CONCORD CONSERVATION COMMISSION

MEETING MINUTES

July 8, 2026, 7:00 p.m.

Council Chambers, 37 Green St

Attendees:	Chair Kristine Tardiff, Vice-Chair Jeff Lewis, Mark Coen, Councilor Michele Horne and Alternate Member Bruce Currie
Absent:	Kevin Porter, Alternate Jim Owers, Rick Chormann, Katherine Healy and Tracey Lesser
Staff:	Kearsten O'Brien, Senior Planner Kellie Caron, City Planner Krista Tremblay, Administrative Technician III
Public:	Jennifer Goodman (124 Warren St, Concord) Dan Williams (169 Portsmouth St, Concord) Chris Legrand (294 Elm St, Concord) Spencer Tate (294 Elm St, Concord) Christopher Legrand (294 Elm St, Concord)

1. Call to Order
   The meeting was called to order by Chair Tardiff at 7:00 p.m.

2. Consent Agenda:
   a. Minutes – Approve meeting minutes from meeting on June 10, 2026
      Pulled from consent due to Member Porter asking for revision of meeting minutes.

      Chair Tardiff noted there were a couple suggestions for the minutes from Member Kevin Porter. In section 4(b) to add there was a discussion on the northern long eared bat that is an endangered species and US Fish and Wildlife recommends no harvesting between April to September. Mr. Porter noted the reason the harvest was done in May was the desire for revenue for this fiscal year opposed to the next. Chair Tardiff stated in that same section he wanted to add discussion on RSA 36-a relative to the responsibility to forest management plan sitting with the Conservation Commission.

      Ms. O'Brien stated that is up to the Commission on how in depth they would like to go. The Commission has recently has adopted a more condensed. Ms. O'Brien asked the Commission if they want to leave the minutes in draft form and discuss when Member Porter is back to have that discussion.

      Chair Tardiff will have the minutes stay in draft form.

      Ms. O'Brien noted there is no motion needed and the meeting minutes will be move to the August meeting.

   b. Forestry Report
      Report attached to the agenda.

c. Local River Advisory Committees
Nothing to report on this agenda item.

d. New Hampshire Department of Environmental Services
Nothing to report on this agenda item.

3. New Business

a. Memorial Bench proposal- Jennifer Goodman
Jennifer Goodman has a bench proposal for an outdoors woman. Ms. Goodman is aiming to make full proposal for next month. Ms. Goodman has questions and looking to proposal something that matches the Conservation Commission's and the City's goals. Ms. Goodman noted she paid out where in the trails system she is interested in having the bench. Ms. Goodman asked if they would be willing to have a plaque on an existing bench.

Chair Tardiff stated in the past they have discussed a process for how to do this when people come in with a request like this. Chair Tardiff noted they have not done a plaque on an existing bench. Chair Tardiff noted they should reach out to the contracted city forester to see if he is aware of a location that would be good for a bench.

Vice-Chair Lewis stated concern for attaching a placard to an existing bench because there might be history with the bench. Vice-Chair Lewis is not opposed to finding a spot for a new bench.

Chair Tardiff will refer this down to the Trails Subcommittee and have a discussion with the city forester to have a discussion for a suitable location.

Chair Tardiff seated Alternate Member Currie to be able to vote for quorum.

b. Dan Williams Baiting Request
Dan Williams stated NH Fish and Game granted one of the two baiting sites. Mr. Williams stated you can have up to two baiting sites. Mr. Williams is looking to follow because the permit window closes August 1st before the August Conservation Commission meeting. Mr. Williams is asking for a vote tonight.

Chair Tardiff stated she did some digging as this is the first time the Conservation Commission has received this type of a request. Chair Tardiff noted Salem and Pelham have policies adopted in the last year. Chair Tardiff stated they have a policy for the applicant to come in and request a permit location. In Salem the town manager approves in and in Pelham the board of selectman approve it. Chair Tardiff stated if this is something that the Commission would like to entertain do they need a process for it.

Mr. Williams noted the State of New Hampshire know the land that they own and they do have staff that are dedicated to policing those areas.

Chair Tardiff noted that is one thing they are lacking. Chair Tardiff stated in Pelham is appears there is a bonding or a fee for three hours of staff time to check it out. Chair Tardiff noted they will need to look into if staff is to approve it or if it will need to go before city council.

Ms. O'Brien noted if they are adopting a new process it will need to go to city council.

Councilor Horne suggested to be proactive and start a policy.

Member Coen asked if looking for this site now.

Mr. Williams is looking for this site now or next year.

Member Coen asked if Mr. Williams wants the Conservation Commission to peruse this.

Mr. Williams responded yes.

Chair Tardiff stated they can look at the process adopted in two other towns.

Mr. Williams explained the location on West Locke Rd is where asking for the bait site.

Chair Tardiff noted they will not make the deadline for this year and will do more research. Chair Tardiff asked to have this on the agenda for next month for a discussion.

c. 294 Elm St Conditional Use Permit for disturbance to Wetland Buffer
Chris Legrand is looking to put a utility shed on their lawn which happens to be in the wetland buffer. Mr. Legrand stated they just had the land delineated to find options for the shed. They have a proposed plan where it would be the least impactful. They will maintain or improve the wetland buffer. There will be a crushed stone pad. It is a prefab shed from Reed's Ferry. They will offset the 260 square feet with New England conservation seed and native shrubs. Mr. Legrand presented the site constraints with the house location, septic system and steep slopes.

Vice-Chair Lewis stated this is a thorough application. Vice-Chair Lewis noted the lawn has existed since the house was built. Vice-Chair Lewis has no concerns with this application.

Chair Tardiff noted the existing lawn is in a buffer.

Vice-Chair Lewis stated a concern is they could sell the house in five years and they will make the lawn bigger without knowing there is a buffer there. Vice-Chair Lewis suggested to have it

marked but not have them put signs in the lawn buffer.

Mr. Legrand stated they thought about that and asked how do they document it if the property is sold.

Vice-Chair Lewis noted if there is a new lot there is a marker installed so they know about the wetlands.

Chair Tardiff asked for the location of the plantings.

Mr. Legrand noted the area that is shaded in is possible and they would be looking at the southern and eastern edge of the property.

Vice-Chair Lewis made a motion to recommendation to the Planning Board to approve the conditional use permit as submitted. Alternate Member Currie seconded. All in favor. The motion passed unanimously.

d. 270 Loudon Rd Conditional Use Permit
Ms. O'Brien stated this application was withdrawn from the application by the applicant.

e. Application for tree subcommittee resume
Ms. O'Brien stated there is a resume for Brook Gauthier to be an alternate on the Tree Subcommittee.

The Commission discussed the resume and agreed to approve the appointment.

Vice-Chair Lewis made a motion to recommendation to City Council to approve the appointment of Brook Gauthier as an alternate member to the Tree Subcommittee. Member Coen seconded. All in favor. The motion passed unanimously.

4. Reports
   a. Trails Subcommittee – Jeff Lewis
   Vice-Chair Lewis stated there was discussion on the Marsh Loop Trail to evaluate if they will relocate or discontinue the east portion where it goes past the marsh with the addition of the Ghost Trail. They will go out there and discuss at next months meeting. There was a discussion about the West End Farm Trail adjacent to Currier Road with the Marro's. Mr. Marro presented information and there was a question and answer. It is on the agenda for next month. They are continuing the trail guide updates.

   Councilor Horne asked about the gate at the Sewalls Fall Trail.

Ms. O'Brien contacted Fish and Game and has not heard back.

b. Tree Subcommittee update – Rick Chormann
Chair Tardiff noted the tree update is attached to the agenda. Chair Tardiff did go down to the Feathered Friends for the tree champion award and there was a nice turnout.

c. City Open Space and Easements
There is nothing to report on this agenda item.

d. City Council/Planning Board
Councilor Horne stated the conservation budget very similar to last year.

5. Old Business
   a. Progress Report (Richards Forest Trail, West End Farm Trail, northerly bypass, 16-foot easement trail follow-up discussion) Status of each, any outstanding items remaining to be done for the ones that are completed, permit status, installation of signage, etc.
   There is nothing to report on this agenda item.

   b. Joint meetings with surrounding Conservation Commissions
   Ms. O'Brien stated Canterbury would like to meet Thursday, September 10th at 7 p.m.

   Chair Tardiff will attend the meeting.

6. Staff updates on items
   Ms. O'Brien read email from Mr. Klemarczyk, contracted city forester, about the forest management plan and invasive species.

   Chair Tardiff suggested to circulate the email to everyone for them to review.

   Ms. O'Brien stated the cost for the Riley Lot is $7200 and Broken Ground is $2400.

   Chari Tardiff stated they did ask Mr. Klemarczyk to identify locations of invasive species.

   Ms. O'Brien will circulate around and it can be discussed at the August meeting.

7. Non-Public RSA 91-A:3 II (d)
   None.

8. Adjourn

Adjournment

Vice-Chair Lewis moved, seconded by Alternate Member Currie, to adjourn the meeting at 8:32 p.m. All in favor. Motion passed unanimously.

Respectfully Submitted,
Krista Tremblay
Krista Tremblay
Administrative Technician III

City of Concord, New Hampshire

41 GREEN STREET
Concord, NH 03301
(603) 225-8500

APPLICATION TO SERVE ON A BOARD, COMMISSION OR COMMITTEE

All fields are required – *Please note that all applicants who are appointed will be required to be sworn in*

Applicant Name:	Brooke Gauthier
Street Address:	76 Hall Street Conocrd NH 03301
Mailing Address:	73 Green Meadow Road Milford CT 06461
Telephone:	(203) 927-4795
E-mail:	gauthierbrooke514@gmail.com

Please specify the Board/Commission sought: Conservation Commission - Tree Subcommittee

Please check the field(s) in which you have the requisite training and experience:

☐ **Architecture** ☐ **Engineering** ☑ **Other** forestry, financial services

☐ **Land Use** ☐ **Law** ☐ **Construction** ☐ **Mechanical** ☐ **Plumbing** ☐ **Electrical**

Occupation or Place of Employment:	Financial Representative
Employer and Employment Address:	Norwestern Mutual, 1000 Elm Street Manchester NH
Employment Telephone:	(603) 627-7608
May you be contacted at work?	X **Yes** ☐ **No**

Education:	Masters of Forestery and Natural Resources, University of Kentucky
Masters of Business Administration in Finance, SNHU	
Community Experience and Affiliations (both Concord and elsewhere):	
Sponsor at Friendly Kitchen's 2nd Annual Pickleball Tournament booth at Mancheser Pride	
How long have you resided in Concord or the Concord area?	1.5 years
In Accordance with RSA 91:2, in order to serve on a board, commission, or committee, you must be a citizen of the United States. Are you a Citizen?	X **Yes** ☐ **No**

Why would you like to serve in this capacity?
Include experience or expertise relevant to board or committee for which you are applying.

Although I left natural resources profesionally, I still have a strong passion for preserving the environment and educating others. My intership with UNH Extension, teaching dendrology at UKY and my career as a utility forester has equipped me to understand the necessity of urban forestery.

Have you served on any Municipal or Non-Profit Boards or Committees in the past? Which ones and when?
N/A
Have you contacted the Chair of the Board/Committee to learn about the Board's mission/duties and the expectations of its members (with regard to attendance, time commitment, training, etc.)?
[X] Yes [ ] No
Have you attended any meetings of the Board/Committee on which you want to serve? [X] Yes [ ] No
Can you commit to attend 75% of meetings? [X] Yes [ ] No
Please provide a brief biography? Attach resume, if desired.
Resume attached
Do you have any personal or business relationships with the City or any City officials or employees that could create a conflict of interest while serving on the requested Board or Commission? A conflict of interest is defined by Article 1-6-3 of the City Code of Ethics. If yes, please provide details on the relationship(s).
N/A

If you do not receive the appointment you are requesting, would you be interested in serving on another Board or Committee?	[X] Yes [ ] No

BY SUBMITTING THIS APPLICATION, YOU UNDERSTAND THAT:

1. All members of City Boards/Committees are subject to the City's Code of Conduct;
2. This application is for consideration and does not mean you will necessarily be appointed to this board or committee;
3. You may be contacted to follow-up on any questions pertaining to the application; and
4. This application may be forwarded to the City Council for consideration at the Mayor's and/or City Manager's discretion;
5. All board members are required to be sworn in before they can participate or vote in any meetings;
6. At the end of your term, if you would like to be re-appointed you will be required to submit a new application and be sworn in;
7. This application becomes public record upon submission.

Brooke Gauthier
Applicant Signature

07/06/2026
Date

Brooke Gauthier

Concord, New Hampshire, (203) 927-4795, gauthierbrooke514@gmail.com

PROFILE

Utility Arborist II with 6+ years of experience in forestry and natural resource management. Has a proven record in educational roles, aiding students in data collection and tree identification. Demonstrates a strong background in lab settings, proficient in various analysis techniques and data manipulation. Aspires to leverage these skills and experiences to make a significant impact in a new role.

EDUCATION

Aug 2020 — May 2022

Masters of Forestry and Natural Resources, University of Kentucky

Lexington, Kentucky

Thesis: Eight-year Regeneration Response of Oak to Gap-based Shelterwood Systems

Mar 2025 — Present

Masters of Business Administration, Southern New Hampshire University

Manchester, New Hampshire

Concentration in Finance

Aug 2016 — Dec 2019

Bachelors of Environmental Conservation and Sustainability, University of New Hampshire

Durham, New Hampshire

Minor in Foresty. Minor in Wildlife Conservation and Biology.

CERTIFICATIONS

International Society of Arboriculture

Certified Arborist NE-7745A

EMPLOYMENT HISTORY

Aug 2022

Utility Arborist II, ACRT Inc

New Hampshire

- Facilitated vegetation and risk assessments across transmission corridors and developed mitigation plans.
- Conducted quality control inspections of vegetation management work to ensure compliance with utility standards and regulatory guidelines.
- Acted as a liaison between the utility company, contractors and external stakeholders to streamline communication, coordinate field operations and overcome challenges.
- Maintain operational databases and conduct data analysis using GIS, GPS and Microsoft Excel.

Aug 2020 — May 2022

Teachers Assistant (TA), UK Department of Forestry and Natural Resources

Lexington, Kentucky

- Supported curriculum delivery and learning assessments in Dendrology and Integrated Forest Resource Management courses.
- Guided students in data collection, analysis and land management planning aligned with sustainability goals.
- Delivered feedback to improve student understanding and performance on course objectives.

May 2019 — Jul 2019

County Farm Woodlot Intern, University of New Hampshire Cooperative Extension

New Hampshire

- Collaborated with state agencies to conduct resource surveys, support planning and assist with operational fieldwork.
  - Marking mixed hardwoods timber sale
  - Timber cruising
  - Oak regeneration survey
- Developed recommendations for land use and conducted cost-benefit analysis on timber sales.

Mar 2018 — Mar 2020

Lab Technician, McDowell Water Quality Analysis Lab

Durham, NH

- Managing sample tracking, quality control, and analytical data entry for government-funded lab operations.
- Performed chemical and environmental testing using advanced instrumentation to support public health and university research.
- Ensure lab compliance with safety and maintenance protocols.

RESEARCH PROJECTS

Aug 2020 — May 2022

Eight-year Regeneration Response of Oak to Gap-based Shelterwood Systems

Berea College Forest, Berea, KY

- Goals
  - Describe changes among oak and non-oak regeneration along a spatial gradient.
  - Compare and contrast the data collected in 2020 with the data collected in 2014 by Patterson et al. (2021) to determine trends in species abundances and changes in spatial distribution among species.
- Used R to analyze data.
- Project conducted under UK Professor Dr. John Lhotka

TECHNICAL SKILLS

Software & Tools

ArcGIS, R, Microsoft Office Suite (Excel, Outlook), GPS Mapping

Communication

Public Speaking, Report Writing

Analysis

Risk Assessment, Operational Planning, Trend Analysis, Hazard Identification

REFERENCES

John Lhotka from UK Department of Forestry and Natural Resources

john.lhotka@uky.edu · (859) 257-9701

Benjamin Potash from ACRT Inc

bpotash@acrtinc.com · (475) 238-2627

Greg Jordan from UNH Cooperative Extension

greg.jordan@unh.edu · (603) 679-5616

Brooke Gauthier

Concord, New Hampshire, (203) 927-4795, gauthierbrooke514@gmail.com

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