

**New Hampshire Council on Resources and Development****APPROVED MINUTES – December 12, 2024**

Approved as presented on January 9, 2025.

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

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

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

OTHER BUSINESS

Name Change on Squam Lake Cove

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

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

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

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

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

CORD procedures discussion

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

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

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

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

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

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

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

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

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

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

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

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

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

2025 CORD Meeting Schedule and Applications Deadlines

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

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

Meeting adjourned at 3:37 PM.

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