



New Hampshire Council on Resources and Development

DRAFT MINUTES – December 12, 2024

MEMBERS PRESENT

Heather Shank, Designee, Department of Business and Economic Affairs, Chair
John Martin, Designee, Department of Health and Human Services
Mark E. Doyle, Designee, Department of Safety
Jim Oehler, Designee, NH Fish & Game
Amy Clark, Designee, Department of Education
Allen Wyman, for Designee, Department of Agriculture
Jared Nylund, Designee, Department of Administrative Services

OTHER PARTICIPANTS

Brendan McDowell, Principal Planner, OPD (CORD Staff)
Allen Brooks, CORD Attorney, Attorney General’s Office, Department of Justice
Steve Walker, NH Conservation Land Stewardship Program
Erin Zayac, Administrator of Business Operations, Department of Military Affairs and Veteran Services

ROLL CALL AND INTRODUCTIONS

The meeting was opened at 3:00 PM by Chair Shank.

MINUTES

Approval of October 10, 2024 meeting minutes.

October 10, 2024 minutes were reviewed, and no changes were made.

MOTION: *On a motion by Mr. Doyle, seconded by Mr. Martin, the October 10, 2024 minutes were approved as written by a unanimous vote in favor.*

SURPLUS LAND REVIEW

SLR 2024-006 Hillsborough – The Department of Military Affairs and Veteran Services (DMAVS) proposes to dispose by sale to the Town of Hillsborough of a perpetual highway drainage infrastructure easement over a small area of land abutting the West Main Street (NH RT 9 and 202) right of way. The Town has proposed a sidewalk construction project along the south side of West Main Street, including along the roadway frontage of the DMAVS property at 140 West Main Street.

Erin Zayac, Administrator of Business Operations, Department of Military Affairs and Veteran Services said their department was approached by the town of Hillsborough with a project to construct a new sidewalk on the South side of West Main Street, thus impacting the department owned property. The Town proposed acquiring a very small frontage of that property. It just

51 consists of a temporary construction and sign easement as well as a permanent ditch, drain,
52 stormwater management and culvert easement.

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54 There was a question from CORD about whether the Counsel sees any issues with the
55 proposal, to which a negative response was given by the Counsel.

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57 **MOTION:** *Mr. Wyman made a motion to recommend approval of the disposal of a perpetual*
58 *highway drainage infrastructure easement to the Town of Hillsborough. Mr. Oehler duly*
59 *seconded. The motion passed by a unanimous vote in favor.*

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61 **OTHER BUSINESS**

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63 **Name Change on Squam Lake Cove**

64 Chair Shank noted that usually name change requests are presented to CORD by Ken Gallagher
65 who was not able to be present due to a scheduling conflict and asked Mr. McDowell to provide
66 a brief overview of the request.

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68 Mr. McDowell said that the US Board of Geographic Names (USBGN) has received two
69 proposals for renaming a cove on Squam Lake, currently named Eastman Cove. USBGN,
70 through CORD, would like to make all the agencies aware of such proposals for the name
71 change. Mr. McDowell noted that the departments should direct all comments or questions to
72 Ken Gallagher, and he can forward them to the USBGN.

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74 There were some clarifying questions from CORD about the two proposals. The most recent
75 proposal seeks to rename Eastman Cove to “Abenaki Cove” while a proposal presented earlier
76 in the year proposed to rename it “Senskwa Cove.”

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78 Chair Shank reiterated that the USBGN is only using CORD as a venue to disseminate
79 information to the individual agencies on the renaming proposals and is seeking individual
80 comments/opinions/feedback from the agencies. There is no action for CORD to take as a
81 public body on this matter.

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83 Chair Shank also answered questions about who to submit the feedback/opinions to, and that
84 would be to Ken Gallagher, and about the lack of opinion from the Governor’s Office on this
85 proposal.

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87 **CORD procedures discussion**

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89 Chair Shank said the draft of the CORD procedures was disseminated via the meeting packet
90 and asked whether there were any questions from CORD members about the procedures.

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92 There were questions about the intent of the procedures and whether the agency responsible
93 for the easement will now have to bring all issues up to CORD. Chair Shank said that was not
94 the intent and asked Attorney Brooks to clarify.

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96 Attorney Brooks clarified that the document is intended to go to the property owner to inform
97 them about the procedures for making requests. In other words, this is the landowner guidance,
98 whereas the guidance for CORD members is yet to be drafted.

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100 Appreciation was also expressed to Chair Shank for drafting this guidance as it was quite
101 necessary.

102 There was a brief discussion about adopting the document and making it into a flyer for Steve
103 Walker to disseminate to property owners.

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105 Members suggested continuing the discussion until the next meeting to give them more chance
106 to review it, and since several members were absent. Chair Shank will disseminate the
107 document again to all CORD members and provide more context that it is a public facing
108 document.

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110 Members suggested adding language clarify what CORD is and define where property owners
111 send requests. Chair Shank noted that communication should be between the property owner
112 and the responsible agency.

113
114 Attorney Brooks noted that the agencies are responsible for managing the easement but cannot
115 approve any changes to the easement. This is when requests to CORD should be made.

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117 A suggestion was made to draft all guidance documents and review and approve them together,
118 however there is a need to draft guidance for property owners sooner. Ms. Shank noted that it
119 might be helpful to have guidance documents for property owners published by springtime due
120 to the start of the ag season.

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122 A member asked if there was an official document recording when CORD assigned an
123 easement to a state agency. Attorney Brooks said it may only be recorded in the minutes of the
124 meeting where it occurred.

125
126 There will be another guidance document produced for the agencies outlines the management
127 of these easements that have been assigned to them, so it is clear what the role of the agency
128 is and where CORD needs to be involved. An agency should be consulting with either its own
129 counsel or CORD counsel when in doubt.

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131 There was discussion on the easement amendment process and that it is a high threshold for
132 any amendments on an easement to pass. There will be another document drafted that will set
133 the criteria for amendments and the process in a manner that would be easy to understand.

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135 Chair Shank also said she began working on a document to provide an overview of CORD's
136 statutory responsibilities, although she is going to hold off on that discussion for now.

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139 **2025 CORD Meeting Schedule and Applications Deadlines**

140 Chair Shank noted the 2025 CORD Meeting Schedule and Applications Deadlines was also in
141 the packet.

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144 **Next Meeting – January 9, 2025, at 3:00 – 4:00 PM.**

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146 *Meeting adjourned at 3:37 PM.*

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149 **NOTE:** SLR application deadline is December 13, 2024 for the January 2025 meeting, a
150 department staff person must attend to present any requests their agency refers to CORD.

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