



Municipal Natural Resources Inventory

Sample Work Plan

Creating a natural resource inventory is the foundation of the conservation commission's work and it is critical that commissions start with a plan based on an NRI. It is mandated by RSA 36-A "commissions shall conduct researches into local land and water areas and keep an index of all open spaces and natural, aesthetic or ecological areas within the city or town." There are good reasons to prepare a natural resource inventory beside the statutory requirement. In order to protect local natural resources, a commission must know what they are. Then a commission needs to consider how to protect and ensure proper use of the resources. NRIs provide a base of information useful for:

- Documenting current conditions
- Public education
- More informed decision-making
- Information for land use planning & regulatory decisions
- Guide land & water conservation efforts
- Basis for wildlife protection

Think about how you would like to use the document and then develop goals and objectives for implementation.

SAMPLE Natural Resource Inventory Goals & Actions:

GOAL: Promote the conservation of natural and cultural resources by providing information to the public.

- 1) Communicate with Planning Board, Select Board, and other Municipal officials regarding the intent of the Natural Resources Inventory
- 2) Compile information on all map, photo, and text documents that describe the natural and cultural resources of (town) .
- 3) Establish budget and time line for gathering additional natural and cultural resource information
- 4) Seek municipal support for budget and time line
- 5) Procure additional natural and cultural resource information
- 6) Develop outreach and implementation plan
- 7) Disseminate conservation information and conduct public programs
- 8) Work with Planning Board to establish appropriate conservation protection measures in Town.



NHACC

54 Portsmouth Street
Concord, NH 03301
603.224.7867
info@nhacc.org
NHACC.org

Objective 1) Communicate with Planning Board, Select Board, and other Municipal officials regarding the intent of the NRI

- Action Step: Send letter to Board of Selectmen expressing goal of project and specific objectives being pursued
- Action Step: cc the letter to the Planning Board and offer to discuss project at next available meeting
- Action Step: Announce project in local newsletter / newspaper regarding scope and time line of project
- Action Step: Share Con Comm meeting minutes with Selectmen and PB

Objective 2) Compile information on map, and written documents that describe natural and cultural resources in your town.

Objective 2A – Identify existing map and literature resources

- Action Step: Search Town offices and library archives
- Action Step: Search [Wildlife Action Plan](#) for habitat maps
- Action Step: Consult [GRANIT](#) view natural resource data layers
- Action Step: Identify and contact local knowledgeable individuals
- Action Step: Contact local university or college re: pertinent studies
- Action Step: Establish & maintain electronic database of all documents
- Action Step: Compare database with list of available resources (RPC)
- Action Step: Identify gaps in map, photo, and document database

Objective 2B – Identify potential sources of additional information and their approximate costs

- Action Step: Consult UNH [Cooperative Extension](#) on creating municipal NRI's
- Action Step: Contact local Regional Planning Commission re: GIS map resources, GIS analysis & professional assistance
- Action Step: Consult NRCS/FSA office for aerial photograph availability and ordering information
- Action Step: Seek updated information on rare and endangered species from the NH Natural Heritage Bureau
- Action Step: Check other sources of natural resource information including the [NRCS Soils Survey](#) and [DES Aquatic Mapper](#)
- Action Step: Contact your local college or university regarding the possibility of utilizing student project assistants

Objective 3) Establish budget and time line for gathering additional natural and cultural resource information

- Action Step: Identify concrete tasks associated with land and water conservation measures
- Action Step: Determine staff and monetary resources needed to accomplish each task; seek local help for volunteer efforts, outside help for professionally supported efforts (including students); seek estimates of services from appropriate agencies and professional consultants
- Action Step: Identify existing budget resources
- Action Step: Identify potential funding sources from public funding agencies such as regional federal programs (e.g., EPA), statewide matching grants (Mooseplate), and county cost-share programs

- Action Step: Identify potential funding sources from private, not-for-profit organizations
- Action Step: Itemize each task in sequential order according to priority and scheduled anticipation of funding resources

Objective 4) Seek municipal support for budget and time line

- Action Step: Circulate draft timeline and budget among other municipal officials well in advance of budget season (usually in fall)
- Action Step: Hold public information session in conjunction with the Planning Board; provide examples of successful projects in the region; bring existing NRI information; solicit anecdotal information contributions; clearly identify gaps in knowledge and need for specific information and/or conservation action
- Action Step: Draft and present annual budget to Budget Committee
- Action Step: Write articles in local newspaper supporting the project
- Action Step: Attend Town Meeting and speak in favor of budget; bring along sample NRI products (e.g., maps) for viewing

Objective 5) Procure additional natural and cultural resource information

- Action Step: Solicit staff support within conservation commission for specific tasks, including oversight of external hires
- Action Step: Solicit and hire resource personnel needed for professional tasks not undertaken by Con Comm; request public presentations for all work
- Action Step: Supervise gathering of specific map, photograph, database, and other information
- Action Step: Maintain hard copy and/or electronic data file of all administrative transactions and information products from each task
- Action Step: Keep minutes; submit regular progress reports on each task as required to other boards
- Action Step: Advise funding agencies, individuals on receipt of final products

Objective 6) Develop outreach and implementation plan

- Action Step: Consider all audiences that could benefit from receiving natural and cultural resource information derived from the above tasks – e.g., town residents, schools, local & regional planning and conservation agencies, state entities
- Action Step: Develop list of outreach types, depending on target populations
- Action Step: Establish time line for disseminating information or conducting specific programs
- Action Step: Identify funding and staff resources needed for the above
- Action Step: Contact professional consultants as needed for assistance in implementing outreach plan

Objective 7) Disseminate information and conduct public programs



NHACC

54 Portsmouth Street
Concord, NH 03301
603.224.7867
info@nhacc.org
NHACC.org

- Action Step: Present findings at joint hearing and/or information session with Planning Board, Selectmen, and other municipal officials
- Action Step: Display maps in Town Hall or another public place
- Action Step: Advertise and sponsor walks/tours of pertinent conservation resources that were the subject of the NRI inquiry; solicit and/or hire outside resource professionals to help conduct the walk/tour
- Action Step: Provide small-scale NRI map copies free of charge to residents of the municipality
- Action Step: Write articles in local newsletter/newspaper reporting on the results of the research
- Action Step: Write and/or revise NRI chapter of Town Master Plan

Objective 8) Work with other Municipal Boards to establish appropriate conservation protection measures in Town.

- Action Step: Invite Planning Board members and Selectmen to Conservation Commission meeting to discuss action plan alternatives to address natural resource conservation & protection
- Action Step: Form Conservation subcommittee to review existing land use regulations, propose improvements, and submit draft suggestions to the Planning Board
- Action Step: Use Conservation subcommittee to link with local land trust in order to direct conservation land acquisition/protection initiatives
- Action Step: Attend Planning Board meeting and present official proposal to establish and/or amend existing land use regulations that protect targeted natural resources
- Action Step: Make sure that both sets of Minutes of the CC and PB meetings are shared with each other
- Action Step: Work with Regional Planning Commission staff and/or professional consultant(s) in drafting ordinances and/or revisions to existing ordinances to protect resources
- Action Step: Hold public information sessions (2-3) to solicit input and feedback from the Town residents
- Action Step: Attend and speak in support of the proposed ordinance change at official Planning Board hearings (x2), especially if a warrant article is required for voting on at Town Meeting
- Action Step: Write articles in local newspaper(s) in support of changes to local land use regulations; solicit input/quotes from local residents
- Action Step: Attend Town Meeting and speak in favor of passage of warrant article as needed