



LEBANON CONSERVATION COMMISSION
JUNE 9, 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. May 12, 2022
 - 3. Permit Review**
 - A. None
 - 4. Non Public Study Item**
 - A. Non Public Session: The Lebanon Conservation Commission will convene in a non-public session under the terms of RSA 91-A: 3 II (d) Consideration of the acquisition, sale, or lease of real or personal property
 - 5. Study Items**
 - A. Master Plan Update - Actions & Strategies Status - Continued (45 minutes)
 - B. Farnum Hill Preserve - Rogue Trail (15 minutes)
 - C. Con Com Trails Coordinator Update - NH Recreational Trails Program grant application (15 minutes)
 - 6. 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)
 - 7. Other Business**
 - 8. Future Agenda Items**
 - A. Continued Review of Chapter 52 - Conservation Land Regulations (5 minutes)
 - B. Continued Review of the Con Com's Rules of Procedure (10 minutes)
 - 9. Open to the Public**
 - 10. 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:

Lebanon Conservation Commission Agenda
June 9, 2022

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
June 9, 2022**

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

May 12, 2022

DRAFT

**CONSERVATION COMMISSION
REGULAR MEETING MINUTES**

Remote Via Microsoft Teams

LebanonNH.gov/Live

May 12, 2022

6:30 PM

MEMBERS PRESENT: Sarah Riley (Chair), Erling Heistad, Ernst Oidtmann, Barbara Hirai (Alt.), Chris Johnson

MEMBERS ABSENT: Bruce James (Vice Chair), Donald Lacey, Megan Smith (Alt.), Darla Bruno (Alt.), Susan Almy

STAFF PRESENT: Mark Goodwin (GIS Coordinator)

1 **1. CALL TO ORDER – Chair Riley called the meeting to order at 6:29 PM**

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

4 **2. APPROVAL OF MINUTES: April 14, 2022**

5 *Mr. Oidtmann MOVED to approve the April 14, 2022 minutes, as amended.*

6 *Seconded by Mr. Heistad.*

8 *Page 6, Line 1: Change “Mr. Vincent,” to “Mr. Criswell”*

9 *Page 8, Line 26: Delete the second sentence regarding the Tree Walk*

11 ** The Vote on the MOTION was approved (5-0-0).*

13 **3. PERMIT REVIEW**

14 **A. None**

16 **4. STUDY ITEMS**

17 **A. Master Plan Update – Actions & Strategies Status**

18 Chair Riley noted that the Master Plan is not a Conservation Commission document. The
19 Commission is being asked to review the Natural Resource chapter. Not everything listed in the
20 strategies and actions in the chapter relate to Commission responsibilities.

22 Mr. Goodwin noted that the Commission could determine that certain items should be more
23 appropriately designated to different groups in the City.

25 Chair Riley stated that some items in the actions and strategies might also fit better in a different
26 part of the document, such as the Energy chapter.

28 The Commission reviewed the document. It was noted that actions which have been completed
29 should not be lost, in order to best capture accomplishments.

1 Mr. Goodwin suggested that the Commission first review the items marked as “actions that the
2 ConCom is potentially interested in engaging with,” as these are items that staff is looking for
3 feedback on.

4
5 The group discussed Chapter 5, Outcome 1, Strategy 6 (5.1.6) “Encourage the creation of a
6 private conservation council to act with no personal benefit to acquire easements or purchase
7 property in situations where the City may not be able to respond quickly to a priority parcel
8 because of legal or other constraints.”

9
10 Chair Riley stated that she believes it would benefit the City to have a private organization
11 working on conservation matters. Mr. Oidtmann stated that the ConCom is already doing this
12 and doesn’t understand why another group would also be necessary. Ms. Hirai stated that private
13 organizations can access money for projects differently than the ConCom can. Mr. Goodwin
14 noted that UVLT and the Society for the Protection of NH Forests already work in this capacity.
15 He questioned if a fourth entity is necessary. Chair Riley noted that those entities do not work
16 specifically for Lebanon, and it would be good to have this. A private group could be working to
17 acquire land or engage in conservation efforts in Lebanon itself and this would be an important
18 tool. Mr. Heistad asked if there is the energy to run such a tool. Chair Riley stated that this is a
19 separate issue.

20
21 Using a straw poll, the Commission was in favor of continuing to leave item 5.1.6 in the Master
22 Plan Natural Resources Chapter, with a vote of 4-1.

23
24 The group discussed Chapter 5, Outcome 1, Strategy 7 (5.1.7) “Develop a land
25 acquisition/conservation easement program to protect scenic views.”

26
27 Mr. Johnson asked why a program specifically for scenic views would be more prevalent than
28 for other issues. Mr. Oidtmann agreed and asked how “scenic view” is defined. Mr. Heistad
29 stated that there are more important items at hand on the ground versus the view aspect. Chair
30 Riley asked if this should be in a different chapter of the Master Plan.

31
32 Mr. Goodwin explained that the Commission already has a regulatory tool for scenic view
33 overlay districts. This item seems redundant.

34
35 In response to a question from Mr. Oidtmann, Chair Riley stated that currently ridgelines are not
36 specifically protected, by definition.

37
38 The Commission agreed to strike this item.

39
40 The group discussed Chapter 5, Outcome 1, Strategy 8 (5.1.8) “Include City gateways in open
41 space planning.”

42
43 The group discussed the definition of a “city gateway.” Mr. Johnson asked how City gateways
44 tie into natural resources. Mr. Goodwin suggested that this item be moved to a planning or other
45 group’s interest. Mr. Oidtmann stated that the Commission may still like to be informed on this
46 item.

1
2 The group discussed Chapter 5, Outcome 1, Strategy 6 (5.1.9) “Support efforts to establish more
3 scenic roads.”

4
5 The group discussed if this item belongs in the Natural Resource chapter. Mr. Goodwin
6 explained that scenic roads are a regulatory defined entity and there is a process for adoption of
7 one through the City Council. Once adopted, there are rules regarding tree removal along the
8 road and pavement width standards. There could be more candidates for scenic roads and the
9 ConCom may want to be in the loop for that. Chair Riley stated that this is already in place.
10 There is some natural resource value to these roads. The ConCom is supposed to be notified of
11 proposed cuttings along the road but was not during the last round. Mr. Goodwin stated that
12 landowners do not have to notify the City of cuttings; this is a requirement for utilities.

13
14 The group agreed to keep this item on the list for now until the work plan is reviewed next year.
15 Chair Riley noted that this may not be an item for ConCom only.

16
17 The group discussed Chapter 5, Outcome 1, Action 7 (5.1.7) “Create incentives in the Zoning
18 Ordinance for agricultural businesses and expand the importance of maintaining and increasing
19 agricultural activity within the City.”

20
21 Mr. Johnson stated that he does not see the ConCom taking an active role in this item, though it
22 should likely be somewhere in the Master Plan. The group agreed.

23
24 The group discussed Chapter 5, Outcome 1, Action 14 (5.1.14) “Adopt a ridgeline ordinance to
25 protect ridgelines from poorly sited development and consider including hillsides and wildlife
26 corridors to lowlands.”

27
28 Mr. Goodwin suggested that it might be the ConCom’s role to push the Planning Office to make
29 something like this happen, in terms of natural resources. The group agreed to leave this item on
30 the list.

31
32 The group discussed Chapter 5, Outcome 1, Action 16 (5.1.16) “Develop and approve a wind
33 turbine ordinance to enforce the appropriate sighting and design of wind turbines.”

34
35 Ms. Hirai noted that this item is also in the Energy chapter. Chair Riley stated that sighting of
36 wind turbines could have great impact on natural resources and wildlife. Mr. Goodwin stated that
37 Lebanon does not have the characteristics for commercial wind farms. It is unclear if this is large
38 concern for the City. Chair Riley stated that, while this might not need to be included in the
39 Natural Resource chapter, the ConCom would like to be kept updated and have input on sighting
40 of these items.

41
42 The group discussed Chapter 5, Outcome 1, Action 17 (5.1.17) “Develop and approve a
43 telecommunications ordinance to enforce the appropriate sighting and design of
44 telecommunications towers.”

1 Chair Riley suggested that the existing ordinances could possibly reviewed to see if any changes
2 can be made. The group agreed to leave this item on the list for potential review in the future.

3
4 The group discussed Chapter 5, Outcome 2, Strategy 6 (5.2.6) “Seek outside funding or
5 volunteers to clean up sites in coordination with the regional planning commission.”

6
7 It was noted that this task was recently taken on by the ConCom. Mr. Goodwin suggested
8 striking the regional planning commission from this item. The group agreed.

9
10 The group discussed Chapter 5, Outcome 2, Strategy 7 (5.2.7) “Continue alliances with
11 neighboring communities and regional organizations, such as the Mascoma Watershed
12 Conservation Council, to foster cooperation in protecting water bodies and watersheds.”

13
14 The group agreed that this item is essential and considered striking the name of a specific group
15 to be listed.

16
17 The group discussed Chapter 5, Outcome 2, Actions 4, 5, & 6:
18 “Create source water overlay for existing drinking water sources based on the Model Rule for the
19 Protection of Water Supply Watersheds and the 1999 Mascoma Watershed Study.”
20 “Develop and adopt an aquifer protection overlay district to more strictly regulate development
21 adjacent to potential drinking water sources.”
22 “Conduct a land use and environmental constraint studies of the Mascoma River, Stoney Brook,
23 Hardy Hill Brook, and Blodget Brook corridors to guide appropriate development in order to
24 protect drinking water supplies.”

25
26 The group agreed to keep all of these items on the list.

27
28 The group discussed Chapter 5, Outcome 2, Strategies 18, 20, 25, & 26
29 “Investigate and recommend appropriate measures to ensure handicapped accessibility on
30 construction lands where feasible.”
31 “Continue to celebrate Arbor Day to raise awareness of the importance of trees to all residents.”
32 “Continue formal cooperative planning among adjacent communities through the Upper Valley
33 Lake Sunapee Regional Planning Commission and other organizations like the Mascoma
34 Watershed Conservation Council.”
35 “Take the lead on developing a Mascoma Watershed Plan to protect our drinking water source.”

36
37 The ConCom discussed regrouping some of the items with ones previously discussed. The group
38 agreed to keep all of these items on the list. The group discussed wordsmithing these items in the
39 future.

40
41 The group discussed Chapter 5, Outcome 2, Actions 12, 17, 20 (5.2.12, 17, 20)
42 “Explore the expansion of the Steep Slope Overlay District.”

43
44 Mr. Goodwin stated that there are some items outlined in the RL3, but these could be expanded
45 through this item. The Board agreed to keep this item on the list.

1 “Identify parks and recreational facilities through publicity and signage that includes a brief
2 history of who donated the land, interesting facts about the property, and existing trails and/or
3 flora in the area.”

4
5 The Commission agreed to changing the wording to “conservation areas” instead of “parks and
6 recreation facilities,” and leaving this on the list.

7
8 “Develop a wildlife habitat overlay zone for critical habitat areas, including deer yards, bear
9 habitat, vernal pools and wildlife corridors.”

10
11 Chair Riley noted that the City does not already have this overlay district and it could be
12 important.

13
14 “Inventory areas that have been impacted by invasive species and develop a plan to address these
15 areas.”

16
17 The group agreed that this is an ongoing item for the ConCom and to leave it on the list.

18
19 “Hold annual tours of City parks and conservation lands for City Council members and all other
20 City boards.”

21
22 Mr. Johnson asked when the last time was something similar was done. Mr. Goodwin stated that
23 he does not believe it has been. Mr. Johnson stated that he sees value in a tour with the City
24 Council to address issues during it. The group agreed to keep this item on the list.

25
26 The ConCom agreed to continue to work on this list and wordsmith or move items as it sees fit.
27 Ms. Hirai stated that the city of Dover recently implemented a Climate Action chapter of the
28 Master Plan. There are clear actions in the document. Some may be relevant for Lebanon to
29 include. Mr. Goodwin noted that there is currently a grant to pursue a Lebanon Climate Action
30 Plan.

31 32 **B. Farnum Hill Preserve – Property Overview & Discussion**

33 Mr. Oidtmann stated that himself, Bruce James, and John Tietjen walked the southern part of
34 Farnum Hill. The group walked up to the Ridge Trail and followed it south to the crossroad. The
35 group saw 1-2 vernal pools along the Maries Way Trail. Poverty Lane was flooded and there is a
36 rock wall on the east side of the trail which could be used to make steppingstones. There was no
37 consensus in the group between using steppingstones or a wooden boardwalk. There is a lot of
38 water that comes down Maries Way and a set of stairs there was previously removed. There is an
39 open field, north of the kiosk, that belongs to the reserve that appears to be mowed.

40
41 Chair Riley stated that one of the recommendations in the management plan was to get rid of the
42 red line plantation as soon as possible, however Mr. Goodwin pointed out that no cutting is
43 allowed per the conservation easement. The management plan also noted that it has less
44 wildlife/ecological value. It would be good to see if there are any vernal pool obligate species in
45 the area, in order to reroute the trail if necessary. The NRI lists 8 vernal pools on the property,
46 but there may be others.

1
2 The group discussed renaming and adding a rogue trail to the trail map for the area. Mr.
3 Oidtmann stated that this is a shortcut from Maries Way to the Ridge Trail. The group that
4 walked the area agreed to discourage use of it and not mark it, as there is a nearby trail that goes
5 to the same destination. The more trails created; the more wildlife can be impacted. Members of
6 the ConCom agreed to go to the area to examine these trails.

7 8 **C. Discussion RE: Goodwin Bridge RTP Proposal**

9 Chair Riley stated that Bruce James shared a draft of the proposal with the group, looking for
10 input. The group agreed to send comments/questions directly to Mr. James.

11 12 **5. COMMITTEE REPORTS**

13 14 **A. Reports from other committees:**

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

16 Chair Riley stated that there will be two upcoming site visits with organizations involved in
17 holding easements or funding lands. May 19, 2022 at 9am, the Society of Protection for NH
18 Forests will check the East Wilder area regarding native vegetation and other potential easement
19 violations. Also, because LCHIP funds were used to purchase the property, annual monitoring
20 will be done at Alana Cole on May 31, 2022, at 9am.

21
22 Chair Riley noted that the building where the Montessori school is located adjacent to Alana
23 Cole is for sale, but there is no information about the land itself. This would be a great spot as a
24 riverfront recreation/education center.

25
26 Mr. Johnson stated that last Saturday, with the help of Chair Riley and Ms. Hirai, a clean-up of
27 the Two Rivers area was organized in conjunction with the Upper Valley Young Professionals.
28 24 blue bags were filled. The group may be interested in helping with ConCom projects in the
29 future as well. It was a great way to educate this demographic about the local conservation areas.

30
31 Ms. Hirai stated that there was a Wild About Lebanon Walk at Starr Hill for Earth Day on April
32 22, 2022. There were approximately 20 members of the public, including 5 children, between the
33 two workshops held at Ticknor and Starr Hill. Chair Riley stated that some people in the vernal
34 pool workshop wanted to do more, so they found all the vernal pools lists on the Boston Lot and
35 reported back with a spreadsheet.

36
37 Ms. Hirai stated that Mr. Lacey has been doing a lot of work clearing out Baker's Crossing.
38 There will be an upcoming Wild About Lebanon Tree Crawl on May 20, 2022 at 4pm. An
39 additional Wild About Lebanon hike on Indian Ridge is scheduled for June 18, 2022, at 10am,
40 with Mr. James.

41
42 Ms. Hirai stated that someone was recently doing trail maintenance on the Trues Brook property.

43 44 **--Lebanon Biodiversity Group (D. Lacey)**

45 Chair Riley stated that May is garlic mustard season and there is a public campaign on the Rail
46 Trail and Greenway encouraging the public to pull it up when seen. This message is also going

1 out through Leb News. The Rec, Art, and Parks Department has been putting out the message on
2 the City's website. In the interest of not putting as much biomass into the landfill, this year
3 people are being asked to pull it and leave it on site. There is a page on the City's website for this
4 and the SeeClickFix app can be used to post pictures of people doing this work around the City.
5

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

7 *This item was not discussed at this time.*
8

9 **6. OTHER BUSINESS**

10
11 **7. FUTURE AGENDA ITEMS - *This item was not discussed at this time.***

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

13
14 **B. Continued Review of the Con Com's Rules & Procedure**
15

16 **8. OPEN TO THE PUBLIC**

17
18 **9. ADJOURNMENT:**

19 **The meeting was adjourned at 9:05 PM.**
20

21 Respectfully submitted,

22 Kristan Patenaude

23 Recording Secretary

**Agenda
Conservation Commission
June 9, 2022**

**Agenda Item #5C
Study Items**

**Con Com Trails Coordinator
Update - NH Recreational
Trails Program
grant application**



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

Date: ____/____/____

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

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**

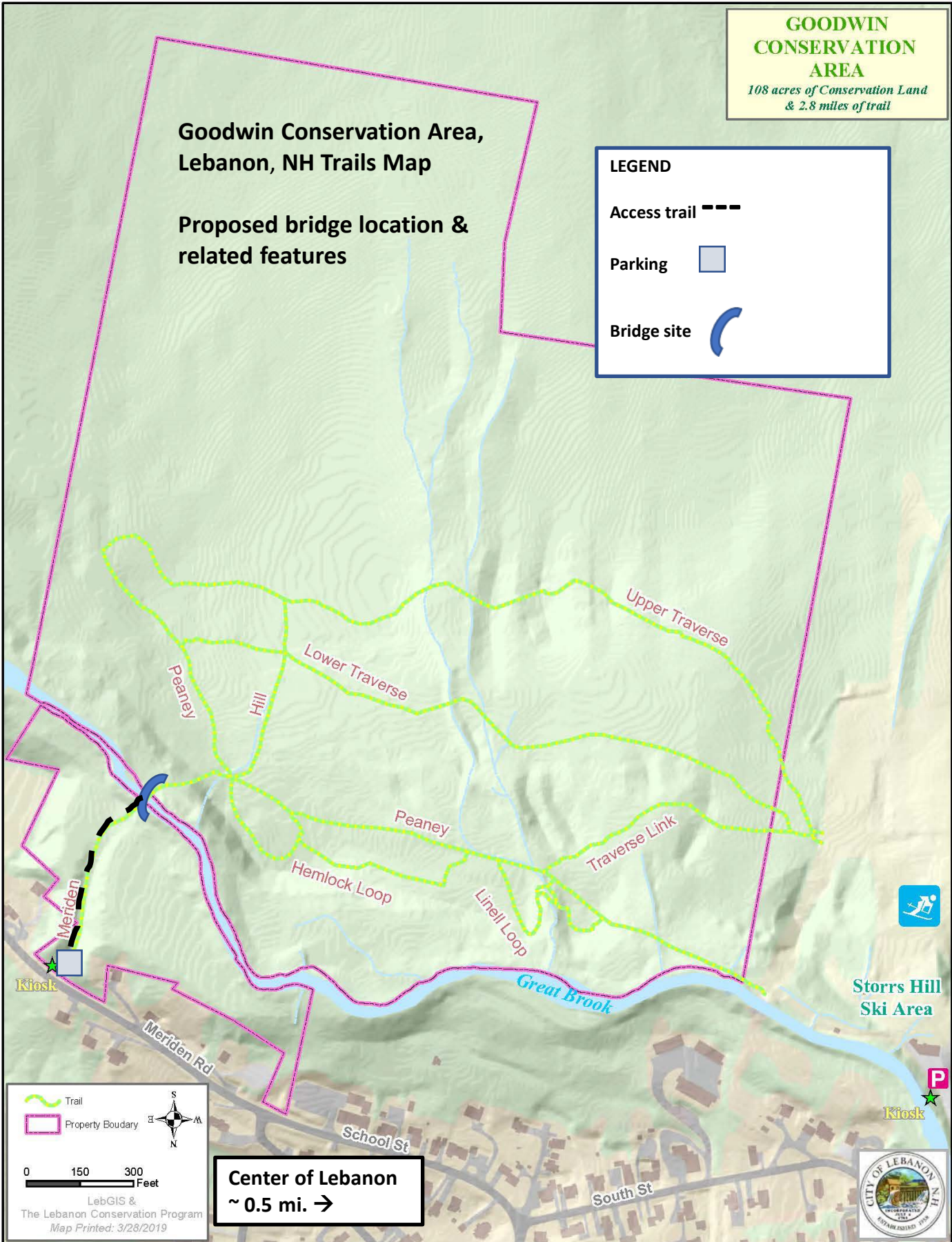
**Proposed bridge location &
related features**

LEGEND

Access trail ---

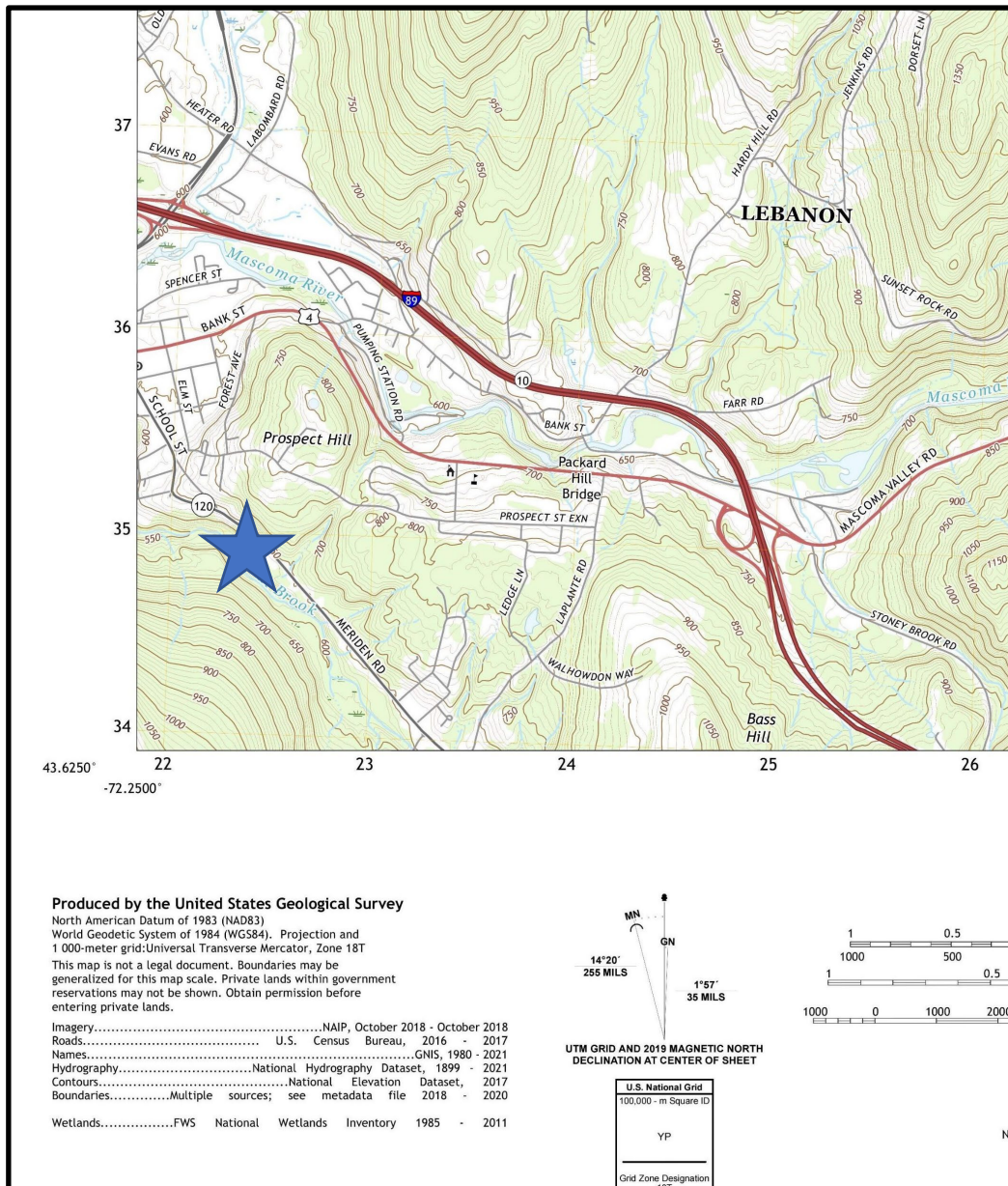
Parking 

Bridge site 

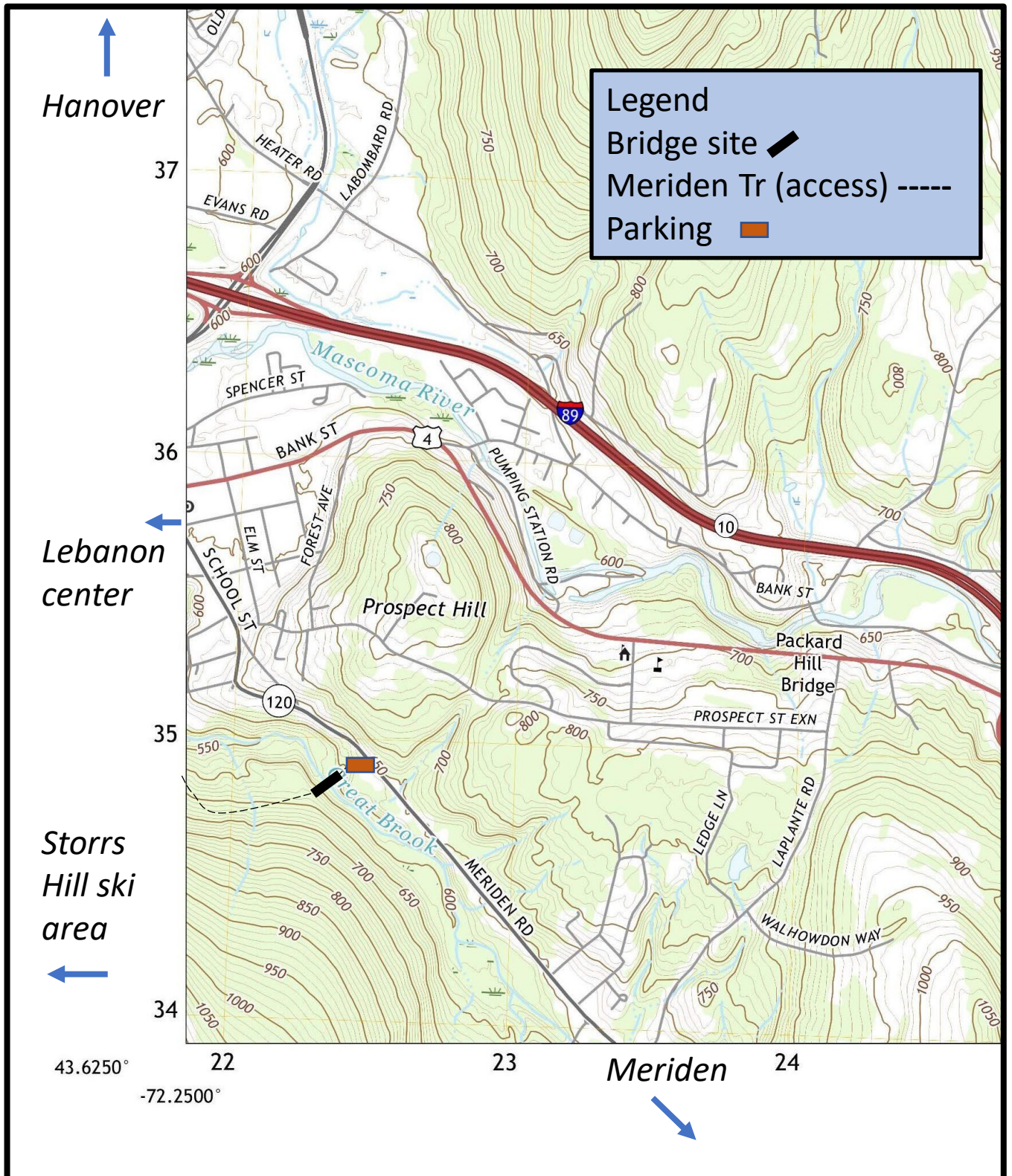


Great Brook USGS Enfield quad topo map -- see closeup on next map

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)

