

**Hampton Conservation Commission**  
**Draft Minutes, Special Session**  
**Tuesday, January 12, 2021**  
**6:30 PM**

1 **Present:**                   **Jay Diener, Chair**  
2                                   **Deborah Wrobel, Vice Chair**  
3                                   **Pat Swank**  
4                                   **Pete Tilton**  
5                                   **Diane Shaw**  
6                                   **Sharon Raymond**  
7                                   **Bob Fox, Alternate**  
8

9 **Call to Order:**

10 The meeting was called to order by Chair Diener at 6:31 PM. Chair Diener indicated Alternate  
11 Bob Fox would be active.

12 Chair Diener read the meeting preamble, relative to the Governor’s issuance of Emergency Order  
13 #12, authorizing Towns to meet electronically with no physical location pursuant to Executive  
14 Order #2020-04. The public notice was posted with instructions on the Town website  
15 <https://hamptonnh.gov/> for the public to access the meeting

16 **Meeting Link**

17 Zoom

18 Meeting ID: 843 1154 5708

19 **Dial in Number Options**

20 +1 929 205 6099 US (New York)

21 If there are any problems to contact (410) 459-5175. In the event the public cannot access the  
22 meeting it will be postponed.

23 Chair Diener asked the members present to identify themselves by Roll Call and indicate if there  
24 was anyone in the room with them. Diane Shaw (alone), Deborah Wrobel (alone), Pat Swank  
25 (alone), Sharon Raymond (alone), Pete Tilton (alone), Bob Fox (alone) and Jay Diener (alone).

26 **I. Conservation Commission Coordinator Position**

27 Chair Diener indicated that Rayann Dionne resigned effective 12/31/20 and the Commission is now in the  
28 process of looking for a replacement.

29 Chair Diener opened the hearing to the public for questions and comments and being none closed the  
30 hearing to the public at 6:35 PM.

31 **MOTION:** Mr. Tilton motioned to maintain the Conservation Coordinator position and seek a  
32 replacement.  
33

34 **SECOND:** Vice-Chair Wrobel seconded the motion.

35 **ROLL CALL VOTE:** Shaw – aye, Wrobel – aye, Swank – aye, Raymond – aye, Tilton – aye, Fox –  
36 aye and Diener – aye.

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37 **MOTION PASSES:** The Motion passed 7-0-0.

38 Vice-Chair Wrobel indicated that she sent out a copy of the proposed job description with the agenda for  
39 the meeting.

40 Ms. Shaw recommended stresses the candidate should be a detail-oriented person who has the  
41 responsibility or ability to record and prepare minutes in the absence of our secretary. The candidate  
42 should be able to keep a good audit trail for each application filed for look back.

43 Chair Diener noted the job description notes the responsibility of keeping files. Ms. Dionne is willing to  
44 work with the commission to bring the candidate up to speed on how she has gone about this in the past.

45 Ms. Swank asked if the description should be as specific as a couple of year's ago which went into detail  
46 about the Coordinator providing the Commission with a synopsis, binder, application, etc. and be able to  
47 meet on the fourth Tuesday of the month in the evening.

48 Chair Diener noted the description does specify evening meetings and recommended not being too  
49 specific in case of change. Ms. Raymond agreed. Mr. Fox recommended being general enough to allow  
50 for flexibility. The responsibilities vary from month to month and project to project and sometimes  
51 requires the Coordinator to go out into the field for site visits, field work and off-trail at the Town Forest.  
52 Chair Diener noted someone who has worked with a Conservation Commission in the past would  
53 understand that. Mr. Fox recommended the candidate should be comfortable assessing natural areas. Ms.  
54 Raymond felt that is inherently part of the job. Mr. Tilton noted the Coordinator may have to attend other  
55 evening meetings with other Boards.

56 Ms. Shaw recommended pointing out that a vehicle and driver's license is required but no vehicle is  
57 provided although mileage can be reimbursed. Chair Diener noted mileage reimbursement would not be  
58 for commuting to and from the Town Offices.

59 Chair Diener reminded that the candidate may have to be reviewed by the Planning Board as technically  
60 the position is created and funded through the Planning Board. The applicant would have to go through  
61 the Town's vetting process and the Commission should get the current details of that process. The  
62 Planning Board Chair and Town Manager should be involved and Mr. Bachand the Town Planner.

63 Vice-Chair Wrobel recommended placing the advertisement on the Town website, New Hampshire  
64 Municipal Association and UNH. The Chair and Vice-Chair and anyone interested can let them know  
65 they would like to review and narrow down applications.

66 Vice-Chair Wrobel will develop a criteria sheet. Mr. Tilton recommended grading the criteria with a  
67 point system #1-5. Chair Diener noted there will be some requirements to sort applicants before that  
68 criteria such as a minimum degree, etc.

69 Ms. Swank asked a target date and the Commission agreed somewhere between February and the  
70 beginning of April and agreed they would like the Coordinator to start on March 1, 2021.

71 **II. Other Business**

72 Chair Diener reviewed the NHDES Coastal Program "Project of Special Merit" grant proposal to hire  
73 Rockingham Planning Commission to work through the process of helping property owners apply to

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74 FEMA. The Coastal Program of DES can apply for the grant with no matching funds required and be  
75 responsible for the back end work. DES would need a letter of endorsement for that grant within the next  
76 couple of days as the application is due at the end of the week.

77 **MOTION:** Vice-Chair Wrobel motioned to have the Commission provide a Letter of Endorsement for  
78 this project.

79

80 **SECOND:** Ms. Swank seconded the motion.

81

82 **ROLL CALL VOTE:** Shaw – aye, Wrobel – aye, Swank – aye, Raymond – aye, Tilton – aye, Fox –  
83 aye and Diener – aye.

84

85 **MOTION PASSES:** 7-0-0

86

87 **III. Adjourn**

88 **MOTION:** Ms. Wrobel motioned to adjourn the meeting at 7:03 PM.

89 **SECOND:** Ms. Shaw seconded the motion.

90 **VOTE:** With all in favor, the motion passed unanimously

91

92 Respectfully submitted,

93

94 Nancy J. Hoijer,  
95 Recording Secretary