

**Town of Newport, NH**  
**Newport Conservation Commission**  
**June 10, 2026 6:30 PM**  
**Board of Selectmen's Room/Municipal Building**  
**15 Sunapee Street/Newport, NH**

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**MEMBERS PRESENT:** Lawrence Schissel, Chairman; Donald Schagen, Vice Chairman; Guenter Hubert, Andrew Boutin, Paul Baird, Rochelle Brunet, Jeffrey Kessler, BOS Representative

**MEMBERS ABSENT:** none

**STAFF PRESENT:** Joseph Hoppock, Planning and Zoning Administrator

**COMMUNITY MEMBER PRESENT:** none

**VIDEOGRAPHER:** NCTV

**CALL TO ORDER:** Chairman Schissel called the Conservation Commission meeting to order at 6:32 pm followed by a roll call. He welcomed Mr. Jeffrey Kessler; BOS Representative to the Commission. The Commissioners then recited the Pledge of Allegiance.

Election of Officers for 2026-2027

Chairman Schissel stated it was time to elect a new Chairman and Vice Chairman for the year. He asked for nominations for Chairman. Mr. Schagen made a motion *to elect Lawrence Schissel as Chairman of the Conservation Commission*. It was seconded by Mr. Boutin. In discussion, Chairman Schissel said he was running for state representative in Sullivan County District 7. If elected, he would have to step down in January 2027. He would accept the nomination with that provision. After discussion among Commissioners, Mr. Schissel accepted the nomination. *The motion passed 6-0-1 (Schissel abstained)*. Chairman Schissel asked for a nomination for Vice Chairman. Mr. Schagen made a motion *to elect Mr. Andrew Boutin as Vice Chairman of the Conservation Commission*. It was seconded by Mr. Baird. In discussion, it was stated Mr. Boutin was an excellent choice. Mr. Boutin stated he believed he was able to accomplish more for the Conservation Commission behind the scenes; especially if Mr. Schissel stepped down and the Vice Chairman needed to take on the position of Chair. He'd prefer to take a Chair position next year. The rules of procedure to remove an individual's name from nomination was explained: the person who made the motion would withdraw it and the person who seconded the motion would withdraw their second.

When asked if he would accept the nomination for Vice Chairman. Mr. Schagen stated he would agree, but stated that Mr. Boutin has done a great job on the Commission and would make a great Vice Chair. Mr. Schagen then withdrew his nomination. Mr. Baird withdrew his second and made a motion to elect Mr. Donald Schagen as Vice Chairman of the Conservation Commission. It then was: Mr. Baird *nominated Mr. Donald Schagen as Vice Chairman of the Conservation Commission*. It was seconded by Mr. Boutin. Chairman Schissel called for a vote to elect Mr. Donald Schagen as Vice Chairman of the Conservation Commission. *The motion passed 6-0-1 (Schagen abstained)*.

Chairman Schissel said the officers will stay the same; they will see what happens in the November elections.

**AGENDA REVIEW:** Master Plan (Boutin). It will be heard under Other Old Business. Meetings for fiscal year 2026-2027 under New Business (Hoppock) It will be Informational.

Minutes: May 13, 2026

On a motion by Mr. Boutin; seconded by Mr. Schagen; *the Commission approved the minutes of the May 13, 2026 meeting with the following corrections:*

1. *Page 1, under Forest Management -Pinnacle Overlook/Maple Street Lot Mr. Lovely should be Mr. Schagen.*
2. *Page 1 under Forest Management -Pinnacle Overlook/Maple Street Lot Paragraph 2, line 4 permission to do work...should be...permission to evaluate work.*
3. *Page 2, under Green Up /Clean Up Day and Website information regarding gifts: Olivia Campbell should be Olivia Conway.*

***The motion passed 6-0-1 (Kessler abstained).***

Public Comments: none

**OLD BUSINESS:**

Forest Management-Pinnacle Overlook

Mr. Boutin informed the Commissioners that work by the students would be postponed to Fall 2026 (next school year) due to timing. There was a brief discussion on the focus of the work to be done.

Conservation Plan NRI Action Plan-subcommittee

Mr. Schagen stated the Plan had been sent to all Commissioners with the request that they bring revisions to the June 10<sup>th</sup> meeting. Mr. Boutin said that he had sent out a copy of his suggestions of low, medium and high priorities. He asked for comments. Mr. Schagen said the subcommittee was looking for a vote at the June 10<sup>th</sup> meeting to adopt it with amendments. They were asked whether the vote included the low medium and high priorities. The Commission was told that it was not a final product, rather it would be reviewed and priorities changed as necessary. Mr. Kessler discussed the multi-page Plan, stating it was a bit overwhelming. He asked if there were some priorities that led into another one. He asked if there was a way to consolidate the priorities to simplify it; he was told there was a document that had their annual goals. They have to decide whether to keep the Plan and replace the Priority List that was drawn up each year or keep the Plan and use it to create the annual Priority List. Chairman Schissel called for a motion to approve and adopt the action plan created by the subcommittee as presented. Mr. Hubert made a motion ***to accept the Conservation Plan.*** It was seconded by Ms. Brunet. There was no discussion. Chairman Schissel said that the annual Priority List would be reviewed at the August meeting. ***The motion passed 6-0-1 (Kessler abstained).*** Mr. Boutin will send a copy to a member of the Claremont Conservation Commission. When asked if the Plan should go on the website; it was questioned if only the annual goals be posted. With consensus, the Plan will be posted on the Conservation website. Chairman Schissel thanked the subcommittee for their work.

Conservation Commission Review Application

Chairman Schissel said they hoped to adopt the proposed Review Application at the June 10<sup>th</sup> meeting. In discussion, Mr. Kessler asked what would trigger applicants to go before the Conservation Commission. Chairman Schissel said that generally requests come from the Planning Board or ZBA if there is a potential of wetlands or a river issue (Shoreland Protection) on property proposed to be developed. Mr. Kessler asked if the Conservation Commission should contact the Planning Board and request they amend some zoning areas so additional applicants get a review by the Conservation Commission in a timely fashion. Chairman Schissel said that with the completed NRI, a review by the Commission should be triggered. The Planning Board ought to know that developments going over a wetland, should automatically indicate a review by the Commission. Mr. Boutin added that in the Plan was a need to add zoning that would trigger a review (one goal). When asked, Mr. Schagen stated an overlay of the NRI maps to tax maps is not yet available; they were working on it for ease of use. Mr. Boutin explained that one of the reasons creating their review has happened is because one of their reviews had not gotten to the Planning Board. The new review application was their way to ensure a review got to the Planning Board.

Mr. Hoppock was asked to send the Commission the Planning Board and ZBA agendas (it had been done by the previous administrator). In discussion, Mr. Hoppock stated the Planning Board had a checklist they went through. If they amended it to include wetlands or water/river; it would trigger at least a review by the Conservation Commission.

Mr. Schagen stated there was a departmental review request sheet from the Planning Board. It had been sent out by the administration to every department (and Conservation). They have stopped getting them. Mr. Hoppock will look for it.

Mr. Boutin asked Mr. Hoppock if the new review application was good to have. After a general discussion, Mr. Hoppock requested the Conservation Commission Application Review form be tabled. For clarification, the Application Review Form will be tabled until the old form is found.

When asked, members stated they were interested in getting information on cases ahead of the ZBA and Planning Board meetings. Bylaws will be added to the July 8, 2026 agenda.

### Master Plan-Concerns

Mr. Schagen stated that revised Draft conservation sections had been submitted by Conservation members. He asked if the UVLSRPC revisions of those drafts' sections (Natural Resources and Land Use) had been done. The Commission had not been apprised of that progress. Mr. Hoppock said that the next section to be discussed with the Planning Board will be the Economic Development Section (June 24<sup>th</sup> meeting). He will send copies to the Commission as soon as he receives them (tentatively this week). Mr. Hoppock did not have information on revisions to the Natural Resources Section. There was a general discussion on items the Commissioners wanted to have in the Master Plan; specifically, the NRI Story Map and links to the NRI throughout the document. None had been discussed/clarified at the May Planning Board meeting.

### Raymond Holden Deed

Mr. Hoppock reviewed the deed for the Commission. When asked how it should be corrected, he stated:

- Page 7. Barbara Holden Yeomans name is notarized. The Town Manager, Daniel O'Neil is not. The successive grantees and town officials need to sign the document and have it notarized.
- Remove the Society of the Protection of Forests and LCIP from the deed language.

After discussion, Mr. Hoppock was directed to send the deed to Town Counsel for correction as stated.

### Other old business

#### Action Items May 13, 2026

- Ronna Johnson will be asked for user-friendly finance reports for June 10, 2026 meeting. Mr. Hoppock was informed of the need for getting reports for closing of fiscal year 2025 and all of 2025-2026. *Postponed until 2026-2027 budget issues completed.*
- ~~Chairman Schissel will attend the May 18<sup>th</sup> BOS meeting to discuss the cutting of trees at the Pinnacle. Completed.~~
- Chairman Schissel and Commissioners will continue to check status of the Crow's Nest applications on the DES website. *Ongoing.*
- Mr. Boutin will continue to be the point person with Mr. Nelson. *Ongoing*
- ~~Mr. Boutin will look into broken trail map on CC webpage/supervise uploading of logo. Found it was not broken; all ok. Completed.~~
- ~~Mr. Hubert will ask Town about Green Up/Clean Up continuation and bag pick up. Asked.~~ Clean Up has ended, additional bags will not be picked up. *Completed*
- ~~All: Conservation Plan review for revisions and adoption at June 10, 2026 meeting Completed~~
- Mr. Schagen will send a digital copy of his notes to Mr. Ken Merrow (to forward to UVLSRPC). *Completed.*

### Mr. Hoppock:

- ~~Mr. Hoppock and Mr. Boutin will meet and work together on the Conservation Commission Review application. Completed~~
- ~~Chairman Schissel will bring copies of the original Raymond Holden and Wheeler/Sielewicz deeds to Mr. Hoppock to look at and use. Completed see above~~
- ~~Mr. Hoppock said that private citizens or the Town could contact DES with complaints. He will find out the way Newport does it. Completed. See below~~
- ~~Chairman Schissel will contact Mr. Turner with some dates and schedule a tour of his property. Completed.~~ Mr. Turner gave Friday afternoons as available. When known, a possible June 26<sup>th</sup> tour will be requested.

Mr. Boutin said the Claremont Cat Hole Ecological Study is on their Parks and Recreation website. He reminded the members that Claremont was looking to get easements in the Cat Hole area. Newport abuts with them. It is one of Newport's ecologically significant areas. They were going to look at it and see if it was an area Newport wanted to conserve. Mr. Boutin stated it could be added to the Conservation Plan. In discussion, Chairman Schissel said he would like a walkabout of the area with Claremont members. Chairman Schissel will go to a meeting or contact one of their members.

#### DES complaints/town process and DES involvement

Mr. Hoppock said the Town now has a process to follow. Private citizens or the Town could contact DES with complaints. He read aloud from a memorandum written on June 5, 2026 and reviewed the complaint forms available to citizens found on the DES website. Mr. Kessler asked Mr. Hoppock to contact Fire Chief Steve Yanuzzi about junk yard complaints and past infractions.

#### Update on Ambargis Brownfield's Project

Mr. Hoppock gave an update on the progress on work of the Ambargis property, including an email from Olivia Conway. He read aloud from the email:

There were three bids, two over \$1 million.

The RFP stated it was unknown if there was asbestos in the roof

The EPA has been contacted with a request to add additional samples/testing to the "Site Specific Quality Assurance Plan" to find out if there is asbestos in the roof

The demolition is on hold.

Mr. Kessler asked if there was a deadline to use the Brownfield's Grant. He then requested that Mr. Hoppock ask Ms. Conway to find out if there is additional grant funding through the Northern Borders Regional Commission grant program.

#### Master Plan

Mr. Boutin reviewed what Mr. Schagen sent to the Planning Board; he agreed with all of it. He had some additional requests for inclusion in the Land Use Section as well as other parts of the Draft Master Plan. Mr. Boutin believed UVLSRPC's potential date for a final draft was in May and Master Plan completion in July 2026. He asked when the final revised Draft Sections would be returned to the Commission for review and how the Conservation Commissioners would get their input to UVLSRPC.

Mr. Hoppock said Mr. Josephson will send the updates being worked on this week.

Mr. Boutin said he worried it will not include the parts already covered and revised by the Commission.

Mr. Schagen said he wanted to make sure the Commission was able to comment on the Natural Resources Section. Mr. Hoppock requested Commissioners attend the June 24, 2026 Planning Board meeting (in two weeks).

Mr. Boutin listed the information he had questions on:

1. Recreation Section: trails in the Town forest. Did the Commission want it to include they are Barton and Johnson properties.
2. Park at Covered bridge and forest along the river. **ADD** trail that is along river and park?
3. Community Facilities has a water supply section. **ADD** protect Town drinking water sources (two)?

Mr. Kessler stated that Gilman Pond has easements around it; proposed North Newport well has not drawn as much water as the Town needs. He gave a brief explanation of the drilling and protection radius needed in North Newport. Could **ADD** language about protecting future water supplies.

4. **ADD** link to Natural Resource Inventory (NRI)-several times in the Land Use Section? Only has two-sentences on the NRI; doesn't explain what it is.
5. **ADD** maps from the NRI. Suggestions were sent to Mr. Josephson at the UVLSRPC.

Mr. Schagen had hand delivered text corrections to Mr. Josephson and the Planning Board at their April 22, 2026 meeting as well as sent the information by email via Mr. Merrow (see May 13<sup>th</sup> CC minutes).

Mr. Schagen hadn't had any feedback. With no communication, he had no idea what they had revised in their draft. Mr. Boutin clarified that Mr. Josephson had been given the Commission information and haven't seen whether any has been used.

Chairman Schissel and Mr. Schagen asked if Mr. Josephson had sent revised Master Plan drafts to the TOPAZ office (*see Planning Board minutes of April 22, 2026 Pages 1 and 2*). Mr. Hoppock said he has received emails from Mr. Josephson, and will be sent a copy of the section he has been working on before June 24, 2026. When questioned, the Commissioners told him the UVLSRPC had sent Master Plan information one day before the last Planning Board meeting he had attended. At the Planning Board meeting they had requested that the UVLSRPC drafts be sent to the Planning Board and Conservation Commission earlier (*Planning Board minutes of April 22, 2026 page 2*).

There was a general discussion on whether Mr. Josephson will attend the Planning Board meeting, and when TOPAZ will receive a draft from him. Mr. Boutin reiterated: the UVLSRPC had sent their information one day before the last Planning Board meeting he had attended. Mr. Hoppock said Mr. Josephson will be sending his draft before June 24<sup>th</sup>. In preparation of the Planning Board meeting, Mr. Boutin will email his comments to the Commissioners.

Mr. Kessler asked Mr. Hoppock to email this information to Town Manager Kyle Harris and the BOS so they are all aware of the difficulties and what will be happening at the Planning Board meeting.

Mr. Schagen stated that the current Master Plan had a Water Resources Section. He had said the 2026 Master Plan will not have a Water Resource Section; it will be incorporated into the Natural Resources Section.

There was a discussion on their concerns to include conservation information and the proposed July completion date set by UVLSRPC. Chairman Schissel asked for Commission volunteers to go to the Planning Board meeting.

## **NEW BUSINESS:**

### **Rules of Procedure**

Chairman Schissel stated the Commission had amended the Rules of Procedure to state they met on the second Wednesday of the month. (*minutes of July 10, 2024: Mr. Tellor made a motion to amend Article IX Regular Meetings to: ...shall be held on the second Wednesday of each month at 6:30 pm.*). It was never changed in the official Rules of Procedure. In August it will be on the agenda. Mr. Boutin said he had already changed it in his copy. He asked if Chairman Schissel wanted him to send out his copy to the members.

### **Other business:**

#### **Update Newport Tax Map re: conservation lands**

Chairman Schissel addressed Mr. Hoppock and stated he has requested that the Newport tax maps be updated to show the conservation lands in Newport (should be color coded in pink). Two specific ones were the Raymond Holden easement and the Sielewicz property. He asked how the conservation update was made. Mr. Hoppock said he did not know. Chairman Schissel explained the colorized overlays on the tax maps; one was for conservation. Mr. Schagen gave the tax map numbers to Mr. Hoppock and asked who in the Town was responsible for the tax maps. Mr. Hoppock believed the assessing department gave mapping the information they needed. Chairman Schissel said the Commission was asking that the photographer be notified that the two parcels needed to be colorized. When asked, the Commissioners stated the color should be pink (private lands in conservation).

### **Meeting Schedule**

November 11, 2026 The Commissioners discussed the date and whether it was a Town holiday. It is TBD.

## **Communications/Correspondences:**

- 1) Commission received tax bills on their three conservation properties. They owe \$0.00. When asked, Chairman Schissel stated there were three owned by the Commission; there were 11 properties in the Conservation District.
- 2) Colby Fong, of Ecological Land Management and Stewardship, LLC sent letter of introduction to Commission. He is out of Grantham, NH. Mr. Kessler asked if they had someone they currently use or have used in the past. Chairman Schissel stated Jeremy Turner of Meadowsend was hired for the Newport 2018 Forest Management Plan. The current commission has not dealt with him. Gallager Tree Services worked on the trees on the Common.
- 3) There were some notices sent from the state about wetlands; DES follow ups.
- 4) Six in the Stixs in the Town forest on June 13, 2026
- 5) Memorial trail run (and walk) to honor Dr. Timothy Wolfe on Saturday, August 1, 2026
- 6) The conservation logo is on the website
- 7) The subcommittee Plan will be put up on the webpage

- 8) Oliva Conway posted activity held by the Claremont Conservation Commission on the Newport Facebook page: Saturday June 13, 2026 10-12 at Moody Park. Admission is free; need to register in advance.
- 9) Sent email to Commissioners from NHACC on wetland boundary appeals. Will need to have a zoning ordinance for the Commission to request one. Will talk about it at the July 8<sup>th</sup> meeting.
- 10) Cornish Conservation Commissioner gave Mr. Boutin their NRI to read. Mr. Boutin questioned making copies for Commissioners. He gave a synopsis on sections different and similar from Newport's. The NRI is on the Town of Cornish website.

**ADMINISTRATION:**

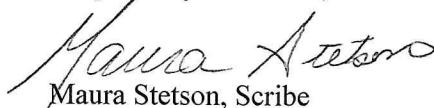
Action items: Listed below

Agenda items for July 8, 2026:

- ❖ Land Use Board Case Review
- ❖ Rules of Procedure: August meeting for official amending
- ❖ Zoning ordinance for wetland boundary appeal

Mr. Hubert made a motion *to adjourn at 8:27 pm*. It was seconded by Mr. Boutin. *The motion passed 7-0-0.*

Respectfully submitted,

  
Maura Stetson, Scribe

Approved: June 10, 2026

The next regular meeting of the Conservation Commission will be held Wednesday, July 8, 2026 at 6:30 pm in the Board of Selectmen Room.

Action Items:

Mr. Hoppock:

- ❖ Send Conservation Commission (CC) the Planning Board and ZBA agendas
- ❖ Look for the departmental review sheet
- ❖ Send copy of the Raymond Holden Deed to the Town counsel with corrections to be made
- ❖ Contact Fire Chief Yanuzzi about historical junkyard complaints and past infractions
- ❖ Ask Ms. Conway to look into grant funding from Northern Borders Regional Commission (Ambargis)
- ❖ Email Town Manager Kyle Harris and BOS explaining problems the CC is having with follow through with Master Plan revisions, and communication with Mr. Josephson, UVLSRPC
- ❖ Email copies of the latest Master Plan draft from Mr. Josephson to Commissioners
- ❖ Contact 'photographer' to change tax map colorization on two properties: Raymond Holden and Sielewicz to pink (private land in conservation)

Mr. Boutin:

- Email revised (2024) Rules of Procedure to members
- Email his comments on the Master Plan to the members
- Send copy of Conservation Plan to Eric Peabody, Claremont CC

Chairman Schissel:

- (potentially) go to Claremont CC or call a member about a joint Cat Hole walkabout

Commissioners:

- 1) Volunteers attend the June 24<sup>th</sup> Planning Board meeting

CC Application Review Form-tabled.

November 11, 2026 meeting TBD