

**NOT APPROVED
TOWN OF PELHAM
AGRICULTURAL COMMISSION – MEETING MINUTES
November 5, 2020**

CALL TO ORDER – Chair Jenny Larson called the meeting to order at approximately 6:36 PM

PRESENT: Selectman Kevin Cote, Jenny Larson, Jessica Edwards, Stephen Doherty, Alternate John Spottiswood, Alternate Laura Spottiswood, Alternate Jeff Caira

ABSENT: Theresa Wentzell

PLEDGE OF ALLEGIANCE

MEETING MINUTES

October meeting minutes continue to be “not approved” and will be resent to members of the commission. The minutes will be reviewed at the December meeting.

ANNOUNCEMENTS

Update on Board of Selectmen items. Laura Spottiswood will go in front of the Board of Selectmen, Tuesday, November 10, at 6:45 to interview for the open 2-year position.

There have not been any other applicants for the Agriculture Commission.

Ms. Larson advised that she and Vice Chair Jessica Edwards went before the Board of Selectmen to present the Animal Ordinance that the Agricultural Commission advises the Town of Pelham use. The Board of Selectmen seemed impressed with the work and research the Agricultural Commission put into the ordinance, only suggesting a few minor changes.

TREASURY

Mr. Doherty reported that the town is in the process of setting up an account for the Agriculture Commission. There will be forms, to be kept with the Secretary that may be filled out if monies are needed. The form is submitted to the town and the money presented.

Currently, there is \$51.00 in the treasury and \$29.00 was submitted from donations collected from the Old A-Fair Antique Craft Fair on October 10, 2020.

Mr. Cote noted that he will put the Agricultural Commission treasury item on the Board of Selectmen agenda, to make it official

OPEN FORUM

No one came forward.

APPOINTMENT(S)

Ms. Larson appointed Ms. Spottiswood as a voting member and secretary for the meeting.

DISCUSSION

Annual Report

Report was acceptable to all. Ms. Spottiswood asked if it need to be amended if she is appointed to the full-time position.

MOTION: (Edwards/Doherty) To accept the Annual Report as is, subject to change pending any appointment by the Board of Selectman on November10, 2020.

VOTE: Four Committee members present: no opposition/no abstention (4-0-0)

By Laws

Ms. Larson noted that the date of “March 10” will be added to the By Laws under Article A, Section 1 where it states the date that the Agricultural Commission was established.

Rules and Procedures

Ms. Larson discussed the need to complete the Rules and Procedures. Ms. Edwards agreed that using the Town of Boscawen Rules and Procedures as an outline is a good idea. Ms. Larson suggested that she, Ms. Edwards and Ms. Spottiswood meet via Zoom to draft a copy of Rules and Procedures, as was done for the By Laws. Ms. Edwards and Ms. Spottiswood agreed.

Animal Ordinance

Mr. Cote noted that the Board of Selectman was glad and relieved to see the progress and work put into presenting the ordinance to the Board. Ms. Edwards noted that there is a lot of diversity in experience and knowledge on the Agricultural Commission. Ms. Larson noted that we do not wish to make any structural changes to the Animal Ordinance that was submitted, that the Agricultural Commission voted in agreement on the ordinance. Mr. Coted noted the wording changes that were suggested by the Board of Selectmen. Ms. Larson noted that those changes will be made and the ordinance handed in to the Board of Selectmen. Mr. Coted noted that there is a rumor that another citizen petition involving livestock may be submitted to the town for the March election.

Ms. Spottiswood asked Mr. Cote if the Board of Selectmen plans to meet with the AOC to discuss the ordinance. Ms. Larson noted that the AOC stated she was working on her own ordinance. Mr. Cairra stated that she should know we are all on the same page. Mr. Cote stated that he will put it on the Board of Selectmen agenda to sit with the ACO to go over the ordinance and Mr. Cote will request a representative from the Agricultural Commission be invited. Ms. Larson agreed with the idea, stating that it will alleviate any miscommunications.

Festival of Lights

Ms. Larson noted that the Community Spirit Group is holding a Festival of Lights the week after Thanksgiving. The Festival will be running on December 3, the date of the next scheduled meeting and that the place of the meeting may change.

Mr. Cote suggested we contact the Community Spirit Group and ask if they need volunteers. Ms. Spottiswood will reach out to the group. Ms. Larson discussed moving the date of our next meeting, in case we do volunteer/help at the Festival.

Communication

Ms. Larson noted that her Outlook email is not working. She will continue to use her regular email (jennylarson56@yahoo.com).

UNH Guidelines

Mr. Spottiswood asked about getting the process of getting the UNH Guidelines adopted by the town and if it would be possible to get done before the March election. Mr. Edwards noted that we need to go through the guidelines and making sure to flag anything that may not be suitable to our town. There was general discussion on the benefits / disadvantages to bringing the UNH Guidelines to the Board of Selectmen versus submitting a citizen's petition. Mr. Cote stated that if we brought it to the Board of Selectmen in January, the Board of Selectmen could set up 2 public hearings in February. Ms. Larson stated to pencil in 1/5/21 and 1/19/21 for the public hearings. Ms. Edwards suggested members to comb through the guidelines. Mr. Spottiswood noted that if we adopt the guidelines as they stand to put "accept as written as of "the date" in case any changes were made to the guidelines.

Mr. Cote made the suggestion to touch base with the other commissions in town to let them know who we are and what our mission is. General discussion that it is a good idea to have members attend other meetings in town.

Ms. Larson reviewed action plans:

1. Set up a Zoom for Rules and Procedure – Ms. Larson
2. By Law correction – Ms. Larson
3. Annual Report – will change members if needed after Tuesday and submit-Ms. Larson
4. Contact Parks & Recreation to change the December meeting
5. Contact Community Spirit Group about Festival – Ms. Spottiswood
6. Read through the UNH Guidelines – all members

ADJOURMENT

MOTION: (Doherty/Edwards) To Adjourn the meeting

VOTE: (4-0-0) The motion carried.

The meeting was adjourned at approximately 7:50PM.

Respectfully submitted,