

**TOWN OF PEMBROKE
CONSERVATION COMMISSION**

**CONSERVATION FUND GUIDELINES
5/7/07 Adopted**

The Town of Pembroke (“town”) holds by fee or other lesser interests various parcels of land that are held and managed by the Pembroke Conservation Commission for public use and natural resource conservation, in accordance with NH RSA 36-A:4 (“conservation land”). The town has authorized the Conservation Commission to manage and control the monies that are appropriated and gifted to the town for the purposes of RSA 36-A, and to that end has established a Conservation Fund into which said monies are placed. The purpose of these guidelines is to provide the procedures by which the Conservation Commission will manage the use of the monies in the Conservation Fund.

I. SOURCES OF REVENUE TO CONSERVATION FUND

- A. Revenues received by the Town of Pembroke from the Land Use Change Tax provided for in NH RSA 79-A:7, at an amount (percentage or amount of total collected annually) determined by a vote of the Town Meeting.
- B. Financial donations from individuals, trusts, corporations and other entities.
- C. Appropriations made by a vote of the Town Meeting.
- D. The Conservation Fund shall be cumulative from year to year.

II. USE OF THE CONSERVATION FUND

The monies in the Conservation Fund may only be used for the following purposes, with the disbursement of funds in accordance with Article III below.

- A. Acquisition of conservation land, either through fee ownership or any lesser interest, including but not limited to development rights, easements, covenants, or other contractual right including conveyances with conditions, limitations or reversions;
- B. Property appraisals, baseline documentation, surveys, and/or legal services that may be required to meet (A) above;
- C. Maintenance activities on conservation land, including but not limited to annual monitoring, signage, tools, mapping, surveying, and other activities to ensure proper maintenance of the land for conservation purposes;
- D. Construction and maintenance of trails and associated structures, such as foot bridges and kiosks, on conservation land;
- E. Educational material about conservation land, including maps, trail guides, and brochures, for distribution to the public;
- F. Long-term management plans for conservation lands; and
- G. Associated costs, including legal costs, of enforcing conservation restrictions and uses on conservation land.

III. DISBURSEMENT OF FUNDS FROM THE CONSERVATION FUND

- A. Disbursement from the Conservation Fund shall only be authorized by an affirmative vote of a majority of the members of the Conservation Commission.
- B. Any votes on such disbursement of funds shall take place at a public meeting of the Conservation Commission that has been properly noticed in accordance with NH RSA 91-A.
- C. A public hearing shall be held prior to the Conservation Commission voting on the disbursement of funds over \$5,000.00. The public hearing shall be noticed in accordance with NH RSA 675:7.
- D. A public hearing shall be held prior to any acquisition of conservation land utilizing Conservation Fund monies, whether of a fee simple or lesser interest. The public hearing shall be noticed in accordance with NH RSA 675:7
- E. All acquisitions of conservation land, whether of a fee simple or a lesser interest, require prior approval of the Board of Selectmen.
- F. The Town Treasurer shall have custody of all monies in the Conservation Fund and shall disburse monies only on the properly executed order of the Conservation Commission.

IV. AMENDMENTS

This policy may be amended at any time by a vote of the majority of the membership of the Conservation Commission, after a public hearing noticed pursuant to RSA 675:7 is held.