

**Hampton Conservation Commission
Draft Minutes
Tuesday, April 28, 2020**

1 **Present:** **Jay Diener, Chair**
2 **Barbara Renaud, Vice-Chair**
3 **Pete Tilton**
4 **Diane Shaw**
5 **Pat Swank**
6 **Sharon Raymond**
7 **Deborah Wrobel**
8 **Robert Fox, Alternate**
9

10 **Also Present: Rayann Dionne, Conservation Coordinator**
11 **Deputy Town Manager Jamie Sullivan**
12

13 **I. Call to Order:**

14 The meeting was called to order by Chair Diener at 6:30 PM. Chair Diener noted Alternate
15 Robert Fox would be inactive.

16 Chair Diener read the meeting preamble relative to the Governor's issuance of Emergency Order
17 #12 authorizing Towns to meet electronically with no physical location pursuant to Executive
18 Order #2020-04. The public notice was posted with instructions on the Town website
19 <https://hamptonnh.gov/> for the public to access the meeting by calling 1-857-444-0744 and
20 entering password 156034. If there are any problems to contact (603) 929-5805. In the event the
21 public cannot access the meeting it will be postponed.

22 Chair Diener asked the members present to identify themselves by Roll Call and indicate if there
23 was anyone in the room with them.

24 Jay Diener (alone), Barbara Renaud (alone), Pete Tilton (alone), Diane Shaw (alone), Deborah
25 Wrobel (alone), Sharon Raymond (alone), Pat Swank (alone), Robert Fox (alone), and Rayann
26 Dionne (alone).

27 **II. 2020 Elections**

28 Mr. Diener noted that for the elections vote, Mr. Fox could vote.

29 **MOTION:** Chair Diener nominated Diane Shaw as Clerk.

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

31 **ROLL CALL VOTE:** (8-0-0) **MOTION**
32 **PASSED**

33 Renaud – yes, Tilton – yes, Shaw – yes, Wrobel – yes, Raymond – yes, Swank – yes, Fox – yes,
34 Diener – yes.

35 **MOTION:** Ms. Renaud nominated Deborah Wrobel as Vice-Chair.

**Hampton Conservation Commission
Draft Minutes
Tuesday, April 28, 2020**

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

37 **ROLL CALL VOTE:** (8-0-0)

MOTION PASSED

38 Renaud – yes, Tilton – yes, Shaw – yes, Wrobel – yes, Raymond – yes, Swank – yes, Fox – yes,
39 Diener – yes.

40 **MOTION:** Ms. Renaud nominated Jay Diener as Chair.

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

42 **ROLL CALL VOTE:** (7-0-1)

MOTION PASSED

43 Renaud – yes, Tilton – yes, Shaw – yes, Wrobel – yes, Raymond – yes, Swank – yes, Fox – yes,
44 Diener – abstain.

45 **III. Review Minutes**

46 **1. February 25, 2020**

47 Ms. Renaud recommended edits to Lines 117 – add “or Campbell property” Line 115 Harbor
48 “Road” and Ms. Shaw recommended editing the spelling of Batchelder Farm

49 **MOTION:** Ms. Renaud motioned to approve the February 25, 2020 minutes with the edits
50 provided.

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

52 **ROLL CALL VOTE:** (6-0-2)

MOTION PASSED

53
54 Renaud – yes, Tilton – yes, Shaw – yes, Wrobel – yes, Raymond – yes, Swank – yes, Fox –
55 abstain – Diener – abstain.

56
57 **IV. Appointments**

58 **V. Applications**

59

60 **2. 64 & 68 Mooring Drive** **Town and NHDES Standard Wetlands Permit**

61 **Owner:** John & Mary Mulligan and Murray Family Nominee Trust

62 **Agent:** TF Moran

63 Install toe stones along the base of the slope along with plantings to help prevent additional
64 erosion along the salt marsh.

65

66 Eric Salovitch of TF Moran and Mary Mulligan of 64 Mooring Drive identified themselves as
67 present.

68

Hampton Conservation Commission
Draft Minutes
Tuesday, April 28, 2020

69 Mr. Salovitch indicated there was a site walk on February 22nd with Conservation Commission.
70 The proposal at that time was for a concrete wall protecting the rear of the property from erosion.
71 On February 25, 2020 the Conservation Commission met to discuss the redesign of the toe stones
72 at the bottom of the slope with vegetation behind. Each parcel is under 1/10th of an acre. There
73 is 80 linear feet along the Hampton Salt Marsh and within 100' of prime wetland buffer. The toe
74 stones are 2-3' diameter and fill will be cast behind. No outside fill will be brought in, the soils
75 removed during toe stone installation will be placed behind the stones. They will install native
76 plantings landward of the toe stones/up the slope. Mr. Salovitch noted that the Town permit was
77 filed on March 3, 2020 and the State permit shortly after.

78
79 Chair Diener polled the members to see if they had any comments or concerns. Ms. Renaud
80 indicated she was fine with it, the site walk covered it. Mr. Tilton, Ms. Shaw, Ms. Wrobel, Ms.
81 Raymond, Ms. Swank, and Mr. Fox had no questions or concerns.

82
83 Chair Diener opened the hearing to the public for comments and questions and being none closed
84 the hearing to the public at 6:44 PM for deliberations.

85
86 Ms. Dionne asked during the stone installation, given the close boundary with the Town, it will
87 be important to ensure that the machinery stays on the owner's property and does not enter the
88 salt marsh. Mr. Salovitch indicated there is a silt fence, and the property boundary will be staked
89 by the survey so that none of the work extends beyond the property boundary. The boulders
90 would be keyed in from the landward side of the slope. There is a 10' temporary impact area
91 where the machinery will work.

92
93 Chair Diener asked about restoration work and Mr. Salovitch indicated it will be graded and
94 returned to the natural state.

95
96 Ms. Dionne addressed the stipulations of approval including Wetlands Conservation District
97 Markers which she noted would need to be installed on something permanent.

98
99 Stipulations:

100
101 Install at least two Wetlands Conservation District markers at the wetland buffer edge. The
102 markers must be permanently affixed to a structure such as a dwelling, fence, or a post cemented
103 into the ground. Wetland markers can be purchased at the Hampton Planning Office

104
105 The application of fertilizer, pesticides, insecticides, or herbicides is prohibited in any tidal or
106 inland wetland, area of poorly and very poorly drained soils, vernal pools, or their buffers.
107 However, the application of limestone is permitted within the buffer.

Hampton Conservation Commission
Draft Minutes
Tuesday, April 28, 2020

108 The application of fertilizer, pesticides, insecticides, or herbicides is prohibited in any tidal or
109 inland wetland, area of poorly and very poorly drained soils, vernal pools, or their buffers.
110 However, the application of limestone is permitted within the buffer.

111 All proposed plantings shall have at least 75% success after two (2) growing seasons. Any
112 plants that do not survive shall be replanted or replaced with another suitable plant species.

113 Proper erosion control will be in place before construction begins and remain in place until the
114 area is stabilized and removed after construction is complete.

115

116 The buffer should remain undisturbed to the degree possible in the process of construction and
117 elevations not be changed. No additional fill is allowed.

118 There shall be no additional structures or impervious surfaces in the buffer, other than those
119 shown on the approved plan. A new Wetlands Permit is required for the construction of any
120 additional structure(s) or impervious surface(s) in the buffer.

121 The Conservation Commission shall be notified in writing upon commencement and completion
122 of the project. A final inspection shall also be scheduled with the Conservation Coordinator
123 upon completion of the project.

124 This permit will expire two years from the date that it is granted by the Planning Board. Refer to
125 Hampton Zoning Ordinance Section 2.3.5 or information or permit extensions.

126 Ms. Dionne questioned whether the Commission would like to require an As-Built plan. Mr.
127 Salovitch asked for relief due to the expensive cost of the construction plan and survey and asked
128 if there were any way around it such as photos to show completion.

129

130 Chair Diener indicated the applicant could work with Ms. Dionne as to placement location of the
131 WCD markers and demonstrate to the satisfaction of the Conservation Coordinator that the work
132 will not exceed what is shown on the plan.

133

134 Ms. Raymond indicated the Commission should be able to verify the plan and if not, then
135 provide an as-built plan. Chair Diener clarified if the completed work does not appear to match
136 then the Commission can request an As-Built plan.

137

138 **MOTION:** Ms. Shaw motioned to recommend approval of the Town Wetlands Permit for 64
139 & 68 Mooring Drive for the installation of the toe stones at the base slope to the
140 rear of the property with planting to prevent erosion.

141

142 **SECOND:** Mr. Tilton seconded the motion.

143

144 **ROLL CALL VOTE:** 6-0-1 (Mr. Deiner abstained)

MOTION PASSED

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Hampton Conservation Commission
Draft Minutes
Tuesday, April 28, 2020

146 Renaud – yes, Tilton – yes, Shaw – yes, Wrobel – yes, Raymond – yes, Swank – yes, Diener –
147 abstain.

148

149 **MOTION:** Mr. Tilton motioned to not oppose the NHDES Wetland Permit.

150

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

152

153 **ROLL CALL VOTE:** 6-0-1 (Mr. Diener abstained)

MOTION PASSED

154

155 Renaud – yes, Tilton – yes, Shaw – yes, Wrobel – yes, Raymond – yes, Swank – yes, Diener –
156 abstain.

157

158 Mary Mulligan noted that she received a letter from the Planning Board and they are on the
159 agenda for the May 6th meeting.

160

161 **3. 39 & 43 Hobson Ave** **Town and NHDES Standard Wetlands Permit**

162 **Owner:** Mary Dray & Fran Kendellen and Frank & Grace McFall

163

164 Frank McFall and Mary Dray announced they were present to discuss their applications.

165

166 Mr. McFall indicated the proposal is to improve the shared driveway and replace the 40-year old
167 non-permeable asphalt driveway with permeable asphalt. This would benefit the applicants by
168 keeping water from puddling, freezing, or causing slip and fall and the environment.

169

170 Ms. Dionne noted she spoke with the contractor and due to the water table being high there
171 would not be as much water storage but this proposal is better than current lack of infiltration
172 with standard pavement. The applicant is gaining the ability to store and treat the stormwater
173 runoff which will be an improvement to the site.

174

175 Chair Diener polled the members to see if they had questions, comments, or concerns.

176

177 Ms. Renaud noted her only concern had been the groundwater table which Ms. Dionne just
178 addressed.

179

180 Mr. Tilton, Ms. Shaw, and Ms. Raymond had no comments. Ms. Wrobel had no comments and
181 supported the application. Ms. Swank indicated she was supportive of the proposal and advised
182 the applicant the maintenance is required to be effective. Montgomery County, MD has a great
183 website which she will forward to Ms. Dionne to send along to the owners.

184

185 Mr. Fox asked if there was any testing done on the driveway and how thick it was now, how
186 much would be removed and replaced. Mr. McFall indicated there was no test. Ms. Dionne
187 noted she spoke with the contractor who noted it was 12” of old material with 10” of 1 ½”

Hampton Conservation Commission
Draft Minutes
Tuesday, April 28, 2020

188 crushed stone and 2" of ¾" stone. Mr. Fox questioned whether it was worth mentioning the
189 removal of old debris and Chair Diener noted the proposal is to go to the existing water table and
190 there would be no benefit to going deeper.

191
192 Chair Diener asked about the depth of the driveway into the property and if there was any way to
193 shorten it away from the resource and provide protection of the resource at the end by way of a
194 fence, plantings, curbing or boulders and Mr. McFall indicated there was already a fence at the
195 end.

196
197 Chair Diener opened the hearing to the public for comments and questions and being none closed
198 the hearing to the public for deliberations at 7:05 PM.

199
200 **MOTION:** Ms. Renaud motioned to recommend approval of the installation of the
201 permeable driveway at 39 & 43 Hobson Ave with stipulations to be specified by
202 the Conservation Coordinator.

203
204 **AMENDED:** Ms. Shaw added debris to be removed from the site

205
206 **SECOND:** Ms. Shaw seconded the motion.

207
208 Ms. Dionne read the stipulations:

209
210 Wetland conservation district markers – Ms. Dionne noted some may already be in place. Mary
211 Dray indicated the markers have been there for 50 years. On the shed, and there is also one on
212 the fence and one on the side of the house. Ms. Dionne added the stipulation concerning
213 fertilizer and grass clippings although she was doubtful there would be any such activity taking
214 place on the driveway;

215
216 Stipulations:

217
218 The application of fertilizer, pesticides, insecticides, or herbicides is prohibited in any tidal or
219 inland wetland, area of poorly and very poorly drained soils, vernal pools, or their buffers.
220 However, the application of limestone is permitted within the buffer.

221 No storage of grass clippings or yard waste in the wetland or its buffer.

222 Proper erosion control will be in place before construction begins and remain in place until the
223 area is stabilized and removed after construction is complete.

224 The buffer should remain undisturbed to the degree possible in the process of construction and
225 elevations not be changed. No additional fill is allowed.

Hampton Conservation Commission
Draft Minutes
Tuesday, April 28, 2020

226 There shall be no additional structures or impervious surfaces in the buffer, other than those
227 shown on the approved plan. A new Wetlands Permit is required for the construction of any
228 additional structure(s) or impervious surface(s) in the buffer.

229 The Conservation Commission shall be notified in writing upon commencement and completion
230 of the project. A final inspection shall also be scheduled with the Conservation Coordinator
231 upon completion of the project.

232 This permit will expire two years from the date that it is granted by the Planning Board. Refer to
233 Hampton Zoning Ordinance Section 2.3.5 or information or permit extensions.

234 **ROLL CALL VOTE:** 6-0-1 (Mr. Diener abstained) **MOTION PASSED**

235

236 Renaud – yes, Tilton – yes, Shaw – yes, Wrobel – yes, Raymond – yes, Swank – yes, Diener –
237 abstained.

238

239 **MOTION:** Ms. Swank motioned to not oppose approval of the NHDES Permit for 39 & 43
240 Hobson Ave for the installation of an impervious asphalt driveway.

241

242 **SECOND:** Ms. Renaud seconded the motion.

243

244 **ROLL CALL VOTE:** 6-0-1 (Mr. Diener abstained) **MOTION PASSED**

245

246 Renaud – yes, Tilton – yes, Shaw – yes, Wrobel – yes, Raymond – yes, Swank – yes, Diener –
247 abstain.

248

249 **4. 38 Island Path** **NHDES Minimum Expedited Wetlands Permit**

250 **Owner:** Richard and Martha Bernier Rev. Trust

251 **Agent:** Norman Carpentier

252

253 Mr. Carpentier presented the proposal for 38 Island Path. Mr. Carpentier indicated the structure
254 has been in the flood zone and floods. The proposal would elevate the structures above the flood
255 plan at elevation 11.5-12' on helical piles with piers so the water will flow freely under the
256 house. There would be silt socks, wood cribbing at elevation 12. The concrete blocks would be
257 removed from the site. Disturbed areas would be loamed and seeded within 72 hours of
258 completion. Existing vegetation would remain with 4-5" of loam and seed mix. The footprint
259 would be the same, 913 SF, the driveway 174 and the stairs would include a couple of steps, 203
260 feet with shed and air conditioner the same. The total SF is changing from 1209 SF to 1228 SF.
261 Impervious coverage from 21% to 21.6% calculated by Mr. Boyd of Millennium Engineering.

262

263 Ms. Dionne asked about putting blocks under the shed to elevate that. The flood zone is AE-9.
264 With the addition of 1' of freeboard, elevation at 10' is required and this will be above that. The
265 underneath would be open.

Hampton Conservation Commission
Draft Minutes
Tuesday, April 28, 2020

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Mr. Carpentier noted the temporary impact will be 464 and permanent 955.

Chair Diener polled the members for comments, questions, and concerns.

Ms. Renaud, Ms. Shaw, Ms. Wrobel, Ms. Raymond had no comments. Mr. Tilton indicated it was a good idea. Ms. Swank asked about stabilizing the soil underneath the house. Mr. Carpentier indicated it could be left as is and nothing would grow without sunlight but he would recommend stone if the owner is willing to spend the money.

Mr. Fox asked if the porch would be raised and included in the 955 SF calculation? Mr. Carpentier clarified the screened-in front and Mr. Fox indicated yes. Mr. Carpentier noted all were being elevated with the house except for the back deck which will be removed and replaced in kind. There would be two additional steps in the rear and two in the front as shown on the application.

Chair Diener opened the hearing to the public for comments and questions and being none closed the hearing to the public at 7:32 PM for deliberations.

MOTION: Mr. Tilton motioned to sign the minimum expedited wetland permit.

SECOND: Ms. Renaud seconded the motion.

ROLL CALL VOTE: 6-0-1 (Mr. Diener abstained) **MOTION PASSED**

Renaud – yes, Tilton – yes, Shaw – yes, Wrobel – yes, Raymond – yes, Swank – yes, Diener – abstain.

Ms. Dionne indicated the project requires a Town permit and the applicant will return next month.

- 1. 1038-1040 Ocean Blvd** **Town and NHDES Standard Wetlands Permit**
 - Owner:** John and Nora Parell
 - Agent:** West Environmental

Ms. Dionne noted this is for emergency authorization from NHDES for damage caused in 2018 by two Nor'easters. The work has been completed so this is an after-the-fact filing of permits.

Mark West presented the application for 1038-1040 Ocean Boulevard to permit the repair of the seawall.

Hampton Conservation Commission
Draft Minutes
Tuesday, April 28, 2020

305 Chair Diener added the provision if approved to allow a maintenance period under set
306 conditions.

307 Ms. Renaud had no comments and was okay with maintenance provision, Mr. Tilton was in
308 favor, Ms. Shaw, Ms. Wrobel, and Ms. Raymond had no comments. Ms. Swank asked when the
309 existing permit would expire and Mr. West indicated any additional repairs would be with new
310 permit applying for now. Ms. Swank asked if it was a three-year permit and Mr. West indicated
311 it was a five year with one renewal provision to ten years. Mr. Fox had no comments.

312 Ms. Dionne noted the NHDES permit was good for five years and could be extended once.
313 However, the Town permits have two extensions of two years so up to six years. This is only to
314 adjust stones in the current wall not to bring in new materials. The applicant must coordinate
315 with the Board of Selectmen and DPW for access to the beach or to traverse Town land.

316 Mr. Diener added it cannot exceed the current toe of the wall. Mr. West noted he understood and
317 was aware and did have concerns with the beach closures, access may not be in May or June.

318 Chair Diener opened the hearing to the public for comments and questions and being none closed
319 the hearing to the public at 7:17 PM.

320 **MOTION:** Mr. Tilton motioned to support the application for 1038-1040 Ocean Boulevard
321 up to six years provided permit extensions provided the applicant is responsible to
322 apply for extensions.

323
324 **SECOND:** Ms. Swank seconded the motion.

325
326 **AMENDED:** Chair Diener added the stipulation that only boulders that have fallen be
327 replaced. No new can be brought in and no work beyond the toe of the wall. Ms.
328 Renaud added the stipulation that the applicant coordinate with the Board of
329 Selectmen for access to the Town land or beach access.

330
331 **ROLL CALL VOTE:** 6-0-1 (Mr. Diener abstained) **MOTION PASSED**

332
333 Renaud – yes, Tilton – yes, Shaw – yes, Wrobel – yes, Raymond – yes, Swank – yes, Diener –
334 abstain.

335
336 Ms. Renaud asked if the application was received yet for the NHDES Wetlands Permit and Mr.
337 West indicated he had not. Chair Diener postponed the NHDES Permit recommendation until
338 next month provided the application is submitted on time.

339
340 **VI. New Business**

341 **1. RSA 41:14-a Proceeding – 7 Eighth St. – Release of Deed Restriction #4**

342

Hampton Conservation Commission
Draft Minutes
Tuesday, April 28, 2020

343 **MOTION:** Mr. Tilton motioned to not oppose lifting Deed Restriction #4 for 7 Eighth Street.

344

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

346

347 **ROLL CALL VOTE:** 6-0-1 (Mr. Diener abstained)

MOTION PASSED

348

349 Renaud – yes, Tilton – yes, Shaw – yes, Wrobel – yes, Raymond – yes, Swank – yes, Diener –
350 abstain.

351

352 **2. 553 Ocean Blvd – planting plan review**

353

354 Ms. Dionne indicated for release of the escrow the property owner has attempted on several
355 occasions to get the plantings to grow but they are inundated by water. She spoke with Eben
356 Lewis at DES and he sees no issue with letting nature take its course and allowing the patchy
357 growth to spread out and fill in.

358

359 **MOTION:** Ms. Swank motioned to recommend the release of the escrow for 553 Ocean
360 Boulevard based on the attempts of the property owner to grow out the plantings
361 and allow the existing plantings to fill in.

362

363 **SECOND:** Ms. Renaud seconded the motion.

364

365 **ROLL CALL VOTE:** 6-0-1 (Mr. Diener abstained)

MOTION PASSED

366

367 Renaud – yes, Tilton – yes, Shaw – yes, Wrobel – yes, Raymond – yes, Swank – yes, Diener –
368 abstain.

369

370 **3. Town Forest Activities**

371

372 Ms. Dionne reported at the beginning of the year there was a Town Forest Committee meeting
373 with Chris Jacob the tree warden. There has been substantial biking and jump activity and when
374 inspected it appears to have added on. Mr. Tilton was out there a few weeks ago and noted the
375 same structures and tools are still there and more. Ms. Dionne reached out to Town Manager,
376 Town Attorney, and Assistant Town Manager and the Town Manager recommended a vote of
377 the Commission would include asking the Selectmen to have the DPW remove the disturbances
378 by flattening them out. Ms. Dionne or a member of the Town Forest Committee could supervise
379 the tree removal necessary for the DPW to get equipment in.

380

381 **MOTION:** Mr. Tilton motioned to send a letter to the Selectmen to have the DPW address
382 the disturbances at the Town Forest and to have Ms. Dionne or a member of the
383 Town Forest Committee supervise the removal of trees by the DPW to access
384 the site with equipment.

Hampton Conservation Commission
Draft Minutes
Tuesday, April 28, 2020

385

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

387

388 **ROLL CALL VOTE:** 6-0-1 (Mr. Diener abstained)

MOTION PASSED

389

390 Renaud – yes, Tilton – yes, Shaw – yes, Wrobel – yes, Raymond – yes, Swank – yes, Diener –
391 abstain.

392

393 Ms. Renaud recommended getting the word out about the availability of the Town Forest trails
394 for walking and the access to trail maps at the Whites Lane gate. There is parking for ten cars so
395 she is not concerned with social distancing. Maybe add a letter to the Selectmen asking them to
396 remind citizens the walking trails are available or posting on social media.

397

398 Mr. Sullivan will check on any nearby parking restrictions but doesn't think if it isn't posted
399 there are any.

400

401 Chair Diener polled the members for their comments. Ms. Renaud was in favor, Mr. Tilton was
402 not against. Ms. Shaw was no opposed to emphasizing walking. Ms. Wrobel had no comments.
403 Ms. Raymond was not in favor of encouraging people right now. Ms. Swank agreed when the
404 Corona Virus was over it could be advertised through schools for vacation or summer, in the
405 future. Mr. Fox asked about map overlays and putting on the Conservation website to download.
406 Ms. Dionne will circulate the pdf she has and revisit it at the next meeting.

407

408 Ms. Dionne indicated a couple of photos could be taken and put on the Facebook page. Chair
409 Diener indicated he would rely on people to use their good judgment if there were too many
410 people.

411

412 **VII. Old Business**

413 **4. 2020 Warrant Articles**

414 Chair Diener encouraged the Commission to jot down ideas and noted the economy could be
415 worse next year.

416 **5. Natural Resource Inventory**

417 Ms. Dionne noted the subcommittee met twice. The Table of Contents will be reviewed as an
418 outline for missing or outdated information and an RFP put together.

419 **6. Coastal Hazards Master Plan Chapter – update**

420 Ms. Dionne noted the contract was underway and the Commission will get involved when the
421 time comes to review and provide feedback. Ms. Raymond noted the meeting was canceled and
422 they will meet next month. The funding was approved at Town Meeting which was a big step.

Hampton Conservation Commission
Draft Minutes
Tuesday, April 28, 2020

423 **VIII. Conservation Coordinator and Chair update**

424 Chair Diener noted the Town of Newfields was working with the Pollinator Pathways program
425 which encourages residents to reduce their lawn size and chemical additives, promoting native
426 plants and is asking the Commission to support the program and designate a local representative
427 who doesn't have to be a member of the Commission. The representative would be responsible
428 for publicizing events and would take up about 4-8 hours per month. The Commission could
429 decide to support the program or have someone come in and talk net month.

430 Ms. Swank asked if the National Wildlife Federation who sponsors a similar program were
431 connected and Chair Diener indicated he could be wrong but didn't think they were. Mr. Fox
432 noted there was no link to Audubon on their website. Chair Diener indicated the website can be
433 viewed for more information: <https://www.pollinator-pathway.org>

434 Ms. Dionne and Chair Diener thanked everyone for participating in this strange and unusual
435 meeting format.

436 Chair Diener congratulated Ms. Wrobel for being appointed as the new Vice-Chair.

437 **IX. Adjourn**

438 **MOTION:** Mr. Tilton motioned to adjourn the meeting at 8:11 PM.

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

440

441 **VOTE:** 6-0-1 (Chair Diener abstained)

MOTION PASSED

442

443 Respectfully submitted,

444

445 Nancy J. Hoijer,

446 Recording Secretary