



UNH Cooperative Extension

Belknap County Advisory Council

Meeting Agenda

Date	January 31, 2023
Time	6:00-7:30 PM
Location	Online Only
Participants	
Board Members	UNH Extension Staff
Aaron Lichtenberg – Chair/Food & Ag	James McKane - Assistant Director of Operations
Sandra Licata – Secretary/Food & Ag	Charlie French – Community & Economic Development Program Team Leader
Barbara Comtois – NH State Representative	Kelly McAdam – Food & Agriculture Interim Program Leader
Kate Osgood – Food & Ag/4-H	Karen Deighan – 4-H Program Manager
Jude Hamel – Natural Resources	Kate Bruchacova – Nutrition Connections
Emily Cann – Member at Large	Jada Lindblom – Community and Economic Development, COA
Noel Licata – Youth Member	Rachel Carow – Program Support

Agenda

Welcome
News and Extension Updates
Community and Economic Development Program Review/Needs Assessment Discussion(Jada Lindblom)
Follow-up from November Meeting (discussion of Advisory Council role)
Staff and Program Area Updates

Upcoming Meeting Dates

- **Tuesday, March 28, 2023** | 6-7:30 PM
- **Tuesday, May 30, 2023** | 6 -7:30 PM | 4-H Program Review
- **Tuesday, June 20, 2023** | 6-7:30 PM | Natural Resources Program Review

UNH Cooperative Extension

Belknap County Advisory Council

Meeting Minutes

Date	Tuesday, January 31, 2023
Time	6:00 PM
Location	Virtual (Zoom Meeting)
Participants	
Board Members	UNH Extension Staff
Aaron Lichtenberg	Kelly McAdam – Acting Food & Ag Program Manager
Sandy Licata	Karen Deighan – 4-H Program Manager
Noel Licata	Kate Bruchacova – Nutrition Connections
Jude Hamel	Jada Lindblom – Community and Development, COA
	Rachel Carow – Program Support
	Charlie French, Community and Economic Development Program leader

Meeting Minutes

1. Belknap County Advisory Meeting January 31, 2023
2. Meeting came to order at 6:30pm online.
3. Update on County Budget
4. Jada and James McKane have been working on a list of Extension supporters.
5. Since the departure of Hunter Taylor from Belknap Advisory Council, we have a legislative spot to fill
6. Jada did a program review, and talked about areas that are working, and areas with opportunities. She went over a logic model, and needs assessment, and short term and long-term projects she has been working on. She also talked about collaboration efforts. Some people have come to extension with ideas in motion, and Extension has been successful in guiding them.
7. The council discussed needs they see in the community
8. A survey was gone over about what people like about life in Belknap County. Some pluses included the countryside, mountains, lakes, good community, and local food. Some opportunities for improvement included affordable housing, senior care, and transportation.
9. Strengths of Extension were mentioned including collaboration abilities, capacity, and educational expertise.

10. -Roles of advisory members were discussed. Clarification was discussed. It was appreciated that members of council bring good pieces to the efforts of Extension. It was agreed upon to revisit membership efforts briefly and regularly.
11. -Karen Deighan went over her programming. She is now full time. She has been teaming up with Kate for food nutrition programs.
12. -Kate Bruchacova expressed interest and concern that she would like to include more people who do not necessarily qualify to attend nutritional wellness cooking classes. She is thinking of ways that she can expand delivery of her services to others who would appreciate it.
13. -Council discussed best ways to deliver Extension services
14. -Kelly McAdam went over her programming. New pruning classes are coming up. 3 New specialists have come on board to extension staff.
15. -A Central NH roundtable will happen in late March.
16. -Our Next Meeting will be on March 28th at 6:30 pm



UNH Cooperative Extension

Belknap County Advisory Council

Meeting Agenda

Date	March 28, 2023
Time	6:00-7:30 PM
Location	Online Only
Participants	
Council Members	UNH Extension Staff
Aaron Lichtenberg – Chair/Food & Ag	Jada Lindblom – Community and Economic Development, COA
Sandra Licata – Secretary/Food & Ag	Karen Deighan – 4-H Program Manager
Barbara Comtois – NH State Representative	Kate Bruchacova – Nutrition Connections
Kate Osgood – Food & Ag/4-H	Kelly McAdam – Food & Agriculture Interim Program Leader
Jude Hamel – Natural Resources	Rachel Carow – Program Support
Emily Cann – Member at Large	
Noel Licata – Youth Member	
Bob Manley – Guest Attendee	

Agenda

Welcome guest(s); introductions
Group round robin: <ol style="list-style-type: none"> 1) Most rewarding aspect of being an AC member 2) Something you'd like to see the AC do differently
Review member terms/tenure
Brief summary of membership discussion and resulting action items; membership tool/inventory recap and identification of membership gaps and opportunities
New member ideas, leads and recruitment
Nominations/volunteers for Vice Chair position
Office operations updates (county budget, office relocation, staff office use policy)
Program area updates

Upcoming Meeting Dates

- **Tuesday, May 30, 2023** | 6 -7:30 PM | 4-H Program Review (location TBD)
- **Tuesday, June 20, 2023** | 6-7:30 PM | Natural Resources Program Review

UNH Cooperative Extension

Belknap County Advisory Council

Meeting Minutes

Date	Tuesday, March 28, 2023
Time	6:30 PM
Location	Virtual (Zoom Meeting)
Participants	
Board Members	UNH Extension Staff
Aaron Lichtenberg	Kelly McAdam – Acting Food & Ag Program Manager
Sandy Licata	Karen Deighan – 4-H Program Manager
Noel Licata	Kate Bruchacova – Nutrition Connections
Jude Hamel	Jada Lindblom – Community and Development, COA
	Rachel Carow – Program Support

Meeting Minutes

1. Belknap County Advisory Meeting March 28, 2023
2. Membership was discussed for about 30 minutes. Members talked about what they like about being a part of the advisory council, and also things that they may bring to the table.
3. Sandy thanked Kate for volunteering as a guest at Winnisquam Middle School culinary club. She made healthy smoothies and dips with the kids. The kids were very excited to hear her presentation and loved the healthy snacks. Sandy is going to look into seeing if the culinary club may qualify for more visits in the future from Kate.
4. Kate discussed nutrition connections program review. Kate also talked about qualifications for participating in some of the programs and how she would like to reach more people who would like to participate.
5. Jada gave updates to her programming. She mentioned that UNH Greenhouse Open House would be soon. Jada talked about several of her projects including work with preservation partners.
6. Jada shares the office use policy change, in order to find compromise about office time re: remote work, etc., as well as shares that there has been a "back-n-forth" with County about an office move to make room within the facility. The time frame seems to be pushed to be a bit later until after renovations are finished at the County complex.
7. Kate Bruchacova asks about Prescott Farm's new kitchen and the possibility for partnership on educational opportunities with UNHCE
8. 7:29 Meeting Adjourned.



UNH Cooperative Extension

Belknap County Advisory Council

Meeting Agenda

Date	May 30, 2023
Time	6:00-7:30 PM
Location	Belknap County Fairgrounds, 174 Mile Hill Road, Belmont, NH
Participants	
Council Members	UNH Extension Staff
Aaron Lichtenberg – Chair/Food & Ag	Jada Lindblom – Community and Economic Development, COA
Sandra Licata – Secretary/Food & Ag	Kate Guerdat – State 4-H Leader
Barbara Comtois – NH State Representative	Paul Chiarantona – Public Affairs Manager
Kate Osgood – Food & Ag/4-H	Karen Deighan – 4-H Program Manager
Jude Hamel – Natural Resources	Kate Bruchacova – Nutrition Connections
Emily Cann – Member at Large	Kelly McAdam – Food & Agriculture Interim Program Leader
Noel Licata – Youth Member	Rachel Carow – Program Support
	4H Guests
Bob Manley – Guest Attendee	
Caroline McCammon – Guest Attendee	

Agenda

Introductions; Welcome Paul Chiarantona to Extension
Approve Minutes
Prospective members (introductions, council vote)
4-H Presentation (Program Review)
Program Area Updates

Upcoming Meeting Dates

- **Tuesday, June 20, 2023** | 6-7:30 PM | Natural Resources Program Review and Early Summer Social (Location TBD)

UNH Cooperative Extension

Belknap County Advisory Council

Meeting Minutes

Date	Tuesday, May 30, 2023
Time	6:00 PM
Location	Belknap County Fairgrounds
Participants	
Board Members	UNH Extension Staff
Aaron Lichtenberg	Kelly McAdam – Acting Food & Ag Program Manager
Sandy Licata	Karen Deighan – 4-H Program Manager
Kate Osgood	Kate Bruchacova – Nutrition Connections
	Jada Lindblom – Community and Development, COA
	Paul Chiarantona – Public Affairs
	Rachel Carow – Program Support
4-H Guests: Davidson Family, Boyce Family	
Fairgrounds President: Earl Leighton	

Meeting Minutes

1. Meeting started at about 6:20 PM at the Belknap County Fairgrounds.
2. Earl Leighton, President of the Belknap County Fairgrounds, gave us an overview of the operations. They are making upgrades so that they can accommodate more animals and improve the fair. While there are no longer rides, the fair board is working to make the fair family friendly and affordable. They also do horse shows and weddings. The fair pays the 4-H'ers premium money to help with the costs of caring for their animals during the fair. This is the last fair in NH that is fully volunteer run.
3. 4-H kids gave an amazing presentation. They would like to see 4-H and fair continue to grow. 4-H kids are good stewards of nature and learn to grow food and raise animals. They are ambassadors, and model good leadership skills. 4-H kids receive many opportunities. 4-H is working towards pollinator plaque at the Laconia Library. Some of the benefits of being a 4-H'er is making good friends with similar interests, animal

husbandry skills, learning about photography, building useful things, practicing public speaking, and work experiences.

4. Kate talked about the 90 kids she is working with at Woodland Heights, and the experiences she is having there.
5. Jada talked about strategic planning that will be unveiled to UNHCE staff soon. UNHCE has plans to continue to spread good information and use resources effectively. Jada is working with trail groups so that they can combine resources and get even more done.
6. Kelly has been working on landscaping projects with others. New hires include a plant pathologist, and entomologist. They will be much appreciated by farmers and others.
7. Group also discussed high housing costs and effects it has on NH residents.
8. Everyone was thanked for the time and effort they put into attending the meeting.
9. Meeting Adjourned



UNH Extension

Belknap County Advisory Council

Meeting Agenda

Date	June 20, 2023
Time	6:00-7:30 PM
Location	Ellacoya Barn and Grill (2667 Lake Shore Rd, Gilford, NH)
Participants	
Council Members	UNH Extension Staff
Aaron Lichtenberg – Chair/Food & Ag	Darrel Covell – Natural Resources Program Team Leader
Sandra Licata – Secretary/Food & Ag	Tim Fleury – Forestry Field Specialist
Barbara Comtois – NH State Representative	Jada Lindblom – Community and Economic Development Field Specialist, COA
Kate Osgood – Food & Ag/4-H	Rachel Carow – Program Support
Jude Hamel – Natural Resources	Karen Deighan – 4-H Program Manager
Emily Cann – Member at Large	Kelly McAdam – Food & Agriculture Interim Program Leader
Noel Licata – Youth Member	
Bob Manley – Guest Attendee	
Caroline McCammon – Guest Attendee	

Agenda

Welcome and Introductions
Approve Minutes
Prospective Members (introductions, council vote)
Natural Resources Program Review
Program Area Updates
Advisory Council Summer Appreciation Dinner/Social

UNH Cooperative Extension

Belknap County Advisory Council

Meeting Minutes

Date	Tuesday, June 20, 2023
Time	6:00 PM
Location	Ellacoya Barn and Grille
Participants	
Board Members	UNH Extension Staff
Aaron Lichtenberg	Kelly McAdam – Acting Food & Ag Program Manager
Sandy Licata	Karen Deighan – 4-H Program Manager
Kate Osgood	Kate Bruchacova – Nutrition Connections
Barbara Comtois	Jada Lindblom – Community and Development, COA
Noel Licata	Tim Fleury – Natural Resources Field Specialist
Jude Hamel	Darrel Covell – Natural Resources Program Manager
Bob Manley	Rachel Carow – Program Support
Caroline McCammon – Prospective AC Member	

Meeting Minutes

1. Introductions were made, and minutes were approved. The group welcomed Bob Manley back to the meeting. The advisory council (AC) voted to officially welcome Mr. Manley as an AC member. Caroline McCammon also joined for her first meeting as a prospective member. She detailed some of her own background with Extension and her work in the Winnisquam agricultural center. She shared her excitement to continue participating in the AC meetings.
2. Tim Fleury and Darrel Covell provided a program area update and outlined plans to hire a new county forester who would serve Belknap and Strafford County.
 - 2.1. The position was posted in early May, with interview to be held in July and August. The new field specialist position would begin in September.
 - 2.2. Darrel shared highlights from Rebecca DiGirolomo’s last complete program year (October 2021-2022) which are copied below.
 - Gilmanton School Forest Walk for 48 youth

- Private Landowner Technical Assists (aka, landowner site visits):
- Met with 23 landowners (21 new to Extension)
- Represented 541 acres
- Referred 9 landowners to consulting foresters for potential management plan development
- Provided land protection/estate planning guidance to 2 interested landowners

2.3. Belknap Impacts from Staff Outside the County during first half of this program year (October 2022 to March 2023)

- Eight staff reported programming efforts reaching 174 Belknap County residents
- Nature Groupie volunteers had 45 volunteer engagements in Belknap County (e.g., helping conservation organizations and agencies with natural resource-related projects)
- Multiple Extension forestry staff organized a Forestry Career Day at Bear Brook State Park, which included 51 Belknap County high school students participating
- Michael Gagnon, Hillsborough County Extension Forester, did a Compass and Orienteering Program at Winnisquam HS for 14 students
- The UNH Extension Infoline answered 43 calls and emails from Belknap County residents
- Amanda McQuaid and Bob Craycraft supported the Lakes Lay Monitoring Program volunteers monitoring and protecting lake water quality so important in Belknap County

3. Belknap County staff gave program area updates, and the meeting adjourned.



UNH Extension

Belknap County Advisory Council

Meeting Agenda

Date	Tuesday September 5, 2023	
Time	6:00-7:30 PM	
Location	Zoom: https://unh.zoom.us/j/96922967027	
Participants		
Council Members	UNH Extension Staff	
Aaron Lichtenberg – Chair/Food & Ag	Jada Lindblom – Community and Economic Development, COA	
Sandra Licata – Secretary/Food & Ag	Paul Chiarantona – Public Affairs Manager	
Barbara Comtois – NH State Representative	Karen Deighan – 4-H Program Manager	
Kate Osgood – Food & Ag/4-H	Kate Bruchacova – Nutrition Connections	
Jude Hamel – Natural Resources	Kelly McAdam – Food & Agriculture Interim Program Leader	
Emily Cann – Member at Large	Rachel Carow – Program Support	
Noel Licata – Youth Member		
Bob Manley – Member at Large		
Caroline McCammon – Prospective Member		
Paul Gareau – Prospective Member		

Agenda

Welcome and Introductions
Approve Minutes
Prospective Members (introductions, council vote)
Discuss Legislators Breakfast
Program Area Updates

UNH Cooperative Extension

Belknap County Advisory Council

Meeting Minutes

Date	Tuesday, September 4, 2023
Time	6:00 PM
Location	Zoom
Participants	
Board Members	UNH Extension Staff
Aaron Lichtenberg	Paul Chiarantona – Public Affairs Manager
Barbara Comtois	Jada Lindblom – Community and Development, COA
Jude Hamel	Kelly McAdam – Acting Food & Ag Program Manager
Bob Manley	Karen Deighan – 4-H Program Manager
Paul Gareau – Prospective AC Member	Kate Bruchacova – Nutrition Connections
	Rachel Carow – Program Support

Meeting Minutes

1. The group made introductions to new and prospective members. Paul Gareau of Arandano Farm joined the call.
2. Meeting minutes were approved.
3. Prospective Members Discussion
 - 3.1. Caroline McCammon is still interested in joining the council but was not able to attend the meeting. The council will vote on her membership during the next meeting.
 - 3.2. Paul Gareau introduced himself and gave some of his background. He is working to connect smaller farmers and producers within the county.
4. Legislator Breakfast Discussion
 - 4.1. Mail invites were sent out; Extension will be sending out email reminders asking folks to RSVP.

4.2. Barbara noted that she'll share the invitation with some of her colleagues and she's excited to hear about what's new and happening in the county. She noted phone calls are the best way to get a "Yes" RSVP.

4.3. If RSVPs remain low, we may call on AC members to reach out to invitees.

5. Program Area Updates

5.1. Food & Agriculture

5.1.1. Kelly has been working to help farmers with crop insurance and financial assistance due to losses from the extreme weather during the 2023 season. Jonathan Ebba is working with farmers to collect information on the impacts of these events and will share that data with the NH Commissioner of Agriculture and legislators.

5.1.2. New Hampshire Landscapers Association Field Day will be held at the Belknap County Fairgrounds on September 20, 2023.

5.1.3. New Farmer School is underway and is being led by Will Hastings of Coos County. The 2023 cohort is the largest we've had with over 30 people participating.

5.1.4. The Food & Agriculture Team recently hired a Volunteer Program Manager for the Education Center.

5.2. 4-H/Youth Development

5.2.1. Karen shared updates about the Belknap County Fair that was held in August. Over 130 youth participated and showed their animals and projects.

5.2.2. Karen will be tabling at the Barnstead Old Home Day and offering a STEM Bubble demonstration. She'll also be at the Fall Harvest Day at Prescott Farm.

5.2.3. 4-H will be holding a canned food drive to benefit local food pantries. Teams will compete to get the most canned goods, and will compete to create can-sculptures at the Belknap County Fall Festival.

5.3. Community & Economic Development

5.3.1. The CED Barn Trail intern recently completed his internship. He collected data on over 31 different barn trail sites and shared that this experience shaped what he plans to do for his master's degree. The official launch data of the Barn Trail project was pushed out to design a higher quality project.

5.3.2. Jada shared that she has received funding from the UNH Collaborative Research Excellence (CoRE) Initiative for an interdisciplinary working group called Developing Interconnections for Regional Trails (DIRT), which will bring together trails and recreation organizations and businesses in Belknap and Merrimack counties for capacity-building workshops and research.

5.4. Nutrition Connections

5.4.1. Kate shared that she has been visiting several locations in the county to do her programming. She recently partnered with Sadie's Place which has opened her up to work with new families.

5.4.2. Kate will be presenting at Hands Across the Table. She's also doing an on-going series at River's Edge and plans to go back into schools. She also has a potential partnership with Lakes Region Mental Health.

6. Meeting adjourned.



UNH Extension

Belknap County Advisory Council

Meeting Agenda

Date	Tuesday October 3, 2023	
Time	6:00-7:30 PM	
Location	Hermit Woods Winery & Eatery	
Participants		
Council Members	UNH Extension Staff	
Aaron Lichtenberg – Chair/Food & Ag	Jada Lindblom – Community and Economic Development, COA	
Sandra Licata – Secretary/Food & Ag	Paul Chiarantona – Public Affairs Manager	
Barbara Comtois – NH State Representative	Karen Deighan – 4-H Program Manager	
Kate Osgood – Food & Ag/4-H	Kate Bruchacova – Nutrition Connections	
Jude Hamel – Natural Resources	Kelly McAdam – Food & Agriculture Program Team Leader	
Emily Cann – Member at Large	Rachel Carow – Program Support	
Noel Licata – Youth Member		
Bob Manley – Member at Large		
Caroline McCammon – Prospective Member		
Paul Gareau – Prospective Member		

Agenda

Review September’s Minutes
AC Membership Update and New Member Vote
AC Member Roles
Legislators and Leaders Breakfast Recap
County Budget and Commissioners Meeting
Food and Agriculture Program Review and Updates
Program Area Updates

UNH Cooperative Extension

Belknap County Advisory Council

Meeting Minutes

Date	Tuesday, October 3rd, 2023
Time	6:00 PM
Location	Hermit Woods Winery
Participants	
Board Members	UNH Extension Staff
Aaron Lichtenberg	Jada Lindblom – Community and Development, COA
Jude Hamel	Kelly McAdam – Food and Agriculture Program Team Leader
Bob Manley	Karen Deighan – 4-H Program Manager
Paul Gareau – Prospective AC Member	

Meeting Minutes

1. Jada briefly recapped September’s Legislator’s and Leaders Breakfast at Prescott Farm. While attendance from legislators was low (4 people – Reps. Comtois, Terry, Coker, and Nagel), we felt that we had some valuable conversations and further strengthened our connections and awareness of Extension.
2. Paul Gareau is a guest at the meeting. Paul shared that he has knowledge and interest in agriculture as well as small business management (farming, bakery, and local markets). He was voted onto the council (all three members present in favor) with a side note that the council should confirm in bylaws that we have a sufficient quorum to make his membership official. We can review this decision at the next AC meeting as needed. Aaron and Jada shared that, as always, we welcome ideas for new council members, and guests are always welcome to attend just to get more familiar with Extension.
3. Kelly McAdam shared that she recently had her last official day as our Belknap County Food and Ag specialist and is now in the role of Team Leader based in Durham. Kelly will keep us posted on hiring updates for her replacement. If you are interested in serving on this search committee, please let Jada and Kelly know.

4. Kelly presented an overview of the Food and Ag program area as the annual program review. This program team works across many areas of farming, gardening, and food production. A full list of current programs and offerings under this umbrella can be found at <https://extension.unh.edu/agriculture-gardens>.
5. Jada submitted the 2024 budget proposal to the county on Sep 22nd and the commissioners will be reviewing our request soon. In the afternoon of Saturday, October 28th there will be a commissioners meeting with outside agencies scheduled to be heard around 3pm. Jada noted that is helpful if some AC members can attend these meetings. (Note: this invitation from the county was later rescinded).
6. Karen and Jada provided brief updates on 4-H and Community and Economic Development programming, respectively.
7. Jada noted that our AC meetings will be on hiatus through the holiday season and we will reconvene for our next meeting on Tuesday, January 2nd 16th at 6 pm. The full calendar is available online (<https://extension.unh.edu/about/advisory-councils>).