

Progress Report #1
Organization: Atkinson Conservation Commission
Date: September 30, 2003
Contract # 850576

Work tasks completed to date:

Task 1:

To complete a direct mailing to all town residents to inform residents of this project and to solicit volunteers. Also the Conservation Commission will review existing surveys of town-owned properties and inventory trails and accessible areas for trails on town conservation lands. Total estimated grant request for Task 1 = \$1140.

Progress:

Newsletter was completed, published and mailed to all town residents (Attachment A). Personalized letters with a questionnaire were sent to those residents who responded as volunteers (Attachment B). A total of 12 residents volunteered for the first stage. A trails and lands evaluation guide (Attachment C) and a land conservation survey form (Attachment D) were developed to educate and assist volunteers in their work. A training workshop was held on September 18th to introduce these materials to the volunteers and demonstrate their use in an actual field walk.

An up-to-date list of town-owned conservation lands was developed (Attachment E) and will be used to inventory existing trail systems and track the development of maps and interpretive guides.

Attachments:

- A. Newsletter
- B. Personalized letter
- C. Trails and lands evaluation guide
- D. Land conservation survey form
- E. Town conservation land inventory

Additional tasks not specifically listed in Exhibit A of contract: <None>

Respectfully submitted.

N. Scott Kukshel, Chairman
Atkinson Conservation Commission

Payment Request # 1

Organization: Atkinson Conservation Commission

Date: September 30, 2003

Contract # 850576

Hours/invoices for work specified under Exhibit A of contract:

Task 1: To complete a direct mailing to all town residents to inform residents of this project and to solicit volunteers. (Newsletter is attached as Attachment A).

Invoice dated 6/23/03 - Loral Press, Inc.: \$733.36

Hours/invoices for additional work not specified under Exhibit A of contract:

<None>

Total Previous Request: \$0.00

Total Current Request: \$733.36

Respectfully submitted.

N. Scott Kukshel, Chairman
Atkinson Conservation Commission