



LEBANON CONSERVATION COMMISSION
MAY 12, 2022 - 6:30 PM
COUNCIL CHAMBERS, CITY HALL OR
REMOTE VIA VIRTUAL PLATFORM
LEBANONNH.GOV/LIVE

-
- 1. Call to Order**
 - 2. Approval of Minutes**
 - A. April 14, 2022
 - 3. Permit Review**
 - A. None
 - 4. Study Items**
 - A. Master Plan Update - Actions & Strategies Status (45 minutes)
 - B. Farnum Hill Preserve - Property Overview & Discussion (45 minutes)
 - C. Discussion re: Goodwin Bridge RTP proposal (15 minutes)
 - 5. Committee Reports**
 - A. **Reports from other committees:**
 - Conservation Lands Monitors (Various Members) (10 Minutes)
 - Lebanon Biodiversity Group (D. Lacey) (10 Minutes)
 - Workshops & Educational Opportunities (Various Members) (10 Minutes)
 - 6. Other Business**
 - 7. Future Agenda Items**
 - A. Continued Review of Chapter 52 - Conservation Land Regulations (5 minutes)
 - B. Continued Review of the Conservation Commission's Rules of Procedure (10 minutes)
 - 8. Open to the Public**
 - 9. Adjournment**

The order of agenda items is subject to change.

Meetings are open for in-person and remote attendance. Members of the public that wish to attend remotely may do so by going to LebanonNH.gov/Live where you will find instructions on how to enter the meeting. Members of the public will be able to participate and ask questions through the City's virtual platform or by phone. Please note: Should technical difficulties occur during the meeting that disrupts virtual or phone connection(s), the meeting will continue without remote access capabilities.

**Agenda
Conservation Commission
May 12, 2022**

**Agenda Item #2A
Approval of Minutes**

APRIL 14, 2022

DRAFT

**CONSERVATION COMMISSION
REGULAR MEETING MINUTES**

Remote Via Microsoft Teams

LebanonNH.gov/Live

April 14, 2022

6:30 PM

MEMBERS PRESENT: Sarah Riley (Chair), Bruce James (Vice Chair), Erling Heistad, Ernst Oidtman, Barbara Hirai (Alt.), Donald Lacey, Susan Almy

MEMBERS ABSENT: Megan Smith (Alt.), Darla Bruno (Alt.), Chris Johnson

STAFF PRESENT: Mark Goodwin (GIS Coordinator)

1 **1. CALL TO ORDER – Chair Riley called the meeting to order at 6:33 PM**

2 *Chair Riley promoted Ms. Hirai to sit for Mr. Johnson.*

4 **2. APPROVAL OF MINUTES: March 10, 2022**

5 *This was tabled to later in the meeting.*

7 **3. PERMIT REVIEW – These items were tabled to later in the meeting.**

8 **A. Review and Comment on Zoning Board Special Exception application.**

9 **Applicant proposes to construct a new 800 SF open-air pavilion & associated site**
10 **work. Applicant requests a Special Exception pursuant to Article IV, Section 401.5**
11 **("Wetlands Conservation District") of the Zoning Ordinance. CC2022-02**

13 **B. Review and discussion re: Mt. Support Rd & Lahaye Dr Special Assessment**
14 **District - DRAFT preliminary roundabout & traffic signal design alternatives**

16 **4. STUDY ITEMS**

17 **A. Current Use Penalty Process and the LOST Fund**

18 *The Con Com took up this item at this time.*

20 Vicki Lee, Finance Director, and Marlene Boisclair, Deputy Assessor, addressed the
21 Commission.

23 Ms. Boisclair stated that the Assessing Department is notified of building permits, which triggers
24 a review of the property. Plans are also received from the Building Department. Cyclical reviews
25 are carried out on 1/5 of the City each year. Research is completed regarding current use. She
26 also handles the transfer of ownership of parcels, which could trigger current use items. If a
27 current use parcel is being developed, there are 18 months to issue a current use change tax.
28 Depending on how much of the parcel will be included in the development, research will be done
29 on two years of land sales to determine the value of the parcel. A large development will trigger
30 betterments, and the Department will take these into account when appraising the property. The
31 form will be brought before the Board of Assessors for approval, which will then go to the Tax

Collector who issues the bill. Any liens go to the Registry of Deeds to be recorded. This is a statutory process. There is a State of NH Current Use Criteria booklet that describes the process in greater detail.

Mr. Lacey noted that the process is, if a year goes by and the full-and-best-use value has not yet been determined, a temporary ad valorem value is determined.

In response to a question from Mr. Lacey regarding appeals on these items, Ms. Boisclair stated that she has only seen one appeal in four years. There were 16 payments made in 2021.

Mr. Heistad asked what the process is for notifying the Con Com that these bills are being sent out and paid.

Mr. Goodwin asked how partial current use properties are processed. Ms. Boisclair stated that research is done on the property, the property is inspected, and the developer is reached out to. There are maps of all current use files that will be measured against during the process.

Ms. Lee stated that she was unaware that the Con Com was supposed to receive a quarterly report on this item. She has been sending reports to Mr. Goodwin.

Ms. Lee explained that each year there is a budget for the Con Com in the General Fund, \$10,860 for the last fiscal year. \$1,668.93 was not spent and was then placed into the Conservation Fund. She stated that the Open Space account beginning balance for 2022 was \$1,443,727 based on the amount to be collected, but only \$637,000 was actually collected. Once all of the bills have been actually paid, the ending balance for the account will be \$1,445,727. This reflects a couple of large projects being completed.

The Commission discussed what level of detail it would like to see reported. It noted that it would like to see this quarterly, unless requested more often.

3. PERMIT REVIEW

B. Review and discussion re: Mt. Support Rd & Lahaye Dr Special Assessment District - DRAFT preliminary roundabout & traffic signal design alternatives

This item was taken up at this time.

Brian Vincent, City Engineer, addressed the Committee. He explained that this project is in the preliminary phase at this time. It still needs to go through the public hearing process, which will likely occur within 3-4 weeks. There are a number of development projects happening to the south of Lahaye Drive. This intersection is currently failing and will continue to get worse as these developments continue. The bid phase will likely take place next January. The purpose of the project is to improve all modes of transportation through the intersection. The current intersection is prone to poor efficiency. The developers in this area will help contribute funds to engineering, permitting, and construction of this project. There are three options for this project: an improved signaled intersection, a roundabout, and a no-build option. The build options include a 1200' long multiuse path along the east side of Mt. Support Road. This will be a 10-12' wide path, depending on certain project specifics. One important goal of this project is

1 minimizing any impacts to the current TAP project, which runs from Route 120 to Lahaye Drive
2 on the north side. There are also considerations being made to minimize impacts to utilities,
3 rights-of-way, wetlands, and shoulder widths. The wetlands in this area are palustrine emergent
4 and palustrine forested. There is a rare plant located in this project area, barren strawberry. Both
5 build options will impact wetlands. The traffic signal alternative will cause approximately 14,000
6 s.f. of wetland impacts, and 44 s.f. of rare plant impacts. The roundabout alternative will cause
7 approximately 18,000 s.f. of wetland impacts, and 71 s.f. of rare plant impacts.

8
9 Chair Riley stated that she does not believe the total area of rare plant species has been surveyed
10 yet on the site. Mr. Vincent stated that he would bring this information to the Wetlands Scientist.

11
12 Mr. Vincent these proposed impacts assume a 3:1 slope. This can be examined as part of the
13 overall design.

14
15 Mr. James stated that the largest areas of impact seem to be east of the intersection, south of
16 Lahaye Drive. To reduce the impacts of the project, this area should be examined closely. This is
17 a high value, functioning wetland that is proposed to be impacted. Mr. Vincent agreed. He noted
18 that this project will have to go through the NH DES Alteration of Terrain (AoT) program. There
19 may need a stormwater management element included in the design which could further impact
20 wetlands in this area. There will be more impact, but it would include treated water, which the
21 site currently does not have.

22
23 Mr. James noted that this could have great ecological impact on other non-rare species in the
24 area as well. There is a huge amount of water moving to the south on this site. There could be
25 impacts downstream to the Mascoma ultimately.

26
27 In response to a question from Ms. Hirai, Mr. Vincent stated that the intention is for the project
28 to stay under the trigger for a mitigation response. The Army Corp of Engineers will likely have
29 a chance to review this project under the PGP.

30
31 In response to a question from Mr. James, Mr. Vincent stated that there is some lane widening
32 proposed for the roundabout option. Mr. James explained that some wetland remediation may be
33 possible with restored hydrology, through things like rain gardens. This could protect the
34 wetland itself, instead of seeking mitigation for impacts.

35
36 Chair Riley stated that there seems to be significantly less wetland impact through the signaled
37 intersection option. Mr. Vincent noted that it does still add lanes, so there will still be pavement
38 increase overall. The roundabout has the best level of efficiency for traffic. Chair Riley stated
39 that the Con Com must consider environmental impacts.

40
41 Ms. Hirai stated that, on a broader scale, the Con Com also needs to consider emissions and
42 pollutants being put into the atmosphere from each option.

43
44 Mr. Goodwin explained that the total number of proposed impacts are actually quite close, and
45 the options need to be examined more closely. The roundabout seems to allow for more compact

1 impacts on site. Restoration is a form of mitigation, so if the functions and values of the wetlands
2 can be improved through this project, that would be a large help.

3
4 In response to a question from Ms. Almy, Mr. Vincent explained that the roundabout option
5 would contain two lanes that will accommodate large trucks.

6
7 Mr. James stated that idling cars sitting at the signaled intersection will impact air quality. It
8 could also allow more pollutants to flow into the water.

9
10 Mr. Heistad agreed that there may be studies to show the difference between cars continuing
11 around a roundabout, versus starting and stopping continuously at a light.

12
13 Mr. Goodwin explained that a roundabout may create a more attractive and efficient design for
14 bicycles and pedestrians. This may take some cars off the road in the end. Mr. Vincent agreed
15 that the multiuse path for this project is trying to be tied closely to other nearby paths to allow for
16 more multiuse users.

17
18 Mr. Oidtmann stated that he believes the roundabout will lead to less carbon dioxide poisoning
19 of the environment. He asked about landscaping of the area.

20
21 Mr. Vincent explained that single-land roundabouts do not have signalization for pedestrians.
22 This type of roundabout was examined but discarded as it would not help the issue. The
23 crosswalk on the east leg of the intersection is proposed approximately 25-30' back from the
24 intersection. This allows for pedestrian crossing behind the first car in line, to allow for that car
25 to focus on the roundabout. For a two-lane roundabout, NH DOT's policy is for a pedestrian
26 hybrid beacon on both the entry and exit side. This allows for pedestrian-dedicated movement in
27 the roundabout. These would be mounted on an overhead mast arm. The Pedestrian and Bicycle
28 Advisory Committee asked about making all four crosswalks in the area the same, but this would
29 increase the amount of wetland impacts.

30
31 Mr. Oidtmann asked about the possibility of a foot tunnel as part of the project. Mr. Vincent
32 stated that separate bike/ped crossings are ideal, but the expense needs to be examined. This also
33 leads to more infrastructure to be maintained. At this time, at grade crossings are proposed.

34
35 Mr. James asked if the Wetland Scientist could come up with ideas to maintain the function of
36 the wetland. Mr. Vincent stated that this will be part of the permit process. Mr. James
37 encouraged a design that protects the functions of the wetland.

38 39 **3. PERMIT REVIEW –**

40 **A. Review and Comment on Zoning Board Special Exception application.**
41 **Applicant proposes to construct a new 800 SF open-air pavilion & associated site**
42 **work. Applicant requests a Special Exception pursuant to Article IV, Section 401.5**
43 **("Wetlands Conservation District") of the Zoning Ordinance. CC2022-02**

44 *The Con Com took up this item at this time.*
45

1 Chair Riley explained that the Con Com's role in this is to provide comments to the Zoning
2 Board, per the City ordinance. The 100' buffer to high value wetlands is being discussed. An
3 impact to the wetland or its buffer will trigger comment of the Con Com. The applicant has two
4 applications for special exceptions. The Con Com only needs to look at Section 4015 of the
5 ordinance as it relates to these applications.
6

7 It was noted that the proposal is to place a pavilion on a parcel of land owned by Dartmouth
8 College. The group reviewed the potential placements for the pavilion on the site. This is a
9 permitted use, but a special exception is needed due to its location to the wetland/buffer. The
10 Con Com can comment on where the structure might best sit, from a natural resources
11 standpoint.
12

13 Dan Justynski, Dartmouth College Trustees, stated that he is fully in support of the project
14 through the Upper Valley Mountain Bike Association. There is a longstanding relationship
15 between the two groups for the trail maintenance.
16

17 Jon Criswell, Upper Valley Mountain Bike Association, stated that regardless of placement of
18 the pavilion, the plan is for a dry well to be placed on the lower drip edge of the structure.
19

20 Ms. Almy noted that a dry well will require maintenance. Mr. Criswell stated that a maintenance
21 plan has not yet been put in place, but the dry well is designed to be oversized. There is not much
22 in the way of debris near the structure. This portion is sloped away from the wetland and toward
23 the parking lot.
24

25 Ms. Hirai expressed concern with one of the proposed locations closest to the bank.
26

27 Mr. Criswell noted that both location options will require special exceptions for the use. If the
28 variance is granted, a wetlands special exception will not be needed. There are a number of
29 options being reviewed. Chair Riley stated that the Con Com is reviewing which option will
30 create the least amount of impact to the wetland and its buffer.
31

32 Mr. James asked that the soils map he created be reviewed. The site proposed for the pavilion is
33 located in an area with sandy, well-draining soils. This is not typical of a wetland. There are
34 similar soils in all of the proposed locations on site. The runoff from the roof will likely not be a
35 problem, due to the nature of the soil.
36

37 Mr. Goodwin explained that the 100' wetland buffer regulation was adopted to indicate that
38 wetlands and their buffers have value. Chair Riley explained that this is a chance to submit
39 comments to the Zoning Board, based on Section 4015.
40

41 Ms. Hirai noted that placing the structure closer to the buffer will create more of an impact from
42 walkers/bikers. Mr. Criswell explained that the prime parking spots are along the left hand of the
43 parking area, which is also located in the buffer.
44

45 Chair Riley expressed concern that parking is being allowed within the buffer and that a structure
46 has also been built within the structure previously, without going through the special exception

1 process. Mr. Vincent stated that he believes the existing shed structure was possibly under
2 minimum square footage of impact required to file for a special exception. He stated that the
3 believes Section 401.4H – Permitted Uses, allows for a structure of 130 s.f. or less. This was an
4 Eagle Scout project that includes a changing area and bathroom.

5
6 Mr. Goodwin stated that this would all fall within the Zoning Officer's purview. Chair Riley
7 stated that, as the Zoning Board is reviewing the special exception form, these existing violations
8 could be noted.

9
10 Mr. Lacey suggested that a fence be erected along the buffer so that there is not further
11 infringement on the area. Mr. Heistad agreed that kids will likely run down the bank eventually
12 and a fence would help to protect it.

13
14 Chair Riley stated that the Con Com might recommend that the pavilion be located as far from
15 the buffer as possible, along the eastern property boundary. This might require the applicant to
16 seek a variance, but that is an item for the Zoning Board. She noted that fences are not wildlife
17 friendly.

18
19 Mr. James stated that people parking at the edge of the bank could cause erosion eventually. It
20 might be useful to install a natural barrier in this area. The pavilion could be proposed to be
21 placed as far southeast as possible on site to minimize impact to the buffer zone.

22
23 Chair Riley stated that she would like for the Zoning Board to look at the parking area
24 configuration, potentially move it out of the buffer, and consider delineating it. She would also
25 like the Zoning Board to consider the design of the pavilion, such as a permeable surface, and its
26 location.

27
28 Mr. Oidtmann stated that he would like the Zoning Board to also discuss the existing porta potty
29 that is on site. He asked if this land is in current use and if the pavilion would change that.

30
31 Chair Riley noted that the area is in need of some invasive management.

32
33 ***Mr. James MOVED to recommend that the proposed pavilion be located farther from the***
34 ***buffer, as far east and south as possible, to minimize or eliminate impacts to the wetland***
35 ***buffer. Also, the Commission requests that the Zoning Board and Administrator examine the***
36 ***creep of the parking area into the wetland buffer area, and request that the parking area be***
37 ***delineated by wildlife friendly fencing or boulders outside of the wetland buffer, in order to***
38 ***eliminate impacts to the wetland buffer. Further, the Commission requests that the Zoning***
39 ***Board examine waste and sanitation items, and that a dry well maintenance program be***
40 ***discussed.***

41 ***Seconded by Mr. Oidtmann.***

42
43 **** The Vote on the MOTION was approved (7-0-0).***

44
45 ***Ms. Almy exited the meeting.***

4. STUDY ITEMS**A. Current Use Penalty Process and the LOST Fund**

This item was addressed earlier in the meeting.

B. Con Com Trails Coordinator Update

Mr. James stated that there is a State of NH Recreational Trail program grant which could be used to fund a bridge over Great Brook in the Goodwin Conservation Area. The potential design of the bridge could cost approximately \$60,000. This would be within the scope of the grant. The City will need to provide a 20% match of the total cost of the project. The bridge will need to be ADA compliant. The project will need three bids and the lowest one must be chosen.

Mr. Oidtmann MOVED to extend the meeting for 15 minutes at 8:58pm.

Seconded by Mr. Lacey.

**** The Vote on the MOTION was approved (6-0-0).***

Chair Riley stated that she has concern regarding the amount of impact this project could have on the site.

Mr. Goodwin suggested placing this project on the CIP list, for an additional potential source of funding.

The Commission agreed for Mr. James to move forward with the grant application process. A draft will be ready for the Commission to review at its May meeting.

2. APPROVAL OF MINUTES: March 10, 2022

Amendments:

- Page 7, line 14-15: strike “something regarding” and replace with “a better definition of,” and strike the word “included.”
- Page 8, line 5: change “Mr. Lacey” to “Mr. James”
- Page 8, lines 1-2: strike the second sentence. Replace with “treating glossy buckthorn and is considering planting some fresh stake cuttings of native species to augment bank stabilization as invasives are cut.”

Mr. James MOVED to approve the March 10, 2022 minutes, as amended.

Seconded by Mr. Oidtmann.

**** The Vote on the MOTION was approved (6-0-0).***

C. Master Plan Update – Actions & Strategies

This item was tabled to a future meeting.

D. Farnum Hill Preserve – Property Overview & Discussion

This item was tabled to a future meeting.

6. OTHER BUSINESS

1 There will be a joint meeting between the Planning Board and Conservation Commission on
2 April 25, 2022, at 6:30pm, to discuss the tools the Commission uses to protect and steward
3 natural resources in Town. There may also be discussion regarding how the two groups can
4 better coordinate and work together.
5

6 It was noted that the Ranger position has been advertised.
7

8 **5. COMMITTEE REPORTS**

9

10 **A. Reports from other committees:**

11 **--Conservation Lands Monitors (Various Members)**

12 Mr. Goodwin noted that some trail work has been started on a number of trails.
13

14 Mr. Heistad explained that there are two tree stands on Signal Hill. According to Fish & Game
15 these must be removed once the season is over. It is unclear how to enforce this. Chair Riley
16 suggested some education and outreach.
17

18 Mr. Heistad stated that rerouting the path along Signal Hill is a good idea to get around the wet
19 area. There also need to be 2 10' bog bridges installed.
20

21 Mr. Lacey stated that he has been doing some work at Bakers Crossing. The elms planted at Two
22 Rivers are being monitored.
23

24 **--Lebanon Biodiversity Group (D. Lacey)**

25 *This item was not discussed at this time.*
26

27 **--Workshops & Educational Opportunities (Various Members)**

28 Ms. Hirai stated that there have been two Wild About Lebanon walks since the last meeting. One
29 of them was a tree walk with members of the Tree Board. There will be a Vernal Pool
30 Exploration event on April 30th at 10am at Ticknor with an expert from UNH.
31

32 A Wild About Lebanon event will be held at Starr Hill on Earth Day, April 22nd at 4pm.
33

34 **7. FUTURE AGENDA ITEMS - This item was not discussed at this time.**

35 **A. Continued Review of Chapter 52 – Conservation Land Regulations**

36

37 **B. Continued Review of the Con Com's Rules & Procedure**

38

39 **8. OPEN TO THE PUBLIC**

40

41 **9. ADJOURNMENT:**

42 **The meeting was adjourned at 9:31 PM.**
43

44 Respectfully submitted,

45 Kristan Patenaude

46 Recording Secretary

**Agenda
Conservation Commission
May 12, 2022**

**Agenda Item #4C
Study Items**

Discussion re: Goodwin Bridge RTP proposal



Recreational Trails Program Grant Application Federal Fiscal Year 2023 Project A

Trails Bureau Use Only

23-_____

APPLICANT INFORMATION

Organization Name: _____

Project Administrator (will be required to sign project administrator authorization form): _____

Name of person who attended at least 1 workshop for project A (Federal Fiscal year 2023): _____

Organization Mailing Address: _____ City/Town: _____ State: _____ Zip: _____

Organization Day Telephone: (____) _____ - _____ Organization Fax: (____) _____ - _____

Email: _____ Website: _____

Applicant Is: ☐ Federal agency

(choose one) ☐ State agency

☐ Municipality

☐ University/educational institution

☐ Non-Profit:

☐ Private:

Registered with the [NH Secretary of State](#)?

☐ Yes ☐ No

☐ N/A (state/federal/municipality)

PROJECT INFORMATION

Project Name (include phase # if applicable): _____

Approximate Project Area Length or Total Trail System Length: _____ indicate either **miles** or **feet**

Is this trail's primary permitted use: **primarily motorized** ☐ **non-motorized only** ☐ **diversified** ☐

Primary/Permitted trail use(s) served (check all that have land owner permission):

☐ ATV

☐ hiking

☐ snowshoe

☐ mountain biking

☐ UTV

☐ bicycle

☐ x-c ski

☐ wheelchairs

☐ motorbike

☐ equestrian

☐ dog sled/mushing

☐ other: _____

☐ 4x4

☐ jogging/running

☐ skijoring

☐ snowmobile

Secondary/Permitted/Incidental trail use(s) served (check all that have land owner permission):

☐ ATV

☐ hiking

☐ snowshoe

☐ mountain biking

☐ UTV

☐ bicycle

☐ x-c ski

☐ wheelchairs

☐ motorbike

☐ equestrian

☐ dog sled/mushing

☐ other: _____

☐ 4x4

☐ jogging/running

☐ skijoring

☐ snowmobile

Project Category (per FHWA) check all that apply:

☐ A: Maintenance and Restoration of Existing Trails

☐ B: Development and Rehabilitation of Trailside and Trailhead Facilities

☐ C: Purchase of Trail Construction and Maintenance Equipment

☐ D: Construction of New Recreational Trails

☐ G: Educational Programs to Promote Safety and Environmental Protection

(may not be combined with project categories A,B,C,D, above - must be submitted individually)

PROJECT LOCATION

City/Town/Unincorporated Place Name(s): _____

Land/Landowner(s) (check all that apply): ☐ federal ☐ state ☐ county ☐ municipal ☐ private

List ANY and ALL **Landowners**: Public and Private (use additional page if necessary): _____

Name(s) of Public Land Project is Within (if applicable): _____

US-NH Congressional District ☐ 1 ☐ 2

Is this project located on land that has public access? ☐ Yes ☐ No

Approximate Center GPS Coordinates (decimal degrees format): _____ ° N, - _____ ° W

Trails Bureau Only

District 1 ☐

District 2 ☐

District 3 ☐

PROJECT PROPOSAL

Section I - Organizational Overview *up to one page:*

- Describe your organization/agency. Answer all questions below. Use additional space below if necessary.
 - ☐ Yes ☐ No Will your organization be **contracting to a 3rd party** to complete this project?
 - If yes: provide details below
 - ☐ Yes ☐ No Will your organization be working with **youth/service corps** to complete this project?
 - If yes: provide details below
 - ☐ Yes ☐ No Will your organization be applying to **any other grants funds** to complete this project?
 - If yes: provide details below & attach relevant documents to application
 - Ex: **Transportation Alternatives Program (TAP)**
 - Ex: **Grant-in-Aid (GIA)** (for snowmobile & ATV clubs only)
 - Ex: **Land and Water Conservation Funds (LWCF)** (for municipalities only)
 - ☐ Yes ☐ No Will your organization be **requesting an advance of funds**?
 - If yes: **justify** below & indicate approximate amounts to be advanced
 - **(NOTE: if not included in this application any request for advancement of funds will be denied. If no justification is provided; advancement request will be denied)**
 - ☐ Yes ☐ No Has your organization received **RTP grants in the past**?
 - If yes: include RTP numbers and brief description of past projects below
 - Use additional space on below to describe the following:
 1. Your organization's purpose, mission and/or goals
 2. How long your organization has been in existence
 3. How many miles of trails (and where in NH) does your organization maintain?
 4. How many current members and/or staff information
 5. Any other grant-funded projects currently being constructed?
 6. Indication of your organization's financial ability to make initial payments for grant costs
 7. Has your organization done any fundraising to assist in paying for this project?
 8. Can your organization meet the timelines for project completion?
 9. What preparation and coordination did your organization/agency perform to prepare for this project?

Describe your organization/agency below. May attach one additional typed page if necessary.

Section II - Project Description

Based on your project category(s) include all applicable information as indicated below. If project falls within more than one category describe how each individual category relates to each other within your overall project.

Answer all questions for your project category.

Category A, B, D projects: (maintenance, construction, development and rehabilitation of trails) describe the *goals* and *scope* of work necessary to complete your trail project IN DETAIL.

- Indicate in space below:
 - What perceived level of difficulty is this trail? (Ex: is trail geared towards novices vs. experienced enthusiasts?)
 - Is it a gateway trail to more difficult trails?
 - Will this project link current trail to another trail?

- Indicate in space below:
 - Does this trail have public parking and access?
 - Describe any amenities in parking area (ex: bathrooms, fix stations) or public information (ex: kiosks, signs, etc.)
- 1. NOTE: be sure to indicate on attached maps where parking is located**

- Indicate in space below:
 - How does the public access information about this trail?
 - Is trail information posted online publicly? If yes, add website for trail information below.
 - Is there a kiosk associated with this trail?

- Indicate in space below:
 - Describe how the trail for this project supports local business and stimulates economic growth for NH.
 - Does it connect trail users to public bathrooms, shopping or food centers?

- Indicate in space below:
 - How often is the trail for this project **maintained**?
 - Who is responsible for regular, routine maintenance?
 - Does your organization actively recruit local volunteers to assist with regular maintenance?
 - Will this trail need additional sources of funding in the future to be maintained?
 - Describe any commitments and plans by your organization, partnering organization and/or landowner to keep and maintain trail open for future public use. (minimum of 5 years after project completion).

- ☐ Yes ☐ No Will project require **NEW iron or steel?**
 - **NOTE: any NEW iron or steel purchased must comply with FHWA Buy America requirements** (Certification letter and mill certificates from product manufacturer required for all steel/iron purchases with cumulative costs of \$2,500 or greater).
 - **This also applies to *donated* iron or steel used for match.**
- ☐ Yes ☐ No Will project require **RECYCLED iron or steel?**
 - **NOTE: any RECYCLED iron or steel purchased must document where acquired.**
 - **This also applies to *donated* iron or steel used for match.**
- ☐ Yes ☐ No Will there be **universal** access to this trail?
 - If yes: organization will need to follow [USDA Accessibility Guidelines](#) when constructing trail
- ☐ Yes ☐ No Will this project *add new or replace* **gates?**
 - If yes: include in space below:
 - What type/style, how wide will your gate(s) be, & what will the gate(s) be made of?
 - Does your gate allow for 36" pass through as required by the ABA act?
 - How wide will your trail be? Does this include ditches for water movement?
 - **NOTE: be sure to indicate on attached maps where NEW gates will be installed**

- ☐ Yes ☐ No Will your project involve *construction or refurbishing* **bridges?**
 - If yes: include in space below:
 - Dimensions (length & width)
 - Bridge materials (steel? wood? aluminum?)
 - Abutment materials
 - What water body bridge spans (if applicable):
 - **NOTE: be sure to indicate on attached maps where bridge will cross**

- ☐ Yes ☐ No Will your project involve *constructing new, completely replacing or repairing existing* **culverts?**
 - If yes: include in space below:
 - What type?
 - How many?
 - What will culverts be made of? Or what are they currently made of?
 - Dimensions of culverts: length (in feet) & diameter (in inches)

- ☐ Yes ☐ No Will any **match** sources be using **privately**-owned machinery/equipment?
 - If yes: include in space below:
 - Make, Model, year manufactured
 - What tasks this piece of equipment will be specifically used for?
 - **NOTE: privately owned machines donated use for match must indicate the machines hourly rate in budget using FEMA schedule of equipment rates.**

- Use additional space on page 6 to describe the following:
 1. Purpose and need of project, planned end results/product (if necessary)
 2. Necessary labor and source of labor, indicate:
 - Unskilled, skilled, contracted, youth corps, own work force, volunteer, service contract
 3. Necessary materials and/or equipment to be used
 4. Detailed construction and/or maintenance methods
 5. Design and/or engineering services, planned end results/product (if necessary)

Category C projects: (equipment purchases & refurbishment) describe the equipment proposed for RTP funding and intended use.

NOTE: as of May 2017 *all Federal Buy America waivers are on hold* until further notice. Applications requesting any foreign made products will not be considered for selection. Any equipment purchases will have to obtain proper documentation of Buy America compliance. See the FHWA website for further details.

- ☐ Yes ☐ No Will this purchase be ≥\$2,000.00?
 - If yes: include on page 5: **anticipated sources for 3 competitive vendor quotes, or justification for why only 1 vendor is available**
 - NOTE: 3 competitive quotes are *not required* with application, but may be attached
 - NOTE: justification for sole sourcing a vendor is evaluated on a case-by-case basis and is subject to approval by the Bureau of Trails.
- ☐ Yes ☐ No Is this a **new piece of equipment** (not necessarily a newly made piece of equipment)
- ☐ Yes ☐ No Is this a **refurbishment** on a piece already owned?
- ☐ Yes ☐ No Will this purchase be **replacing** a current piece of equipment?
- ☐ Yes ☐ No Will a currently-owned piece of equipment purchased with past RTP funds be disposed of or traded in to help pay for this purchase?
 - If yes: describe equipment and trade in value on page 5
- Use additional space on page 6 to describe the following:
 1. Purpose and need (what will you be using this equipment for?)
 2. Preferred model/type, manufacturer and/or vendor (if applicable), and justification for this model
 3. *Anticipated* life of equipment and/or retention plans (sale or disposal of equipment needs Bureau of Trails authorization)
 4. Describe your organization's plans & methods to maintain equipment in good working condition for life of the equipment
 5. Describe where this equipment will be stored when not in use

Category G projects: (educational projects) this project category cannot be combined with other program categories; however a proposal may contain costs for labor, services, materials and equipment. Complete all applicable budget tables.

- Use additional space on page 6 to describe the following:
 1. Projects that involve installation of structures should follow requirements for categories **A, B, D**.
 - Indicate that your project is category G but answer questions from category A, B, D that apply
 2. Purpose and target audience
 3. Methods and materials needed (including details on all media, hard goods and structures)
 4. Relevance to specific trail users
 5. Planned partnerships (if applicable)
 6. Program longevity (is this a short-term, long-term or permanent program?)
 7. Describe your organization's and/or partner's plans to continue the program and schedule

Section II - Project Description (Describe your project in full. Scoring committee will not be familiar with your request)
You may add up to one additional *typed* page for Project Description scope (two pages max).
Every Project needs to indicate ALL *FUNDING & MATCH* SOURCES.

Section III - Environmental & Cultural Analysis:

Describe the effects of your project site in relation to *natural* and *cultural* resources and how you plan to minimize any impacts. Any potential impacts to wetlands, rivers, streams or bodies of water **must** be addressed here. Any impacts to historical resources **must** be addressed here.

Answer all questions for your project category.

Category A, B, D projects: (maintenance, construction, development and rehabilitation of trails) answer the following questions: Use additional space on next page if needed to further describe environmental or historical impacts to project.

- ☐ Yes ☐ No Has your organization performed a [Natural Heritage Bureau \(NHB\) Datacheck](#) & attached (in **COLOR**) to this application? (See attachment requirements)

Enter Natural Heritage Review number here: NHB _____ - _____

- ☐ Yes ☐ No If yes to previous question: was there a **hit?** (it is the organization's responsibility to contact NHB or NH Fish & Game for consult)
 - If yes: **attach** NHB and/or NH Fish & Game's advisory (must be documented with emails)
- ☐ Yes ☐ No Will you be **cutting trees?**
- ☐ Yes ☐ No If yes to previous question: will any trees to be cut have a **diameter at breast height (DBH) ≥ 3 inches?**
 - Use space below to answer the following questions:
 - Estimate how many trees to be cut
 - Estimate the *average* DBH of trees to be cut
 - Indicate if you will be *pulling the stumps* of **any** trees
 - Indicate if *stumps* be *ground down* to ground level (no stump pulling at all)

- ☐ Yes ☐ No Will you be **digging** for your project?
- ☐ Yes ☐ No If yes to previous question, will digging remain *ENTIRELY* in *footprint* of existing trail?
- ☐ Hand ☐ excavator If yes to digging, will you be using hand tools or excavator?
 - Approximately how **deep** and over how large an **area?** (add dimensions in space below: length, width & depth)

- ☐ Yes ☐ No Are there any: **Historic Properties** 50+ years in project area that you are aware of that will be **adversely affected** by this project?
 - Historic Properties are: prehistoric or historic districts, sites, buildings, structures or objects. Some examples include but not limited to: culverts, bridges, buildings, stone walls, town pounds, foundations, wells, dams, whistle posts, rail rests, mile markers, etc. (Projects will be reviewed through [EMMIT](#) and evaluated by the State Historical Preservation Officer (SHPO), through the Bureau of Trails for cultural impacts)
 - If yes: attach **photos** & describe in space below
 - Will you be rebuilding/repairing these structures? (describe in space below)

- ☐ Yes ☐ No Any **cemeteries** within 25 feet of project area? (If yes: attach **photos** & describe in space below)

- ☐ Yes ☐ No Is there any **wetlands** in or near your project area?
- ☐ Yes ☐ No If yes to previous question: are these wetlands considered "Prime Wetlands"? (under [NH RSA 482-A:15](#))
 - If yes: how far away in feet? (use space below)

- ☐ Yes ☐ No Is there a **stream/river/floodplain/sand dune/watershed/vernal pool** in/near your project area?
 - If yes: describe what it is (use space below)
 - If yes: how far away in feet? (use space below)

- ☐ Yes ☐ No Will your project cross or run adjacent to either of the 3 designated **Wild & Scenic Rivers in NH**:
 - **Lamprey River** in Strafford & Rockingham Counties
 - **Wildcat River** in Coos & Carroll Counties
 - **Nissitissit River** in Hillsborough County
 - If yes: describe where crossing is and/or how far away trail is in feet? (use space below)

- ☐ Yes ☐ No Will your project require Department of Environmental Service's (DES) **Wetlands permits**?
 - If yes: which **permits**? (list specific permits in space below)
 - If no: indicate how you know you will not need these permits?
 - Ex: Did you consult DES? Attach any emails to document this.

- Use space below to **describe specific techniques** on how you will **minimize erosional impact** using the [2017 Best Management Practices for Erosion Control manual](#) (found on RTP website), or any other **trail building/maintenance/best practices manual**. Indicate which manual that is being followed.
 - Ex: how will construction debris/erosion NOT flow into river/stream? (use space below)

Category C projects: (equipment purchases) describe in space below Category G: how the new/refurbished equipment will improve the environment in regards to:

1. Emissions
2. Fuel impact
3. Financial grooming costs
4. How its use will impact the physical land

Category G projects: (educational projects) describe in space below the relationship of program to environment.

- Projects that involve installation of structures should follow requirements for categories **A, B, D**.

Section IV - Project Attachments:

Include the following attachments, or your application *may be rejected*:

Project Category	Required Attachments. Do not send CDs for electronic copies. Thumb drives accepted.
All projects	Project administrator authorization form must be signed by project administrator and another member of the sponsoring organization (cannot be same person). Original Signatures Required. Only one hardcopy required, no additional copies necessary.
All Projects	Budget Detail (excel file): New for FFY-2022, replaces budget pages in application. Electronic copy in unlocked excel format required in addition to one hardcopy.
A, B, D, G*	Signed landowner permission to perform project work (private and/or public) - Original Signatures Required. Only one hardcopy required, no additional copies necessary. - Include one electronic and one hardcopy of any and all easements for project area. G* only necessary if installing structures such as kiosks and signs
A, B, D, G*	Natural Heritage Bureau review of project area (using the DataCheck Tool) - Hits on NHB must be addressed in Environmental section with written recommendation from Natural Heritage Bureau (NHB) or NH Fish & Game (NHF&G) attached to NHB Review. Two full-color hardcopies required. Electronic PDF copy required in addition to hardcopies. G* only necessary if installing structures such as kiosks and signs
A, B, D	Quality topographical-type maps with highlighted project area location LABEL ALL MAPS SO WE UNDERSTAND WHAT THEY ARE REFERRING TO Two full-color hardcopies required. Electronic copy required in addition to hardcopies.
All projects*	Official trail system map with the following details highlighted/labelled: - project area location (especially bridge locations) (A, B, D), (G* if applicable) *equipment use area, if necessary (C) - Only one full-color hardcopy required. Electronic copy may submitted in addition to hardcopy.
All projects*	Two full color hardcopies of at all photos; submit enough photos to accurately depict project. - No smaller than 8"x10". Can be printed on <i>regular</i> printer paper. - Do no submit blurry, grainy, or otherwise unrecognizable photos. Electronic copy of all photos required in addition to hard copies. - A, B, D projects (*G if applicable): Project area(s). - G projects: samples of educational materials - C projects (equipment) include: front, back, sides and interior angles. LABEL ALL PHOTOS SO WE UNDERSTAND WHAT THEY ARE REFERRING TO
All projects	One complete hardcopy of original application and attachments mailed to DNCR office. - Some attachments require two color copies (NHB review, topo maps, photos) - Electronic copies can be submitted in addition to (not instead of) hardcopies. Do <u>not</u> send CDs. - Budget detail must be submitted electronically as unlocked excel workbook (not PDF of excel)

Optional attachments:

- Letters of support. 1 hardcopy set only; no additional copies required.
- Quotes for budget estimates. 1 hardcopy and one electronic.
- Permits if already acquired for project. 1 hardcopy and one electronic.
- Historical reviews/phase studies if already acquired for project. 1 hardcopy and one electronic.

DEADLINE FOR APPLICATION SUBMISSION

Applications must be received and stamped in at DNCR HQ by:

Friday, June 17, 2022 @ 4:00 PM

Late applications will not be accepted!

Address to... **NH Bureau of Trails
RTP Coordinator
172 Pembroke Road
Concord, NH 03301**

Click RTP
logo for website



For questions, contact: Alexis Rudko, NH Bureau of Trails, (603) 271-3254 or Alexis.m.Rudko@dnrcr.nh.gov



STATE OF NEW HAMPSHIRE
Department of Natural and Cultural Resources
Division of Parks and Recreation
Bureau of Trails



RECREATIONAL TRAILS PROGRAM
PROJECT ADMINISTRATOR'S AUTHORIZATION

This form must be submitted with original signatures to the Bureau of Trails and cannot be reused.

Project Administrator (type or print full name): _____

The person who is named above has been appointed as Recreational Trails Program Project Administrator. This person is authorized to enter into Recreational Trails Programs contracts and agreements with the State of New Hampshire, Bureau of Trails and accept monies granted and received in compliance with the application, contract or agreement.

The Project Administrator is the only person authorized to submit billing requests for reimbursement of funds. The Project Administrator shall be responsible for compliance with all aspects of the project and shall submit the required project reports/updates as specified in the contract or agreement.

I hereby certify that the person named as Project Administrator, above, is fully authorized to act on behalf of the
(print name of organization): _____ organization or political
subdivision to submit a grant request for the project named: _____.

Print Name (person giving project administrator
authorization on behalf of organization)

Title in organization

Signature (person giving project administrator
authorization on behalf of organization)

Date: ____/____/____

PROJECT ADMINISTRATOR INFORMATION: to be filled out by the Project Administrator ONLY

Print Name

Signature (not valid unless signed)

Date: ____/____/____

Email (required: primary form of contact with Bureau of Trails)

(____) ____-_____
Phone (secondary form of contact)

(____) ____-_____
Alternate phone (if necessary)

Organization Mailing Address

City/Town

State

Zip Code

**GOODWIN
CONSERVATION
AREA**
108 acres of Conservation Land
& 2.8 miles of trail

**Goodwin Conservation Area,
Lebanon, NH Trails Map**

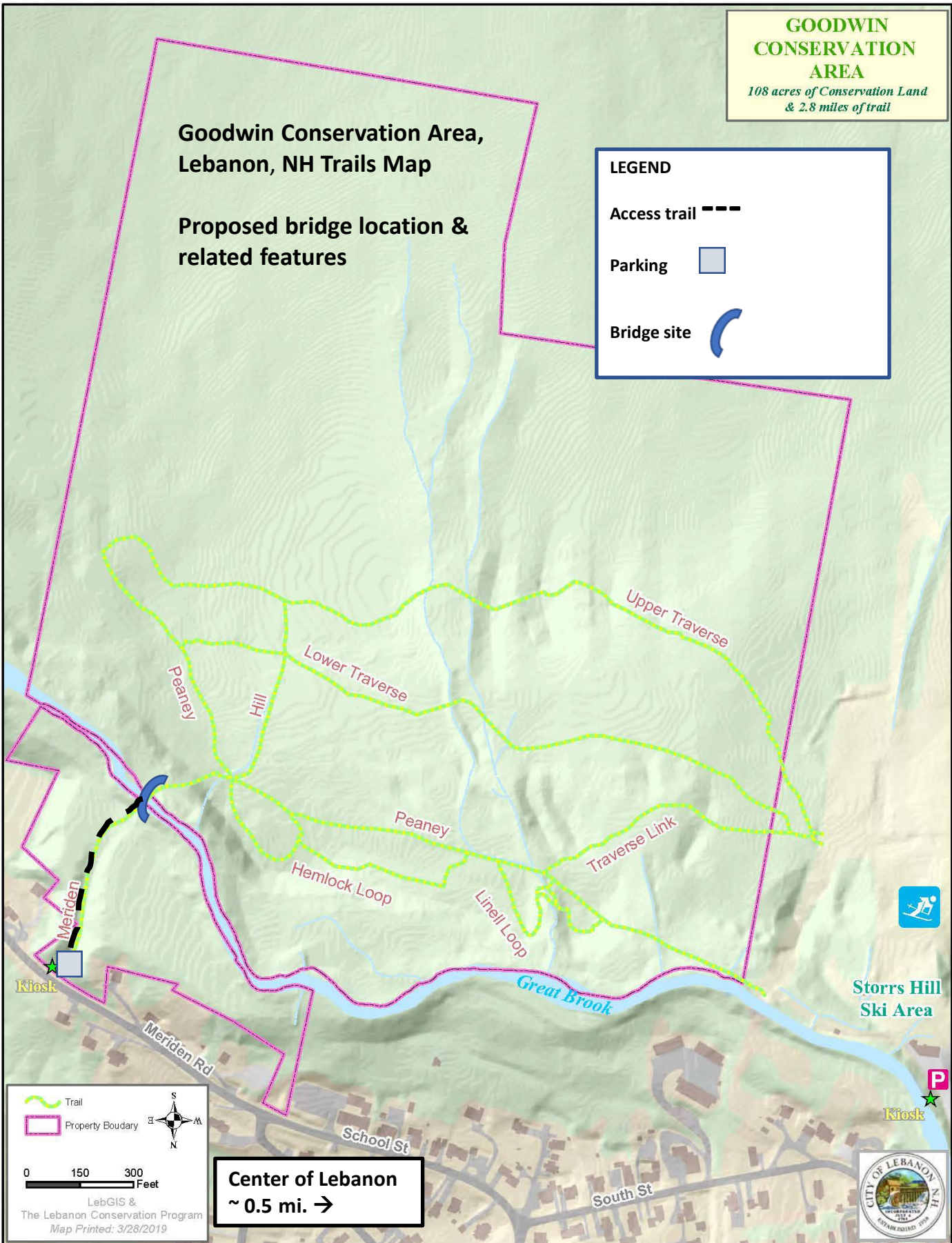
**Proposed bridge location &
related features**

LEGEND

Access trail ---

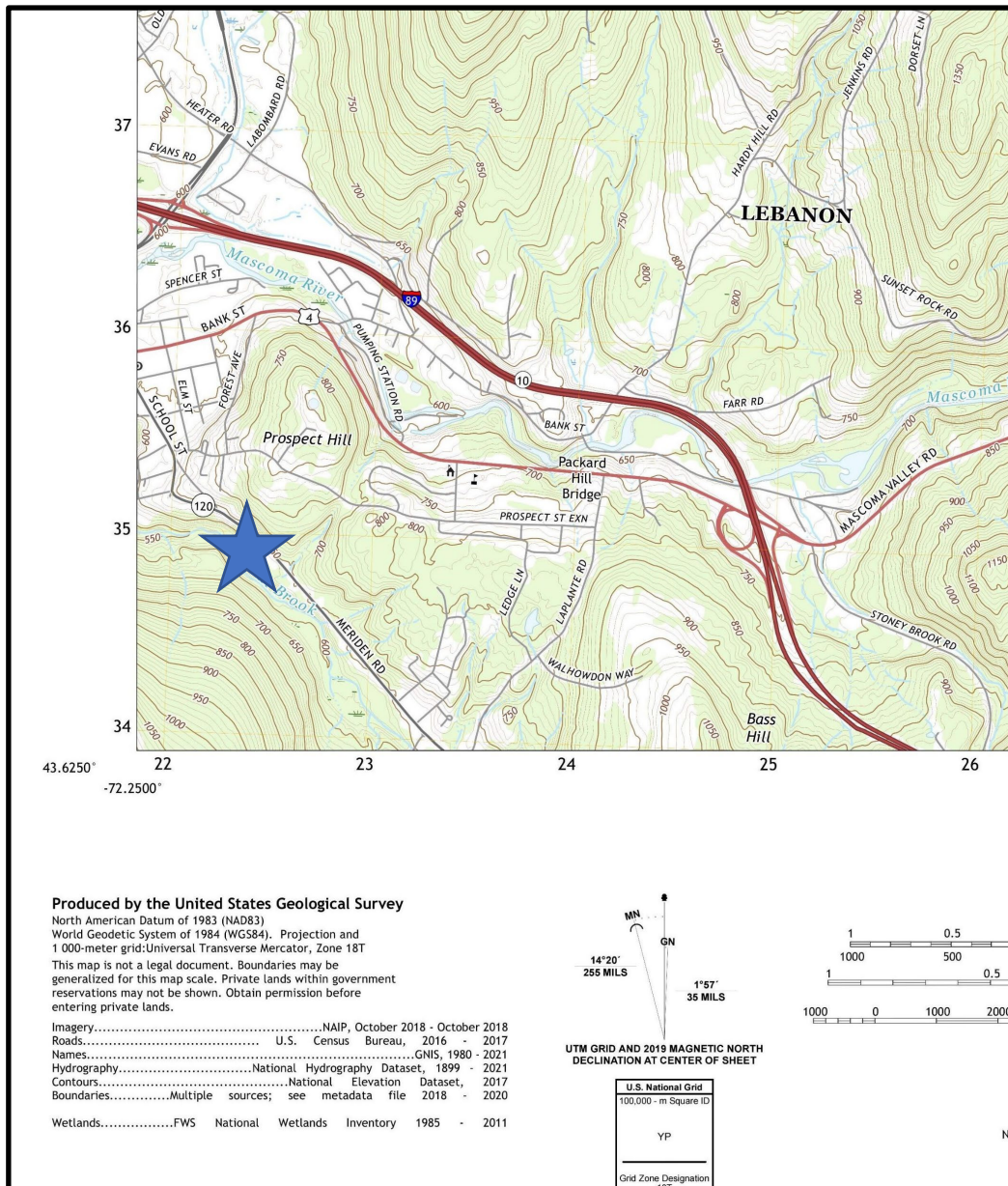
Parking 

Bridge site 

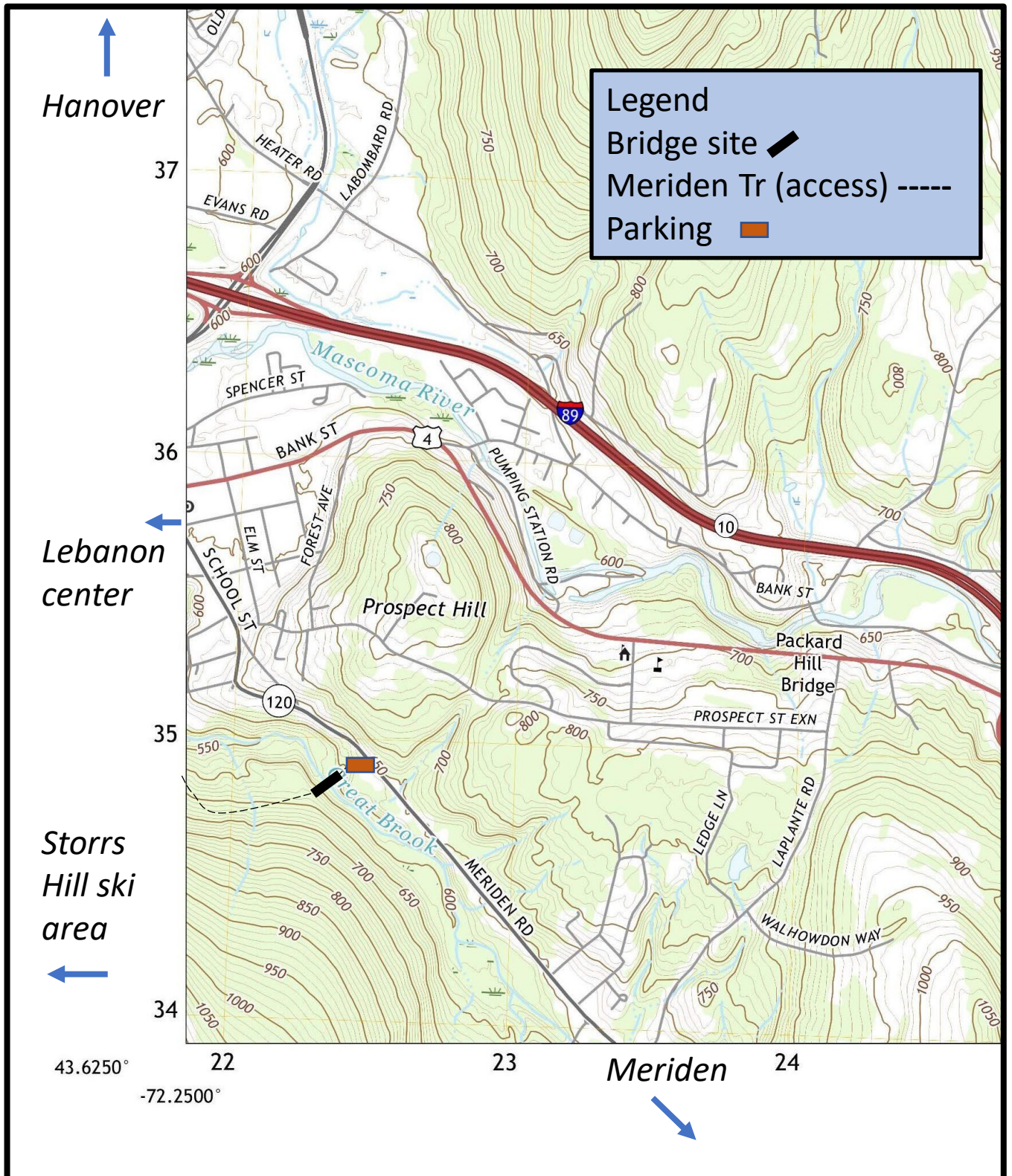


Great Brook USGS Enfield quad topo map -- see closeup on next map

Site is at ★



Great Brook bridge site on Enfield quad topo map



Great Brook access trail (N side)



Great Brook bridge site (60' span)



Great Brook bridge span perspective (from S bank)



Great Brook bridge site (N bank)



Great Brook bridge site (S bank)



Great Brook cascades above swimming hole & 50' below bridge site



Model bridge in Groton, CT (end view)



Model bridge in Groton, CT (side view)

