

Brentwood Conservation Commission

December 10, 2025 Meeting Minutes

(Meeting was held in the Sanborn Room, without recording capabilities,
as Rep Eric Turer was utilizing the Cross Room)

Commission members present were Lise McNaughton, Michelle Siudut, Rob Wofchuck, Rebecca Dunham, Jeff Dvorak, Selectboard Rep Paul Kleinman; alternates Andy LaRoche, Patrick Marcoux, Chris Gnip, Emma Laham

McNaughton called the meeting to order at 6:31 pm.

Motion by Wofchuck, seconded by Dvorak to allow Marcoux to be a voting member; passed 6-0.

Minutes

Motion by Dvorak, seconded by Dunham to approve the November 12, 2025 meeting minutes; motion passed 5-0-2 (Wofchuck and Marcoux abstaining)

New Business

- McNaughton read portions of the Windy Brook conservation easement which includes land be “retained forever in its undeveloped, scenic and open space condition and to prevent any use of the Easement Area that will significantly impair, or interfere with, its conservation value....”, that it be “maintained in perpetuity as open space” and “No permanent structure or improvements of any kind, size of or shape shall be constructed, placed or introduced onto the Easement Area except as may be necessary to enhance the conservation uses of the Easement Area or boundary delineation”. The violation is a play structure and canvas carport. The resident was unaware that these items were violating the easement. She was concerned about having to move them, and did not know how or where to move them to. Wofchuck explained there are no penalties, and we want to help her; but we must abide by the easement. Dunham said we have a volunteer willing to coordinate the help. Resident asked if she could purchase additional space to cover the space; but she cannot as it is in easement, not purchasable. Due to the weather and improbability of correcting the issue at this time, the Commission will assess in the spring and assist in finding a solution. Motion by Wofchuck, seconded by Siudut to postpone any action until May 1, 2026 when we can re-assess; passed 7-0.
This brought discussion of what land owners may/may not know when purchasing property next to easements. Dunham suggested ConCom reach out to new residents when property ownership adjacent to easements change, to help them understand what that means.
- There was a second violation noted on the recent monitoring. McNaughton had sent a letter, but that person has not responded in the required 10 days. McNaughton said Mark Kennedy knows the resident and will try to assist.
- Dvorak asked about having a way to track transfers; McNaughton said the Brentwood Newsletter lists home sales; Robin Wrighton said she has been having trouble obtaining the transfer lists, but will sort that out and will then be able to provide changes - she has both the easement list and the transfer list. Discussion about Robin providing comparison of properties.
- January guest speaker. Wofchuck will attempt to arrange a speaker.
- Reimbursement: Invoice received from Exeter-Squamscott River Local Advisory Committee (ESRLAC) for 2026 voluntary annual dues in the amount of \$350. We have supported them in the past; we currently hold 2 seats on this committee, with 1 more seat available. Motion by Wofchuck, seconded by Dunham to pay the dues; passed 7-0.
- January BNL article topics were discussed including how much open space we have in Brentwood and the monitoring process. Robin Wrighton offered to work on this.
- Town Report. Dunham will provide an outline to Dvorak, to complete by the end of the year.
- Encumbrances. Wofchuck suggested we encumber funds for Anna Boudreau’s contract. At this time we do not have final expenditures of our budget. Once we receive a final number from the Town Administrator, we will know how much we have available to encumber. Motion by

Wofchuck, seconded by Dvorak to encumber unspent funds for Anna Boudreau's signed contract for the same purpose in 2026; passed 5-0-2 (Kleinman and Marcoux abstaining)

- Wofchuck distributed a long list of tasks that Dunham has been doing as chair, hoping that some of these tasks could be taken by various members. Task delegation as follows:
 - McNaughton: run monthly meetings, monitor mailbox, town easement monitoring
 - Dudley-Tatman: NHDES wetland permit issues/Planning Board, land management plans/activities, ARM grant project list, forestry fund
 - Wofchuck: monitor conservation email, respond to resident inquiries, Budget, Open Space
 - Siudut: secretary duties (take/post minutes)
 - Laham: trail passport, town events (town cleanup, river paddle, snowshoe walk, vernal pool walk)
 - Gnip: guest speakers at meetings
 - Dvorak: technology such as document retention and file sharing
 - Laham/Dvorak: social media
 - Dunham: completion of Nooney-Munger
 - Dudley-Tatman/McNaughton: fish & game small grant
 - Robin Wrighton: advertising/design
 - Other items include stewardship fund, bulletin board, handbook, town annual report.
- Motion by Marcoux, seconded by Siudut to elect Wofchuck as Chair; passed 6-0-1 (Wofchuck abstaining)
- Dunham suggested we consider inviting other people to attend/become alternates.

Old Business

- a. Trails Passport project (Laham). Placards/brochures are in design stage; with the hope of having signs installed and be ready to launch the program by spring. Will have work party in spring to install the posts. Will ask SELT about permission/best way to install signs. Will announce launch in Brentwood Newsletter, through the school, and through Rec Department.
- b. Conservation Easement Monitoring. Only 2 properties left to complete
- c. Dvorak is working on a plan to establish a central area to digitally store documents.
- d. Pisquatica Regional Estuary Project (PREP) is collecting data on town conservation commissions' activities and resources; Wofchuck asked for someone to review/complete the request
- e. Nooney-Munger. The purchase is complete. Dudley-Tatman applied for Community Land Management Grant. Dunham is collecting receipts to submit for reimbursement through the Great Bay Resources Grant for \$13,250; just waiting for any last invoices (legal expenses may also be applicable); must be submitted by Dec 1 2026. Dvorak will upload the submission when ready. McNaughton will send letters to abutting landowners regarding encroachments. Marcoux suggested coordinating mowing with Stevens fields; McNaughton said there may be a grant under Community Land Management which Dudley-Tatman is working on.
- f. Dvorak asked if any Commission member would like a town email address to let him know. The conservation email needs to switch to Wofchuck.
- g. A paper was passed to collect contact information for each member. Siudut will compile a list and distribute.

Next Meeting

Wednesday, January 14, 2026 at 6:30 pm at Town Office

Motion by McNaughton; seconded by Siudut to adjourn; meeting adjourned at 8:17 pm.

Respectfully submitted,
Michelle Siudut, Secretary