

Town of Concord
Conservation Restriction Stewardship Committee

Minutes of August 24, 2021 Meeting
 Picnic tables across from 141 Keyes Road, Concord, MA

Attendees: Mary Ann Lippert (Chair), Richard Higgins, Neil Ryder, Art Schwope, Michelle Wiggins, Colleen Puzas, Assistant Natural Resources Director

Visitor: Susan Bates, Liaison to the Select Board

Mary Ann called the meeting to order at 3:06 pm.

1. Neil motioned and Michelle seconded the approval of the July 27, 2021 meeting minutes. All voted in favor.
2. The office continues to investigate the acquisition of a Bad Elf Bluetooth GPS receiver to supplement the Field Maps app on the iPad tool as well as the azimuth type (true or magnetic) of Field Maps.

3. Committee Work

3.1. Monitoring in progress

CR #	Name	Address	Assignees	Action/Status
4	McMillen/Punkatassett Hill	775 Monument St	Mary Ann/Annemarie	Mary Ann – complete draft report for office review
8	Old Pickard Farms Trust II	31 Old Pickard Rd and 3x, 17x, 16A Stone Root Lane	Michelle/Jane	Michelle/Jane – complete draft report for office review
22	Emerson	22 South (19A Estabrook Rd.)	Rich/Michelle	CRSC – review report
37	Emerson	299 Estabrook Rd	Annemarie/Jane	Office – send notification letter
63	MetWest Development	64B Main St	Neil/Annemarie	Colleen – photopoint map Neil/Annemarie – complete draft report for office review
120	Assabet Wood Lot	18B Squaw Sachem Trail	Jane/Art	Jane – complete draft report for office review
1005	Brewster Ridge	Monument St	Art/Mary Ann	Art – complete draft report for office review
1023	South Meadow Ridge	62A and 39Y Old Marlboro Rd	Art/Michelle	Art – complete draft report for office review

Note: First-named assignee is Leader and any additional names listed are volunteers.

3.2. There were no new monitoring assignments.

3.3. BDR in progress

CR #	Name	Address	Assignee	Action/Status
1002	Bartkus Farm	Bartkus Farm	Mary Ann/Neil	Mary Ann – complete draft report for office review

Note: First-named assignee is Leader and any additional names listed are volunteers.

3.4. No new BDRs are planned.

4. A discussion of preparing, sharing, and reviewing monitoring reports led to the following conclusions:
 - a. To avoid Word to Google.docs formatting incompatibilities, prepare reports directly in Google.docs.
 - b. Alternatively in the Word monitoring template, replace the current photopoint box and caption with a table into which photos and captions can be inserted.
 - c. Report azimuth to the closest integer (i.e., no decimals).
 - d. Because the iPad photos are not assigned JPG numbers, replace JPEG with the photopoint identification (name/number) in the CR_Field_Maps_Survey_Form file provided by the office. The photopoint identification may or may not correspond to the photopoint number called out in the report.
 - e. At the start of the monitoring report, Landowner Contact information (i.e., date and type) should include references to both the office notification letter and follow-up notification(s).
 - f. In a change from previous guidance, individual members may send review comments to the report author but not to other members or “Reply All.”
5. Colleen reported no change in status of new CRs at 2142 and 2160 Main St.
6. The committee’s next meeting is Tuesday, September 28, 2021 at 3:00 pm at 141 Keyes Rd.
7. A motion to adjourn was made by Rich and seconded by Michelle. All voted in favor. The meeting adjourned at 4:06 pm.

Respectfully submitted,

Art Schwope