b> Head (feet) 0.49 0.98 1.48 Coef. (English) 3.12 3.41 3.59

**Primary OutFlow** Max=2.97 cfs @ 12.33 hrs HW=597.49' TW=595.24' (Dynamic Tailwater)  
 1=Culvert (Inlet Controls 2.97 cfs @ 2.73 fps)  
 2=Broad-Crested Rectangular Weir ( Controls 0.00 cfs)

**Secondary OutFlow** Max=0.00 cfs @ 0.00 hrs HW=596.46' TW=0.00' (Dynamic Tailwater)  
 3=Pond Overflow ( Controls 0.00 cfs)

### Pond 6P: 315 Driveway Culvert





February 25, 2026

Dear Dinsmoor Woods Property Abutter,

This letter is to let you know about a planned Red Pine tree harvest in Dinsmoor Woods next to your property. Work is expected to begin around **April 27, 2026** and finish by **May 15, 2026**.

The harvest is necessary because an invasive insect, **Red Pine Scale**, has been found in these trees. This pest only attacks Red Pine and causes them to decline and die quickly. There is no effective large-scale treatment - harvesting the trees is the only way to stop Red Pine Scale from spreading.

The Red Pines in this area are also near the end of their natural lifespan. Taking them down now helps prevent falling trees, reduces future safety risks, and avoids higher removal costs for taxpayers. Red Pine also has market value only while it is still alive, so acting now is the most responsible option.

We understand this work may be unexpected. Over the past year, the City has shared information through public meetings, radio interviews, community events, and upcoming presentations and site walks to explain the issue and the plan. For a list of these opportunities and helpful links, please see the back of this letter.

During the project, you may notice **temporary equipment noise and truck traffic**. The active work will be short, but the area will look different afterward. Once harvesting is complete, the focus will be on:

- Allowing native trees to grow back naturally
- Cleaning up trails and access areas
- Monitoring forest health and invasive species

This project has been planned with professional foresters and follows forest-management best practices. The goal is a **healthier, safer, and more diverse forest** that can better withstand pests, storms, and climate impacts.

For updates and more information, please visit [www.KeeneParks.com](http://www.KeeneParks.com) or contact **Carrah Fisk-Hennessey, Parks & Recreation Director** at [cfiskhennessey@keeneh.gov](mailto:cfiskhennessey@keeneh.gov). Thank you for your patience and for supporting the long-term care of Dinsmoor Woods.

Sincerely,

Carrah Fisk-Hennessey  
Parks & Recreation Director

### **Keene Parks & Recreation Red Pine Scale Educational Outreach:**

- Keene City Council MSFI Committee Presentation (MSFI December 4, 2024)
  - <https://youtu.be/Yr5PXQm044Q?t=2177>
- WKBK Radio Interview with Dan Mitchell (December 6, 2024)
  - <https://mykeenenow.com/news/219912-keene-takes-action-against-red-pine-scale-threat-in-city-parks/>
- WKBK Radio Interview with Dan Mitchell (April 1, 2025)
  - <https://mykeenenow.com/news/219912-keene-parks-and-recreation-director-discusses-upcoming-red-pine-scale-walk-and-talk-on-wkbk/>
- Wheelock Park Red Pine Scale Walk & Talk hosted by KPRD & NH State Foresters (April 6, 2025)
- Red Pine Scale Community Call with City & State officials (October 7, 2025)
  - [https://www.youtube.com/watch?v=\\_REAuZkBD0A&t=1s](https://www.youtube.com/watch?v=_REAuZkBD0A&t=1s)
- Keene City Council MSFI Committee Presentation – Red Pine Harvest plans (upcoming March 25, 2026)
- Dinsmoor “Woods Walk” with Long View Forest’s Alex Barrett (upcoming April 11, 2026 at 3:00pm)



April X, 2026

Keene Country Club  
c/o Jay Leonard  
775 West Hill Road  
Keene, NH 03431

**Sent via certified mail and first-class mail**

Mr. Leonard:

The Keene Conservation Commission is writing to share resources regarding best management practices for turf on golf courses like yours that are in close proximity to natural bodies of water and other sensitive natural resources. The Keene Country Club is a treasured recreational asset in Keene, and we believe that it is possible to both protect White Brook, which flows into the Ashuelot River, and achieve healthy turf for the continued success of your business.

The stretch of the Ashuelot River that runs through Keene provides unique aquatic habitat for freshwater mussels, including the endangered dwarf wedge mussel. In a long-term field study conducted by a professor at Keene State College, significant numbers of freshwater mussels were observed in sections of the Ashuelot River.

In addition to its proximity to White Brook, the golf course is near the well for Dusty Dog Farm and an auxiliary well just north of hole #4, which raises concerns about impacts to water quality.

To manage pests and diseases in an environmentally friendly way, we recommend adopting Integrated Pest Management (IPM) and organic turf management practices, which reduce or eliminate reliance on chemical pesticides while maintaining course quality. The Vineyard Golf Course provides a successful example of this approach. We have included several resources as links or attachments to this letter that may be helpful for this purpose.

Please do not hesitate to reach out to me or the Conservation Commission with any follow-up questions. We look forward to working with you to ensure the continued success of the Keene Country Club while protecting Keene's aquatic habitat and drinking water resources.

Sincerely,

Gary Flaherty, Chair  
Keene Conservation Commission

**Copy:**

- Mari Brunner, Senior Planner, City of Keene Community Development Department

**Resources:**

1. Fact Sheet. "Lawn Care within the Protected Shoreland." New Hampshire Department of Environmental Services. Attached.
2. Fact Sheet. "New Hampshire's Turf Fertilizer Law - What You Should Know." UNH Cooperative Extension. Attached.
3. Document. "Organic Insect Management at the Vineyard Golf Club," by Jeff Carlson, CGCS. Attached.
4. Book. *Landscaping at the Water's Edge: An Ecological Approach*. University of New Hampshire Cooperative Extension. (See Chapter 6: Environmentally Friendly Lawn Care). Available online at <https://extension.unh.edu>
5. Article. "The Vineyard Golf Club: A new sheriff in town." Golf Course Superintendents Association of America, January 2018. Available online at <https://www.gcmonline.com/course/environment/news/vineyard-golf-club>

**City of Keene**  
**NEW HAMPSHIRE**

**CONSERVATION COMMISSION**

**Rules of Procedure**

1. **Meetings:** All meetings described in this section shall be considered a public meeting subject to the provisions of RSA 91-A. All meetings must be open to, and accessible by, the public. Meeting times and locations shall be posted at least 24 hours before the time of the meeting in two public places, one of which may include the City's website.
  - A. **Regular Meetings:** Regular meetings shall be held at least once a month unless there are no items of business to discuss. Regular Meeting times and dates shall be determined by members of the Commission.
  - B. **Special Meetings:** Special meetings may be held at the discretion of the Chair, or in their absence, the Vice Chair to address matters that require a timely response. Discussion at a special meeting shall be restricted to the item(s) listed on the agenda for that meeting.
  - C. **Workshop Sessions:** Workshop sessions may be held at the discretion of the Chair to allow in-depth discussions and evaluations of specified topics.
  - D. **Site Visits:** Site visits may be scheduled periodically at the discretion of the Chair. Site visits may be scheduled when, in the Chair's discretion, it is warranted to gather relevant information related to an application before the Commission.
  
2. **Public Hearings:**
  - A. The Conservation Commission shall hold a public hearing with notice, and obtain City Council approval, prior to using money from the conservation land acquisition fund to acquire any interest in real property.
  - B. The Commission may conduct public or informational hearings when it determines such hearings will be in the public's best interest.
  - C. Notification of public hearings shall be posted in accordance with RSA 675:7.
  
3. **Minutes:** Minutes of all meetings shall be kept and shall include: the name of the Commission; the date, time, and location of the meeting; the members present or absent; motions or other actions taken including who made the motion and who seconded, who recused and the reason for recusal, and whether the action passed or failed; the names of persons appearing before the Commission; the subject matter discussed; the time the meeting adjourned; and the name of the minute taker. If there is no minute taker specifically assigned to the Commission, the Chair shall designate an appropriate individual for this purpose.

Within 5 business days of the close of the meeting, the minute taker shall submit the draft minutes to the Staff Liaison. The Staff Liaison shall review the draft minutes and may make such corrections as are necessary to ensure that information required to be included in the minutes of such meetings is accurate. 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. All corrections shall be made with “track changes” or a similar feature turned on. Once approved, meeting minutes shall be immediately filed with the City Clerk.

4. **Quorum:** A quorum shall consist of four members. Commission business shall not be conducted in the absence of a quorum. An available alternate member shall be appointed by the Chair in the absence of a regular member. Unless the appointed alternate member becomes unable to continue to participate, the alternate member so appointed should continue to serve in the place of the absent regular member if a matter under consideration by the Commission extends over multiple meetings, and/or until that matter has been completed.

A quorum of the Commission shall always be physically present at the location specified in the public notice, and no Commission business shall be conducted through email or other electronic communication that does not allow the public to hear, read or otherwise discern the meeting discussion.

5. **Remote Participation:** A member may participate by telephone or other electronic communication (“remotely”) with the approval of the Chair when the member’s attendance is not reasonably practical, the reason for absence is stated in the minutes, the remote member states where they are physically located, and who is present in that location with them. Any member participating remotely may vote but shall not count toward quorum. When any voting member is participating remotely, all votes must be taken by roll call. The Presiding Officer shall be physically present at the meeting location specified in the meeting notice.
6. **Elections:** At the first meeting of the new calendar year the Conservation Commission shall elect, by simple majority, a Chair and a Vice Chair.
7. **Presiding Officer:**
  - A. The Chair of the Conservation Commission shall preside over the meeting and call the members to order.
  - B. In case of absence of the presiding officer, if a quorum is found to be present, the Commission shall proceed with the Vice Chair acting as the presiding officer.
  - C. In the event of absence of the Chair and Vice Chair, if a quorum is found to be present, the Commission shall proceed to elect a Commission member, by majority vote of those present, as Chair of the meeting until the presiding officer appears.
8. **Right of Floor:** The Chair shall control the meeting. When recognized by the Chair, a

member of the Commission or general public shall respectfully address the members of the Commission and shall confine themselves to the question under debate, avoid personal comments, and refrain from impugning the motives of any other member's argument or vote. Individuals attending meetings to present to the Committee may participate remotely with prior approval from the Chair. 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.

9. **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. Commission business on meeting agenda.
  - E. New Business
  - F. Adjournment

The presiding officer may permit any item of business to be taken up out of the regular order as set by the agenda unless there is an objection by a Commission member in which case a majority of the Commission may vote to take the item out of order.

10. **Meeting Agenda:** The meeting agenda shall be prepared by the Staff Liaison on consultation with the Chair, or in the absence of a Staff Liaison, by the Chair. Items to be placed on the meeting agenda must be received a minimum of five (5) business days prior to the scheduled meeting. No subject 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.
11. **Communication:** Communications to be introduced to the Commission must be signed by the person introducing the same and must give his or her residential address, mailing address, if different, at which he or she can be reached to 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 Commission. Communications addressed to a Commission member of a personal or argumentative nature shall not be introduced in the Commission. Any email communication directly to a member of the Commission relating to a matter before the Commission must be provided to the Staff Liaison, or to the Chair, for compliance with this paragraph and for inclusion in the record.
12. **Reports to City Council:** When required, the Conservation Commission shall issue a Majority Report as Informational or as a Recommendation to the City Council based on the findings of the Commission. A simple majority shall constitute a majority.
13. **Tie Vote:** In the case of a tie vote on any motion or recommendation, said motion or recommendation shall be deemed defeated.
14. **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 Commission. For the purposes of this Rule, the next regular meeting of the Commission shall be the next regularly scheduled meeting of the Conservation Commission which is at least ten days after the meeting of the Commission at which the decision to be reconsidered occurred. The Commission member shall submit a written notice and the question shall be placed on the agenda in accordance with these rules. A motion to reconsider shall require a majority vote of the Commission members present. After a motion for reconsideration has 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 here, the Commission shall have no further right of reconsideration on the question.

15. **Creation of Subcommittees:** The Commission may create subcommittees as necessary to assist in its operations, which shall be advisory to the Commission. Subcommittees shall be created by vote of the Commission for a stated purpose, identifying the specific Commission members appointed, with the purpose and membership included in the minutes of the Commission. Non-Commission members shall not be appointed to subcommittees; however, non-commission members may participate in subcommittee discussions at the discretion of the subcommittee chair. Subcommittees are public bodies under RSA 91-A and are subject to all the requirements applicable to the Commission under these Rules of Procedure.

16. **Conflict of Interest:**

- A. Every member present when a question is placed before the Commission 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.
- B. A conflict may exist when a member of a Commission member's immediate family has a conflict. A conflict exists when a business or individual has a matter before the Commission and the Commission member is employed by the business, or is otherwise a party in interest.
- C. If the conflict becomes known prior to a Commission meeting, the Commission member shall notify the Staff Liaison and provide the written particulars of the conflict of interest. If the conflict becomes known to the Commission member during a meeting, the Commission 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 Commission members present. The Commission member claimed to have the conflict shall not vote.
- D. When such a conflict exists, the member having the conflict shall be recused and shall be prohibited from participating in the discussion and shall not vote on the matter. No Commission member having a conflict of interest may discuss the issue in which they have a conflict with any other Commission member in any other place or any other time.
- E. Any Commission member having reasonable grounds to believe that another member has a conflict of interest may raise the issue on their own motion.

The question will then be decided as set forth above.

17. **Non-Public Session:** The Commission shall not enter a non-public session without the presence of City Staff at the meeting. In the event of a requirement to enter into non-public session, the Commission may, by roll-call, vote to go into non-public session. All persons who are not Commission members 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 shall be publicly disclosed within seventy-two hours unless, by recorded vote of two-thirds 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 hours after the meeting.
18. **To Amend Rules:** These Rules may be amended or new rules adopted by a two-thirds vote of all members appointed. 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 Commission meeting, but shall not be acted upon until the next regular meeting of the Commission. Changes shall become effective upon passage.
19. **Rules of Order:** "Roberts Rules of Order" shall govern points of order not covered herein.

Adopted by the Conservation Commission of the City of Keene this \_\_\_\_\_ day of April 2026.

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Gary Flaherty, Chair

City of Keene  
NEW HAMPSHIRE

CONSERVATION COMMISSION

Conservation Commission Rules of Order Procedure

1. **Meetings:** All meetings described in this section shall be considered a public meeting subject to the provisions of RSA 91-A. All meetings must be open to, and accessible by, the public. Meeting times and locations shall be posted at least 24 hours before the time of the meeting in two public places, one of which may include the City's website.
  - A. Regular Meetings: Regular meetings shall be held at least once a month unless there are no items of business to discuss. Regular Meeting times and dates shall be determined by members of the Commission. All meetings are open to the public and meeting times will be posted at least 24 hours before the time of the meeting.
  - B. Special Meetings: Special meetings may be held at the discretion of the Chair, or in their absence, the Vice Chair to address matters that require a timely response. Discussion at a special meeting shall be restricted to the item(s) listed on the agenda for that meeting.
  - C. Workshop Sessions: Workshop sessions may be held at the discretion of the Chair to allow in-depth discussions and evaluations of specified topics.
  - D. Site Visits: Site visits may be scheduled periodically at the discretion of the Chair. Site visits may be scheduled when, in the Chair's discretion, it is warranted to gather relevant information related to an application before the Commission.
2. **Public Hearings:**
  - A. The Conservation Commission shall hold a public hearing with notice, and obtain City Council approval, prior to using money from the conservation land acquisition fund to acquire any interest in real property.
  - B. The Commission may conduct public or informational hearings when it determines such hearings will be in the public's best interest.
  - C. Notification of public hearings shall be posted in accordance with RSA 675:7.
3. **Minutes:** Minutes of all meetings shall be kept and shall include: the name of the Commission; the date, time, and location of the meeting; the members present or absent; motions or other actions taken including who made the motion and who seconded, who recused and the reason for recusal, and whether the action passed or failed; the names of persons appearing before the Commission; the subject matter discussed; the time the meeting adjourned; and the name of the minute taker. If there

~~is no minute taker specifically assigned to the Commission, the Chair shall designate an appropriate individual for this purpose.~~

~~Within 5 business days of the close of the meeting, the minute taker shall submit the draft minutes to the Staff Liaison. The Staff Liaison shall review the draft minutes and may make such corrections as are necessary to ensure that information required to be included in the minutes of such meetings is accurate. 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. All corrections shall be made with "track changes" or a similar feature turned on. Once approved, meeting minutes shall be immediately filed with the City Clerk.~~

4. ~~**Quorum:** A quorum shall consist of four members. Commission business shall not be conducted in the absence of a quorum. An available alternate member shall be appointed by the Chair in the absence of a regular member. Unless the appointed alternate member becomes unable to continue to participate, the alternate member so appointed should continue to serve in the place of the absent regular member if a matter under consideration by the Commission extends over multiple meetings, and/or until that matter has been completed.~~

~~A quorum of the Commission shall always be physically present at the location specified in the public notice, and no Commission business shall be conducted through email or other electronic communication that does not allow the public to hear, read or otherwise discern the meeting discussion. The majority of the Conservation Commission members~~

~~appointed shall constitute a quorum.~~

5. ~~**Remote Participation:** A member may participate by telephone or other electronic communication ("remotely") with the approval of the Chair when the member's attendance is not reasonably practical, the reason for absence is stated in the minutes, the remote member states where they are physically located, and who is present in that location with them. Any member participating remotely may vote but shall not count toward quorum. When any voting member is participating remotely, all votes must be taken by roll call. The Presiding Officer shall be physically present at the meeting location specified in the meeting notice.~~

~~Section 2: **Elections:** At the first meeting of the new calendar year the~~

6. ~~Conservation Commission shall elect, by simple majority, a Chairperson and a Vice Chairperson.~~

7. ~~**Section 4: Presiding Officer:**~~

- ~~a. The Chair of the Conservation Commission shall preside over the meeting and~~

call the members to order. ~~The presiding officer shall vote on Conservation Commission matters unless otherwise disqualified pursuant to Section 15 of these Rules of Order.~~

A.

~~b. Section 5: Vice Chair~~ In case of absence of the presiding officer, if a quorum is found to be present, the Commission shall proceed with the Vice Chair acting as the presiding officer. ~~The Vice Chair, unless acting as presiding officer, shall vote on Conservation Commission matters.~~

B.

~~C. Section 6: Temporary Chair~~ In the event of absence of the Chairperson and Vice Chairperson ~~absence~~, if a quorum is found to be present, the Commission shall proceed to elect a Commission member, by majority vote of those present, as Chair of the meeting until the presiding officer appears.

**8. Section 7: Right of Floor:** ~~The Chair shall control the meeting.~~ When recognized by the Chair, a member of the Commission or general public shall respectfully address the members of the Commission and shall confine themselves to the question under debate, avoid personal comments, and refrain from impugning the motives of any other member's argument or vote. Individuals attending meetings to present to the Committee may participate remotely with prior approval from the Chair. 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.

**9. Section 8: Order of Business:** The business of all regular meetings shall be transacted in the following order:

~~A.~~ Call to order.

A.

~~B.~~ Roll call of attendance.

B.

~~C.~~ Acceptance of minutes of preceding meeting.

C.

~~D.~~ Commission business on meeting agenda.

D.

E. New Business

F. Adjournment

~~4. The presiding office may permit any item of business to be taken up out of the regular order as set by the agenda unless there is an objection by a Commission member in which case a majority of the Commission may vote to take the item out of order.~~

**10. Section 9: Meeting Agenda:** The meeting agenda shall be prepared by the Staff Liaison on consultation with the Chair, or in the absence of a Staff Liaison, by the Chair. Items to be placed on the meeting agenda must be received a minimum of five (5) business days prior to the scheduled meeting. No subject 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.

11. ~~Section 10: Communication:~~ Communications to be introduced to the Commission must be signed by the person introducing the same and must give his or her residential address, mailing address, if different, at which he or she can be reached to be notified of meetings, ~~ete~~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 Commission. Communications addressed to a Commission member of a personal or argumentative nature shall not be introduced in the Commission. Any email communication directly to a member of the Commission relating to a matter before the Commission must be provided to the Staff Liaison, or to the Chair, for compliance with this paragraph and for inclusion in the record.

~~Section 11: Order of business-Out of Order The presiding officer may permit any item of business to be taken up out of the regular order as set by the agenda unless there is an objection by a Commission member in which case a majority of the Commission may vote to take the item out of order.~~

12. ~~Section 12: Conservation Commission Reports to City Council:~~ When required, the Conservation Commission shall issue a Majority Report as Informational or as a Recommendation to the City Council based on the findings of the Commission. A simple majority shall constitute a majority.

13. ~~Section 13: Tie Vote:~~ In the case of a tie vote on any motion or recommendation, said motion or recommendation shall be deemed defeated.

14. ~~Section 14: 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 Commission. For the purposes of this Rule, the next regular meeting of the Commission shall be the next regularly scheduled meeting of the Conservation Commission which is at least ten ~~(10)~~ days after the meeting of the Commission at which the decision to be reconsidered occurred. The Commission member shall submit a written notice and the question shall be placed on the agenda in accordance with these rules. A motion to reconsider shall require a majority vote of the Commission members present. After a motion for reconsideration has ~~one~~ 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 here, the Commission shall have no further right of reconsideration on the question.

15. Creation of Subcommittees: The Commission may create subcommittees as necessary to assist in its operations, which shall be advisory to the Commission. Subcommittees shall be created by vote of the Commission for a stated purpose, identifying the specific Commission members appointed, with the purpose and membership included in the minutes of the Commission. Non-Commission members shall not be appointed to subcommittees; however, non-commission members may participate in subcommittee discussions at the discretion of the subcommittee chair. Subcommittees are public bodies under RSA 91-A and are subject to all the requirements applicable to the Commission under these Rules of Procedure.

**16. ~~Section 15: Conflict of Interest:~~**

~~A.~~ Every member present when a question is ~~put placed before the Commission~~ shall vote thereon, except when the member has a conflict of interest in the matter as defined by ~~Section 0600.0~~Article VI, Conflict of Interest and Section 25, Communications, of the Charter of the City of Keene.

~~B.~~ A conflict may exist when a ~~member of a~~ Commission member's ~~spouse, parent, child or other member of the Commission member's~~ immediate family has a conflict. A conflict exists when a business or individual has a matter before the Commission and the Commission member is employed by the business, or is otherwise a party in interest.

~~—~~If the conflict becomes known prior to a Commission meeting, the Commission member ~~shall~~

~~C.~~ ~~shall file with~~notify the Staff Liaison ~~and provide~~ the written particulars of the conflict of interest ~~for inclusion on the Commission agenda~~. If the conflict becomes known to the Commission members during a meeting, the Commission 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 Commission members present. The Commission member claimed to have ~~such a~~the conflict ~~of interest~~ shall not vote.

~~2.~~—When such a conflict exists, the member having ~~the~~the conflict shall be ~~recused and shall be~~ prohibited from participating in the discussion ~~and shall not vote on the matter and votin~~and shall not vote ~~on the matter and votin~~ permitted to participate in the discussion ~~on the Commission floor, No~~ Commission member having a conflict of interest may discuss the issue in which they have a conflict with any other Commission member in any other place or any other time.

~~D.~~

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

**17. ~~Section 16: Non-Public~~Non-Public Session:** ~~The Commission shall not enter a non-public session without the presence of City Staff at the meeting. In the event of a requirement to enter into non-public session, A~~the two thirds (2/3) majority of members present at a Conservation Commission meeting ~~may, vote by roll-call, vote to go into non-public session when dealing with land matters and litigation. No action or decision with respect to such matters shall be taken or adopted in non-public session, but only in open meeting.~~ All persons ~~who are not Commission members present~~ shall leave the meeting, ~~un~~less 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 shall be publicly disclosed within seventy-two hours unless, by recorded vote of two-thirds 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 hours after the meeting.~~

~~Section 17: Suspension of Rules~~ Any provision of these rules not governed by the Charter, Statute, Or Ordinance, may be temporarily suspended at any meeting of the Commission, 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 records.

18. ~~Section 18: To Amend Rules:~~ These Rules may be amended or new rules adopted by a two-thirds (2/3) vote of all members appointed. 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 Commission meeting, but shall not be acted upon until the next regular meeting of the Commission. Any such alterations or amendments shall be submitted in writing at the preceding regular meeting and shall be referred to a sub-committee to be appointed by the Chair. This requirement shall be waived only by unanimous consent, with a recorded vote of all members appointed. Changes shall become effective upon passage.

19. ~~Section 19: Rules of Order:~~ "Roberts Rules of Order" shall govern points of order not covered herein.

Adopted by the Conservation Commission of the City of Keene this \_\_\_\_\_ day of April 2026.

---

Gary Flaherty, Chair



# NORTHEAST

VEGETATION & MOSQUITO CONTROL

63 Epping Street  
Raymond, NH 03077  
(603) 255-3782  
[jadams@northeastvmc.com](mailto:jadams@northeastvmc.com)

March 30th, 2026

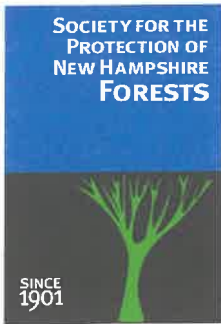
Dear Ms. Marcou and Mr. Wood,

This letter is to inform you of the beginning of mosquito control services in Keene beginning April 1st, 2026. The Division of Pesticide Control requires written notification to town officials prior to any larviciding applications. Larvicides are applied based primarily on arboviral surveillance data to prevent mosquitoes from spreading mosquito-borne viruses. Bacterial larvicides will be utilized due to effectiveness and minimal environmental impact. In situations where immediate control is needed, limited use of mineral and coconut larvicidal sufficants will be used as well. Additional products have been permitted should the need arise but are not anticipated. No broad scale adulticiding or “fogging” is anticipated in Keene barring a major public health emergency. Limited barrier spraying at parks and schools may occur in the event of arboviral detection in Keene or surrounding towns after discussion with yourselves and other City of Keene officials. If you have any additional questions please don’t hesitate to reach out to me directly at [jadams@northeastvmc.com](mailto:jadams@northeastvmc.com).

Sincerely, Justin Adams

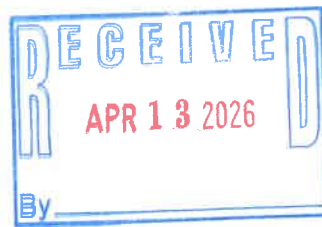
Director of Mosquito Control and Surveillance

Northeast Vegetation and Mosquito Control



54 Portsmouth Street  
Concord, NH 03301  
Tel. 603.224.9945  
info@forestsociety.org  
www.forestsociety.org  
Follow @forestsociety

City of Keene  
Conservation Commission  
3 Washington St.  
Keene, NH 03431



Dear Friends,

Your organization's annual membership in the Society for the Protection of New Hampshire Forests is coming up for renewal. We hope you will continue your support!

As you know, New Hampshire's forests, mountains, waters, and wildlife weave together the fabric of our state. Your membership support not only helps the Forest Society accomplish tangible work on the ground – it is an expression of commitment to conserving the quality of life we all hold dear.

**Thanks to members like you, our recent conservation successes include . . .**

- Acquiring 1,328 acres in Bradford and Hillsborough – a key addition within one of the largest remaining areas of intact, ecologically significant forests south of the White Mountains, and an important wildlife corridor.
- Purchasing a conservation easement on 193 acres at the Morrill Farm Dairy in Penacook, that protects high-quality agricultural soils, floodplain forests, oxbow ponds, and over a mile of shoreline on the Merrimack River.
- Conserving the two largest unprotected tracts of land near the top of Mount Kearsarge, totaling 230 acres along the scenic access approach to the summit.
- Securing 30 acres on Mountain Road, adjacent to the Old Toll Road Trailhead in Jaffrey, where every year, an average of 12,000 people begin their hike to the summit of Mount Monadnock. This will buffer the trail from potential future development.
- Completing a new all-persons accessible trail to the Merrimack River at our headquarters in Concord, a beautiful and much-enjoyed destination.

Land conservation, sustainable forest management, trail care and maintenance, and vigilant advocacy are at the heart of the Forest Society's work – and this work benefits all of us here in New Hampshire.

**Please renew today.** That way, your membership gift will go right back to work – protecting New Hampshire's most beautiful and threatened lands for all to enjoy.

Sincerely,

Jack Savage  
President

JS:1a

P.S. **We hope you can join us this year at a special event or field trip as we celebrate our 125<sup>th</sup> Anniversary!** You'll find our events calendar at [forestsociety.org/events](http://forestsociety.org/events). Page 60 of 61



**NEW HAMPSHIRE  
TURTLE RESCUE**



**New Hampshire Turtle Rescue, Inc.**

P.O. Box 185  
Nottingham, NH 03290

Greetings!

This is Drew with New Hampshire Turtle Rescue in Nottingham reaching out to let you know that turtles have started crossing local roads as they migrate to their feeding, mating, and nesting habitats. I also wanted to remind you that we're here to help in case you encounter a turtle that is injured or distressed and in need of aid.

If you need assistance with a wild turtle, please **call or text anytime at (603) 417-4944**.

At New Hampshire Turtle Rescue, we provide comprehensive care for injured turtles, with the ultimate goal of releasing them back into their wild homes once they are fully recovered. We have a dedicated team that provides medical care, rehabilitation, and recovery support.

We are the only facility in New Hampshire with rehabilitators licensed to care for the four state-listed threatened & endangered turtle species: **Blanding's Turtle, Spotted Turtle, Wood Turtle, and Eastern Box Turtle**. These species are slow to mature but live a very long time, leading to their populations relying heavily upon a small number of reproductive individuals. This means that helping even one turtle can make a lasting impact for that local population – every individual matters!

If you encounter a turtle crossing a road, simply help it cross in the direction it is heading, and do not relocate. Snapping turtles can be safely lifted using the back of their shells while keeping clear of the strike zone (as pictured). Placing them onto a piece of cardboard or car mat and dragging them out of the road works well and limits handling & stress. A snow shovel can also be a good tool to have available to help move them. When in doubt, just give us a call. We're here to help!

Sincerely,

Drew Stevens  
President, New Hampshire Turtle Rescue



The back of a **snapping turtle** shell has "handles" that you can grab to safely move it out of the road.

**Note: Never move or pick up a turtle by its tail!**