

**Town of Concord  
Conservation Restriction Stewardship Committee**

Minutes of October 26, 2021 Meeting  
Zoom Meeting

**Attendees:** Mary Ann Lippert (Chair), Annemarie Altman, Richard Higgins, Neil Ryder, Art Schwope, Jane Wells, Michelle Wiggins, Delia Kaye, Natural Resources Director, Colleen Puzas, Assistant Natural Resources Director

Visitor: Susan Bates, Liaison to the Select Board

Mary Ann called the meeting to order at 3:03 pm.

1. Neil motioned and Annemarie seconded the approval of the September 28, 2021 meeting minutes. In a roll call, all voted in favor of the minutes as amended.
2. The office will purchase a Bad Elf GNSS Surveyor GPS Receiver to improve the location accuracy of the Field Maps app on the iPad tool. Colleen reported that the azimuth on the Field Maps app is magnetic.

**3. Committee Work**

3.1. Monitoring in progress

<b>CR #</b>	<b>Name</b>	<b>Address</b>	<b>Assignees</b>	<b>Action/Status</b>
4	McMillen/Punk atasset Hill	775 Monument St	Mary Ann	CRSC – review report
8	Old Pickard Farms Trust II	31 Old Pickard Rd and 3x, 17x, 16A Stone Root Lane	Michelle/Jane	Office – review report
22	Emerson	22 South (19A Estabrook Rd.)	Rich/Michelle	Completed
37	Emerson	299 Estabrook Rd	Annemarie/Jane	Annemarie – complete report
63	MetWest Development	64B Main St	Neil/Annemarie	Completed
120	Assabet Wood Lot	18B Squaw Sachem Trail	Jane/Art	CRSC – review report
1005	Brewster Ridge	Monument St	Art/Mary Ann	Office – follow-up visit to CR CRSC – review report

1023	South Meadow Ridge	62A and 39Y Old Marlboro Rd	Art/Michelle	Art – review office’s report edits
9/51/114	Christian/Hoffman	495 Hugh Cargill Rd	Rich/Michelle	Rich – Schedule site visit
48	Kalmia Woods Corp	313 Heath’s Bridge Rd	Mary Ann/Jane	Mary Ann – Schedule site visit
107	Engelhard	154, 220 Ball’s Hill Rd	Michelle/Art	Michelle – Schedule site visit
113	Riverbend	78-202 Forest Ridge Rd	Neil/Annemarie	Neil – Schedule site visit

Note: Lead assignee is listed first; any additional assignee is an assistant.

3.2. No new monitoring assignments were made.

3.3. BDR in progress

CR #	Name	Address	Assignee	Action/Status
1002	Bartkus Farm	Bartkus Farm	Mary Ann/Neil	Office – review report

Note: Lead assignee is listed first; any additional assignee is an assistant.

3.4. No new BDRs are planned.

4. Going forward and upon notification by the Chair, a draft monitoring report will be reviewed by the CRSC prior to office review, with individual members sending any comments (within a week) only to the author and cc’ing Delia, Colleen, and the Chair. The author will revise the draft, post it to Google Drive, and notify the office and the Chair that the report is ready for office review. At this point, the CRSC’s effort is complete unless the office needs further clarification from the author. The office will post its red-lined and final version of the report to Google Drive.
5. Delia reported that draft CRs for 2142 and 2160 Main St continue to evolve and, following review by the office, will be posted for CRSC review.
6. Because the iPad tool does not produce JPEG photos, the call-out for a JPEG number will be removed from the photopoint caption in the monitoring report template.
7. Colleen will post to Google Drive a town map showing all CRs with their numbers.
8. The committee’s next meeting is Tuesday, December 7, 2021 at 3:00 pm on Zoom.
9. A motion to adjourn was made by Annemarie seconded by Jane. All voted in favor. The meeting adjourned at 3:56 pm.

Respectfully submitted,

Art Schwope