

**Minutes, Atkinson Conservation Commission  
Special Meeting  
Monday, March 14<sup>th</sup>, 2005 at 7:30  
Atkinson Town Hall**

**Call To Order** by Chairman Scott Kukshel at 7:35.

**Attending:**

Carole Hall  
Scott Kukshel  
Pete McVay  
Michelle Veasey  
Paul Wainwright

**Guest Business and Plan Reviews:**

**Bob Jones, Bluebird Lane:** the drainage swales on 4 Bluebird Lane starts on Sawyer Avenue and do not conform to State standards. He requested guidance on how to present this to the Zoning Board. It was recommended that a soil scientist do a survey for presentation.

**Internal Business**

**Wetlands Ordinance:** Commission members were disappointed by the rejection of the wetlands amendment at the town meeting, and will try again at the next annual town meeting. More effort will be made to publicize the reason for the amendment.

**NHACC Dues:** the annual dues of \$277.00 come due. Paul moved to pay the dues by April 1<sup>st</sup> and Pete seconded the motion. Motion passed unanimously.

**Map and Trails Brochure Funding:** the main reason for the special meeting was to discuss the scope of work and funding of the map and trails brochure project. Pete reported that funds are available as a matching grant from the Rockingham Planning Commission (RPC), even though their published deadline had passed. David Wycliffe, GPS specialist at RPC, provided an estimate based on the scope of work (SOW) submitted to the RPC by Pete. The total cost for the work (added as an attachment to these minutes) was \$1,125. RPC would provide a grant for approximately half of this funding if the town would approve the other half (\$567.00).

The "Moose Plate" grant does not cover the special expenses of map production, so other funds (grant from RPC plus matching funds) are needed to produce the maps used in the brochure. The current draft maps cannot be used because they are based on copyrighted maps (TopoMap).

RPC said that approval of the matching funds must be available before they can proceed with the work. The Conservation Commission has \$567.00 in the professional services line item that could be applied to the SOW, provided the grant is approved by RPC. That is, if the grant is approved, then the professional services funding will be applied.

Paul made a motion to apply for the RPC grant and expend monies from the Professional Services budget line item of \$562.50, contingent on approval of the RPC matching grant at 50%. Michelle seconded the motion. Motion passed unanimously.

Carole will write a letter approving the matching grants. Scott will take this letter to the Board of Selectmen to keep them informed of Commission actions.

Pete will meet with the RPC and act as liaison, once the grant letter from Scott is received. Actions needed are:

- Tracking of project for reporting to town and Moose Plate commission on results.
- Tracking of map production for incorporation into final brochure.
- Arrangement with printer for map production (budget allows for \$1,200 for

printing)

- Completion of project report to Moose Plate Commission once maps are distributed.

The meeting adjourned at 8:36.

Respectfully submitted,

Pete McVay

Based on meeting notes by Carole Hall

## SCOPE OF WORK AND COST

Rockingham Planning Commission (RPC) and the Town of Atkinson will work together to produce a set of data and map graphics depicting each of 9 separate conservation areas within the town of Atkinson. The Town seeks to use the digital maps in a Conservation Commission brochure as well as maintain the maps in ArcView software. The following lists the major work components of this project.

### Data Automation

1. **Parcels.** Town will provide the latest available Composite Tax Parcel shapefile from the Town tax map vendor. RPC will geo-reference and transform this dataset as needed to be in New Hampshire State Plane, NAD83 coordinate system.
2. **Conservation Lands.** RPC will automate the list of 9 conservation parcels provided by the Town. Conservation parcels will be automated using the composite tax parcel shapefile.
3. **Elevation Contour Lines.** RPC will obtain or produce vector elevation contour lines from existing USGS topographic quadrangle maps. Elevations will be in meters with a two- meter contour interval. Elevation contour lines will cover the map extents of each conservation area.
4. **Conservation Map Index.** RPC will produce a map extent index shapefile that will include a rectangle for each conservation area. The extent of each rectangle will serve as the map extent for each conservation map.

### Map Production

RPC will produce separate maps for each conservation land trail area. Maps will be in PDF format and will include:

1. Conservation area boundaries
2. Road centerlines
3. USGS Surface water
4. Transportation features, such as power lines and railroads
5. Elevation contour lines
6. Feature names where recorded, such as roads, geographic feature names, etc.
7. Buildings where indicated on tax maps and/or orthophoto
8. 2003 orthophotography

All digital maps and data will be provided to the Town on CD-ROM media. Data will be provided in Shapefile format except for annotation layers, which will be converted to ArcInfo coverage format, so that the town may view it using ArcView 3.2 software

**Cost:** RPC will complete the scope of work for: \$1125.00