

# Cornish Conservation Commission

## Meeting Minutes

**Date:** March 25, 2026 **Time:** 7:00 PM – 9:05 PM **Location:** In-Person and Zoom

### I. Call to Order & Attendance

The meeting was called to order at 7:00 PM.

- **Members Present:** Glenn Griffin (Chair), Reyer Jaarmsa, Robin Kilfeather-Mackey (via Zoom), Jody Schubert, Julie Foote, Cindy Heath.
- **Alternates Present:** David Haseman, Rickey Poor, Bob Taylor.
- **BOS Representative:** Keith Beardslee.
- **Members Absent:** Linda Leone.
- **Guests:** Jeff Littleton (via Zoom) and Stephen Lamonde (Moosewood Ecological).
- **Public Attendees:** Colleen O’Niell, Jim Schwartz, Jim and Ali Schubert, Linda Fuerst, Corey Fitch, Rainey McKenna (National Park Service), Rich McKenna, and Larry Duval (CREA).

---

### II. Moosewood Conservation Plan Presentation

Jeff Littleton (Moosewood Ecological) provided an update on the draft Conservation Plan, noting that the majority of the document is complete and incorporates previous edits from the CCC.

- **Discussion:** Stephen Lamonde reviewed the **Appendix E - Conservation Project Evaluation Form**, highlighting specific maps for the CCC to use during evaluations.
- **Action Plan:** To prioritize recommendations, Moosewood will create a scatter plot mapping each item by conservation impact (vertical axis) versus timeframe (horizontal axis: short-term 1-3 years, mid-term 3-5 years, long-term 5+ years) based upon their professional expertise.
- **Timeline:**
  - **Post-Meeting:** Distribution of the draft plan.
  - **April Meeting:** Preliminary approval and sharing with the Board of Selectmen (BOS) and Planning Board right after.
  - **May Meeting:** Final approval.

---

### III. Annual Governance Matters

- **Administrative Restructuring:** The proposal to restructure officer roles and establish the **Public Engagement Coordinator (PEC)** role was reviewed (see Exhibit I attached).
  - *Motion 1:* Moved by Robin, seconded by Julie. **Approved.**
  - *Motion 2:* Moved by Robin, seconded by Jody. **Approved.**
- **Membership Confirmation:** The 2026–2027 roster was reviewed (see Exhibit III) with an edit noting that Robin and Reyer’s terms will end in 2028 rather than 2029.
  - *Motion to approve with edits:* Moved by Robin, seconded by Reyer. **Approved**
  - *Recognition:* The Commission expressed deep gratitude to Bob Taylor and Linda Leone for their years of service on the Commission, specifically noting Bob’s educational "Bob’s Boxes" and Linda’s organizational contributions.

- **Election of Officers:** The following officers were nominated for the 2026–2027 term (see Exhibit IV attached):
    - **Chair:** Glenn Griffin
    - **Secretary:** Robin Kilfeather-Mackey
    - **Treasurer:** Robin Kilfeather-Mackey
    - *Motion to approve:* Moved by Jody, seconded by Cindy. **Approved.**
  - **Annual Schedule:** The 2026–2027 meeting schedule was adopted with edits: meetings will run from 7:00 PM to 8:30 PM, and the March 2027 meeting is set for March 24 (see Exhibit V attached)
    - *Motion to approve with edits:* Moved by Cindy, seconded by Julie. **Approved.**
- 

#### **IV. Administrative & Project Updates**

1. **Approval of Minutes:** The February 25, 2026 minutes [Exh. VII](#) were reviewed.
    - *Motion to approve:* Moved by Jody, seconded by Julie. **Approved.**
  2. **Sullivan County Conservation Commission Conference:** Members were encouraged to attend and complete the related Doodle poll.
  3. **Public Outreach (PEC Update):**
    - A Forest Health Educational Event is currently in design.
    - The community was thanked for the annual appropriation at the Annual Town Meeting and encouraged to nominate fellow community members for a future Conservation Award.
    - The PEC will take over "Bob's Boxes" postings starting in April and provide further updates at a future meeting.
  4. **BOS Update:** Keith Beardslee reported that the BOS has appointed a new road agent.
  5. **Finance:** No outstanding invoices or reimbursements were presented.
- 

#### **V. Adjournment**

The meeting was adjourned at 9:05 PM.

**Minutes Submitted By:** Robin Kilfeather-Mackey, Secretary

**To:** Cornish Conservation Commission (CCC) Members  
**From:** Glenn Griffin, Chair  
**Date:** March 10, 2026  
**Subject:** CCC Officer and Member Responsibility Realignment

**I. Executive Summary** This proposal aims to create a more equitable distribution of responsibilities among Commission members while significantly improving administrative efficiency. By focusing officer roles on mandated New Hampshire RSAs and transferring non-statutory outreach tasks to a newly created **Public Engagement Coordinator (PEC)** role, the Commission can ensure sustainable workloads and consistent legal compliance.

## II. Proposed Job Descriptions

### 1. Chairperson (Officer)

- a. Strategic Leadership:** Serves as the primary liaison to the Board of Selectmen, Town Administrator, and the public via a single CCC email address; the Chair triages incoming inquiries and delegates to other commissioners as necessary.
- b. Agenda Finalization:** Responsible for the conceptualization and finalization of the monthly meeting agenda; coordinates the circulation of the final agenda and advanced materials to the Secretary for distribution.
- c. Annual Reporting:** Responsible for drafting and submitting the CCC section for the Town of Cornish Annual Report.
- d. Member Recruitment:** Recruits and conducts formal orientation for new members in coordination with the Treasurer to review ethics, protocols, and long-term goals.
- e. Annual Planning:** Maintains the combined **Annual Agenda Planner/Calendar of Recurring Responsibilities**, ensuring all seasonal, budgetary, and statutory deadlines are tracked in a single document. [\[Exhibit II\]](#)
- f. Land Stewardship Coordination:** Manages the annual monitoring process for Cornish-held easements in coordination with other CCC members; hands off completed reports to the **Secretary** for formal transmission to the Selectmen and state entities as necessary

### 2. Secretary (Officer) — *Statutory Compliance Focus*

- a. Public Notice & Website Transmission:** Ensures meeting time/place are posted on the **Town Website** and at the **Town Office (Bob's Box)**. This is performed via an Annual Meeting Schedule, with 24-hour notices required only for changes. All public-notice required materials (notices, agendas, etc.) are to be sent electronically to [jennylipfert@gmail.com](mailto:jennylipfert@gmail.com) for website posting. (RSA 91-A:2)
- b. Statutory Minutes:** Records clear minutes for all meetings; distributes minutes electronically to members and ensures they are sent to the Town contact [town.admin@cornish.nh.gov](mailto:town.admin@cornish.nh.gov) for website posting within five business days. (RSA 91-A:2)
- c. Notice for Public Events:** Responsible for posting notice on the **Town Website** [jennylipfert@gmail.com](mailto:jennylipfert@gmail.com) and the **Town Office (Bob's Box)** for any "public facing events" where a quorum (a majority of members) is present to conduct / discuss Commission business (e.g., site walks, field sessions, or joint workshops).
- d. Other Admin & Records:** Tracks member terms and manages NHACC status; serves as the primary holder of the CCC's Town Office key; ensures all official permanent records (minutes, easements) are transmitted to digital storage and maintains physical copies of easement and other official CCC materials at the Town Office. (RSA 33-A:4-a)
- e. Document Circulation:** Responsible for the timely electronic distribution of the final meeting agenda and materials (received from the Chair) to all members prior to meetings.

### 3. Treasurer (Officer)

**a. Fund Oversight:** Manages and tracks all accounts, including the Operating Budget, Conservation Fund, CREA Fund, etc. (**RSA 36-A:5**)

**b. Budget & Warrant Article Formulation:** Leads the development of the annual budget request and any associated funding warrant articles, ensuring the financial plan is vetted for the Chair's final review before the town's statutory deadline (*See End Note 6*).

**c. Quarterly Reporting:** Provides a detailed summary of expenditures and fund balances to the Commission on a **quarterly basis**.

**d. Disbursements:** Processes all CCC invoices and reimbursements according to Town policy.

**e. Leadership & Onboarding Backup:** Acts as the designated backup to the Chairperson for facilitating public meetings and works with the Chair to prepare/distribute the "Welcome Packet" (bylaws, contact lists, etc.) to new members.

### 4. Public Engagement Coordinator (Non-Officer)

**a. Community Programs & Volunteer Support:** Plans and executes workshops, guided hikes, and educational events; acts as the primary contact for non-member volunteers and coordinates CCC members assisting with event logistics and staffing.

**b. Communications & Material Development:** Creates and manages all **non-regulatory** content (event recaps, educational articles, flyers, or brochures) for the town website, social media, and physical posting boxes.

**c. Conservation Award:** Facilitates the selection of the annual conservation award recipient among Commission members and serves as the primary spokesperson to present the award at the Annual Town Meeting.

## III. Formal Motions & Bylaw Amendments

### Motion 1: To Adopt the Restructuring Proposal

"I move that the Cornish Conservation Commission adopt the above updated job descriptions for the offices of Chairperson, Secretary, and Treasurer, and formally establish the non-officer role of Public Engagement Coordinator, effective immediately. These descriptions shall serve as the standard operating procedure for the Commission to ensure full compliance with **NH RSA 91-A** and **NH RSA 36-A**."

### Motion 2: To Amend the Commission Bylaws

"I move to formally amend the Cornish Conservation Commission Bylaws, pursuant to the authority granted under **NH RSA 36-A:2**, to codify this organizational restructure:

1. Article III, Section 3 (Duties): Amend to state the Treasurer shall lead the development of the annual budget and warrant articles in accordance with the fiscal responsibilities outlined in **NH RSA 36-A:5**.
2. Article III, Section 1 (Officers): Amend to reflect a three-officer structure (Chair, Secretary, Treasurer).
3. Article IV (Subcommittees): Add Section 3 to establish the 'Public Engagement Coordinator' (PEC) as a standing non-officer position appointed annually to assist the Commission in its duty to protect natural resources and provide educational materials as authorized by **NH RSA 36-A:2**."

---

### Motion to Adopt:

- **Moved by:** Robin Kilfeather-Mackey
- **Seconded by:** Julie Foote
- **Vote Result:** 6 (Aye) / 0 (Nay) / 0 (Abstain)

**Certification:** I hereby certify that the foregoing is a true and correct copy of the resolution adopted by the Cornish Conservation Commission at its meeting held on March 25, 2026.  
**Secretary, Cornish Conservation Commission**

**End Notes: Legal & Policy References**

1. **RSA 91-A:2 (Right-to-Know Law):** Mandates open meetings, 24-hour notice for time/place, and 5-day availability for minutes. This is the primary compliance focus for the Secretary.
2. **RSA 36-A:2 (Conservation Commissions):** Authorizes the Commission's existence, land indexing, and the adoption of rules for the transaction of its business. This serves as the legal basis for the 2026 Organizational Restructure.
3. **RSA 36-A:5 (Conservation Fund):** Authorizes the management of gifts and appropriations by the Treasurer. This statute supports the Treasurer's expanded role as the lead for budget and warrant article formulation.
4. **RSA 33-A:4-a (Disposition of Municipal Records):** Dictates the municipal record retention schedule and the semi-annual transfer of commission records to permanent digital storage.
5. **RSA 477:45-47 (Conservation Easements):** Defines the legal obligations of easement holders. These requirements inform the annual monitoring duties coordinated by the Public Engagement Coordinator (PEC).
6. **Town of Cornish Budgetary Deadline:** Per local policy, budget requests and warrant articles are generally due to the Selectboard in mid-to-late October. Under the 2026 restructure, the Treasurer assumes lead responsibility for meeting this deadline.

## **RESOLUTION: Confirmation of 2026-2027 Cornish Conservation Commission Membership and Staggered Terms**

**WHEREAS**, Article II, Section 1 of the Cornish Conservation Commission Bylaws stipulates that the Commission shall consist of not fewer than 3 nor more than 7 regular members, along with an unspecified number of alternate members, all of whom must be residents of the Town of Cornish and are appointed by the Town Select Board;

**WHEREAS**, the Cornish Conservation Commission (the “Commission”) consists of regular and alternate members appointed by the Board of Selectmen for staggered three-year terms as authorized under NH RSA 36-A:3; and

**WHEREAS**, the Commission seeks to formally document its active roster, identify the expiration years for all seats, and recognize the contributions of outgoing members;

### **NOW, THEREFORE, BE IT RESOLVED BY THE CORNISH CONSERVATION COMMISSION:**

#### **Section 1. Confirmation of Existing Regular Members (Terms Mid-Cycle)**

The Commission hereby confirms the following voting members currently serving the remainder of their three-year terms:

- |                  |                          |
|------------------|--------------------------|
| a. Glenn Griffin | Term Expires: March 2027 |
| b. Jody Schubert | Term Expires March 2027  |

#### **Section 2. Recommendation for Reappointment (New 3-Year Term)**

The Commission hereby recommends to the Board of Selectmen the formal reappointment of the following members for a full three-year term:

- |                            |                          |
|----------------------------|--------------------------|
| a. Robin Kilfeather-Mackey | Term Expires: March 2028 |
| b. Julie Foote             | Term Expires: March 2029 |
| c. Cindy Heath             | Term Expires: March 2029 |
| d. Reyer Jaarsma           | Term Expires: March 2028 |

#### **Section 3. Recommendation / Changes to Regular Appointments**

The Commission hereby accepts the [resignation](#) of Linda Leone.

#### **Section 4. Recommendation for Alternate Members**

The Commission hereby recommends to the Board of Selectmen the formal reappointment of the following individuals to serve as alternate members:

- |                          |                          |
|--------------------------|--------------------------|
| a. HERRIKA (Rickey) POOR | Term Expires: March 2027 |
| b. David Haseman         | Term Expires: March 2028 |

#### **Section 5. Gratitude and Recognition of Outgoing Members**

The Commission expresses its sincere gratitude and appreciation to the following members who are stepping down from their roles as of March 2026. Their dedication to the stewardship of Cornish’s natural resources has left a lasting impact on our community:

- |  |
|--|
| a. Bob Taylor : Member since 2017, Bob’s Boxes         |
| b. Linda Leone: Member since 2021, Officer - Secretary |

## Section 6. Consolidated Roster and Term Expiration Schedule

Member Name	Role	Term Status	Expiration
Glenn Griffin	Regular Member	Mid-Cycle	March 2027
Jody Schubert	Regular Member	Mid-Cycle	March 2027
Robin Kilfeather-Mackey	Regular Member	Recommend Reappointment	March 2028
Julie Foote	Regular Member	Recommend Reappointment	March 2029
Cindy Heath	Regular Member	Recommend Reappointment	March 2029
Reyer Jaarsma	Regular Member	Recommend Reappointment	March 2028
Herrika (Rickey) Poor	Alternate Member	Mid-Cycle	March 2027
David Haseman	Alternate Member	Mid-Cycle	March 2028
Keith Beardslee	BOS Rep	n/a	n/a

---

## Section 7. Administrative Record

The Secretary is directed to transmit this confirmed roster and the recommendations for appointment to the Board of Selectmen to ensure all appointments and conclusions of service are officially recorded and acted upon as required.

Motion to Adopt:

- Moved by: \_\_\_ Jody Schubert \_\_\_\_\_
- Seconded by: \_\_\_Reyer \_Jaarsma\_\_\_\_\_
- Vote Result: \_\_\_6\_\_\_ (Aye) / \_\_\_0\_\_\_ (Nay) / \_\_\_0\_\_\_ (Abstain)

Certification: I hereby certify that the foregoing is a true and correct copy of the resolution adopted by the Cornish Conservation Commission at its meeting held on March 25, 2026.

Secretary, Cornish Conservation Commission

## **RESOLUTION: Adoption of Administrative Structure and Appointment of 2026 Officers & Coordinator**

**WHEREAS**, the Cornish Conservation Commission (the "Commission") seeks to improve administrative efficiency and ensure an equitable distribution of responsibilities among its members; and

**WHEREAS**, the Commission has developed updated job descriptions for its officer roles to ensure full compliance with **NH RSA 91-A** (Right-to-Know Law) and **NH RSA 36-A** (Conservation Commissions); and

**WHEREAS**, the Commission recognizes the need for a non-officer role to manage community programs, non-regulatory communications, and land stewardship coordination;

**NOW, THEREFORE, BE IT RESOLVED BY THE CORNISH CONSERVATION COMMISSION:**

### Section 1. Adoption of Job Descriptions

The Commission hereby formally adopts the updated job descriptions for the offices of **Chairperson**, **Secretary**, and **Treasurer**, as detailed in the *CCC Officer Reorg Proposal* dated March 10, 2026. These descriptions shall serve to support the standard operating procedures for the Commission.

### Section 2. Establishment of Public Engagement Coordinator

The Commission hereby establishes the non-officer position of **Public Engagement Coordinator (PEC)** to manage non-regulatory community outreach, land stewardship coordination, and the annual Conservation Award.

### Section 3. Appointment of 2026-2027 Officers and Coordinator

The Commission hereby appoints the following individuals to serve a one-year term from **March 2026 through March 2027**, effective immediately:

- **Chairperson:** Glenn Griffin
- **Secretary:** Robin Kilfeather-Mackey
- **Treasurer:** Robin Kilfeather-Mackey
- **PEC:** Jody Schubert

### Section 4. Statutory Compliance Mandates

All appointed individuals shall perform their duties in accordance with the following New Hampshire Revised Statutes Annotated:

- **Secretary:** Shall ensure all meeting notices and minutes meet the timelines mandated by **RSA 91-A:2**.
- **Treasurer:** Shall manage all Commission accounts, including the Conservation and CREA Funds, in accordance with **RSA 36-A:5**.

- **Public Engagement Coordinator:** Shall manage the annual monitoring process for Cornish-held easements in accordance with **RSA 477:45-47**.
- 

Section 5. Administrative Record

The Secretary is directed to transmit this confirmed roster and record of recognition to the Town Clerk and the Board of Selectmen to ensure all appointments and conclusions of service are officially recorded.

**Motion to Adopt:**

- **Moved by:** \_\_\_\_\_Jody Shubert\_\_\_\_\_
- **Seconded by:** \_\_\_\_\_Cindy Heath\_\_\_\_\_
- **Vote Result:** \_\_\_\_\_6\_\_\_\_\_ (Aye) / \_\_\_\_\_0\_\_\_\_\_ (Nay) / \_\_\_\_\_0\_\_\_\_\_ (Abstain)

**Certification:** I hereby certify that the foregoing is a true and correct copy of the resolution adopted by the Cornish Conservation Commission at its meeting held on March 25, 2026.

**Secretary, Cornish Conservation Commission**

**RESOLUTION: Adoption of the 2026-2027 Annual Meeting Schedule**

**WHEREAS**, the Cornish Conservation Commission (the “Commission”) is required by **NH RSA 91-A:2** to provide public notice of the time and location of its meetings; and

**WHEREAS**, the Commission seeks to establish a consistent and predictable schedule for the benefit of its members and the general public;

**NOW, THEREFORE, BE IT RESOLVED BY THE CORNISH CONSERVATION COMMISSION:**

**Section 1. Regular Meeting Date and Time** The Commission hereby establishes that its regular monthly meetings shall occur on the **fourth Wednesday of each month**, unless otherwise noted in the schedule below.

**Section 2. Meeting Duration and Location** All regular meetings shall commence at **7:00 PM** and are scheduled for a duration of **90 minutes** (concluding at 8:30 PM). All meetings shall be held at the **Cornish Town Offices**.

**Section 3. 2026-2027 Meeting Calendar** The Commission shall meet ten (10) times per year. No meeting is regularly scheduled to occur in the months of **July** or **December**.

Month	Date	Time	Location
<b>April 2026</b>	April 22, 2026	7:00 PM	Town Office, upstairs
<b>May 2026</b>	May 27, 2026	7:00 PM	Town Office, upstairs
<b>June 2026</b>	June 24, 2026	7:00 PM	Town Office, upstairs
<b>August 2026</b>	August 26, 2026	7:00 PM	Town Office, upstairs
<b>September 2026</b>	September 23, 2026	7:00 PM	Town Office, upstairs
<b>October 2026</b>	October 28, 2026	7:00 PM	Town Office, upstairs
<b>November 2026*</b>	November 18, 2026	7:00 PM	Town Office, upstairs
<b>January 2027</b>	January 27, 2027	7:00 PM	Town Office, upstairs
<b>February 2027</b>	February 24, 2027	7:00 PM	Town Office, upstairs
<b>March 2027</b>	March 24, 2027	7:00 PM	Town Office, upstairs

*\*The November meeting moved to the third Wednesday to avoid the holiday week.*

**Section 4. Public Posting**

The Secretary is directed to post this schedule in two public places (the **Town Website** and the **Town Office/Bob’s Box**) to serve as the standing notice for the 2026-2027 term.

**Motion to Adopt:**

- **Moved by:**     \_\_\_Cindy Heath\_\_\_\_\_
- **Seconded by:** \_\_\_Julie Foote\_\_\_\_\_
- **Vote Result:**   \_\_\_6\_\_\_ (Aye) / \_\_\_0\_\_\_ (Nay) / \_\_\_0\_\_\_ (Abstain)

**Certification:** I hereby certify that the foregoing is a true and correct copy of the resolution adopted by the Cornish Conservation Commission at its meeting held on **March 25, 2026**.  
**Secretary, Cornish Conservation Commission**