

Carlisle Conservation Commission
March 22, 2018
Minutes

Pursuant to the notice filed with the Town Clerk, Chair Angie Verge called the meeting to order in the Clark Room at the Town Hall at 7:00 p.m. Also present were Vice Chair Melinda Lindquist, Commissioners Ken Belitz, Steven Smith, Dan Wells and Helen Young and Conservation Administrator Sylvia Willard. Commissioner Lee Tatistcheff was not present.

Certificates of Compliance:

(DEP 125-0961) 75 Westford Street: Owner: Jason Molten; Project: Landscaping and hardscaping within the 100-foot Buffer Zone of a Bordering Vegetated Wetland: Issued: May 2, 2014

Willard said she recommended approval of this request for a COC based on a recent site visit during which she confirmed the project had been completed satisfactorily in compliance with the Order of Conditions/Plan of Record. She noted there is a Continuing Condition that allows the ongoing removal of invasive plant species within the Buffer Zone. *Verge requested a motion. Lindquist moved to issue a Certificate of Compliance for DEP 125-0961, Belitz seconded the motion and all voted in favor.*

(DEP 125-0926) 534 Concord Street: Owner: Rosemary Duda; Project: Installation of a replacement three-bedroom subsurface sewage disposal system with the septic tank and leaching area within the 100-Foot Buffer Zone of a Bordering Vegetated Wetland.

Willard said she recommended approval of this request for a COC based on a recent site visit during which she confirmed the project had been completed satisfactorily in accordance with the Order of Conditions/Plan of Record. She noted there is a Continuing Condition that allows the ongoing removal of invasive plant species within the Buffer Zone and reported the property owner is continuing efforts to eradicate a large stand of Black Swallow Wort (*Cynanchum louiseae*) using hand removal methods as allowed under the provisions of the Continuing Condition.

Verge requested a motion. Belitz moved to issue a Certificate of Compliance for DEP 125-0926, Lindquist seconded the motion and all voted in favor.

Emergency Certificate: Property Owners - David and Kelly Guarino; Address - 119 Maple Street: Removal of storm-damaged trees adjacent to and overhanging the driveway access to the home, preventing access by emergency vehicles with the following Special Conditions: 1) the office of the Conservation Commission shall be notified prior to the initiation of the work and following completion; 2) trees shall be felled away from the BVW; 3) stumps may remain or be ground, but not pulled; 4) wood and debris shall be disposed of outside the BVW.

Since Kelly Guarino is a former Chair of the Commission, Willard noted for the record that Emergency Certificates require the signature/approval of another Department head, and in this case, Board of Health Agent Linda Fantasia also signed the permit.

Verge requested a motion to codify the previously-issued Emergency Certificate for tree work at 119 Maple Street. The motion was moved by Young, seconded by Lindquist and all voted in favor.

Land Use Permit: *Verge requested a motion to issue a Land Use Permit to Cassie Huck of Hive Studios (via Raymond Forbes Locations) allowing film crew parking for up to 15 cars at the main Foss Farm parking lot on Wednesday, March 28, 2018 from 7 a.m. to 7 p.m. The motion was moved by Wells, seconded by Lindquist and all voted in favor.*

Willard said Hive Studios has indicated they intend to donate \$200 to the Conservation Gift Fund in appreciation for the use of the parking lot.

Sunrise Canoe Trip: *Verge requested a motion to approve the Commission's sponsorship of a Sunrise Canoe/Kayak Paddle on the Concord River on June 17th as part of the Sudbury, Assabet and Concord Wild and Scenic Rivers Stewardship Council's Riverfest 2018 celebration. The motion was moved by Lindquist, seconded by Wells and all voted in favor.*

This annual activity includes a 5:30 a.m. launch from the Bedford Canoe Landing paddling downstream to the Rt. 4 Bridge and breakfast at the restaurant located there. After breakfast, there is a return trip with an option to continue under the Rt. 225 Bridge to the Elliott Preserve area and then returning to the Bedford launch. Local bird and wildlife expert Ken Harte has again graciously agreed to attend and lend his expertise.

Community Preservation Act Grant Application Update: Community Preservation Committee (CPC) member Verge reported the Commission's grant application for funding for a replacement water supply well at the Cranberry Bog House has been approved by the CPC and will be included on this year's Town Meeting Warrant.

Meeting Minutes:

Young moved to approve the minutes of November 16, 2017 as amended, Lindquist seconded the motion and all voted in favor.

Young moved to approve the minutes of November 30, 2017 as amended, Lindquist seconded the motion and all voted in favor.

Belitz moved to approve the December 14, 2017 minutes as submitted, Wells seconded the motion and all voted in favor.

Lindquist moved to approve the minutes of January 11, 2018 as submitted, Wells seconded the motion and all voted in favor.

Belitz moved to approve the minutes of January 25, 2018 as submitted, Lindquist seconded the motion and all voted in favor.

7:15 p.m. (DOA-350) Request for Determination of Applicability, Continued Meeting

Applicant: Claude & Delaine Williamson, c/o Sharon Hays

Project Location: 24 Milne Cove Road

Project Description: Removal of 4 trees to access construction for a failed septic system. Three trees are within the Riverfront Area and the 100' Buffer Zone of a Bordering Vegetated Wetland (BVW), one tree is within the 100-foot Buffer Zone, and all trees are within Land Subject to Flooding.

Dan Carr of Stamski and McNary, Inc. presented a revised plan dated February 8, 2018, reflecting adjustments required to the wetlands delineation submitted by David Crossman of B & C Associates, including additional flags and an adjustment to the 100-foot Buffer Zone line. The soil absorption system has also been slightly shifted to keep it outside the 100-foot Buffer Zone. The Board of Health has approved the revised plan.

Carr said the septic system failed Title V requirements associated with the pending sale of the property. They are proposing replacement of the failed system with all components being located outside all Resource Areas. Equipment access is proposed from East Street, requiring temporary removal of portions of an existing fence. Three of the trees proposed for removal are within the outer 100 feet of the 200-foot Riverfront Area, one is located within the 100-foot Buffer Zone and all are located within Land Subject to Flooding. All work within these resource areas will return to existing grades. A siltation barrier is included to prevent the indirect alteration to downgradient resource areas and to provide a Limit of Work.

Willard said she had concerns relative to traffic safety issues associated with large construction vehicles transporting materials in to and out from a heavily travelled section of East Street. She asked Carr whether there might be a need for a police detail or other traffic safety measures. Carr said the installer, Charlie Zayer, is very experienced and will likely be familiar with proper procedures in this regard.

Willard asked why they are not proposing access from the Milne Cove Road side of property. Carr said the property owners are trying to preserve existing hardscaping/landscaping. Wells asked what would prevent them from locating the system on the other side of the house. Carr said there are many mature plantings, a koi pond in that area, and there is a well on that side of the property that projects a 100-foot well radius from the septic field. Belitz asked what would prevent locating the construction access farther to the east along East Street in order to reduce the number of trees requiring removal. Carr said the construction access is proposed so as to run through a much more sparsely planted location and the property owners are trying to preserve established plantings to the greatest extent possible.

Wells asked what species of trees are being proposed for removal. Carr said one 5-inch hemlock, one 10-inch pine, one 8-inch maple and one 8-inch oak. Wells asked Willard if she had revisited the site to review the trees proposed for removal since they had reviewed the proposed wetland delineation. Willard said they looked like good-sized trees when she was looking from a distance when they were checking the delineation. She said she did not inspect the trees located on the other side of the property but she did observe a substantial number of mature rhododendron plantings on the site. Wells said since the Commission needs to avoid impacts to the Resource Areas wherever possible there should be some justification other than preserving existing landscaping. He asked if the Commission should consider revisiting the site or obtaining photographs of existing vegetation in making a determination of whether there is an alternative that has not yet been fully explored that does not require tree removal in the Buffer Zone.

Verge suggested the Commission consider requiring replacement trees vs relocating the system since the homeowners are currently trying to sell property and the Commission wants to be sensitive to both the timeframe and to protecting the Resource Area

where possible. Carr said he is aware the property owners strongly prefer the proposed location for the septic system in order to preserve existing landscaping/hardscaping so if the Commission requires replacement trees vs relocating the system, that would be their preferred option. Wells suggested the Commission could require two or three native replacement trees within the Special Conditions. There were no further comments.

Verge said she would accept a motion to issue a Negative Determination/B3 for DOA-350, the work described within the Request is within the Buffer Zone, as defined in the Regulations, but will not alter an Area subject to protection under the Act. Therefore, said work does not require the filing of a Notice of Intent, subject to the following Conditions: plant a minimum of three native trees within the 100-foot Buffer Zone of the BVW and the 200-foot Riverfront Area to replace the trees that will be removed from those resource areas, following completion of the septic system installation; the size of the trees shall be a minimum of 1-1/2-inch to 2-inches caliper; a list of the species to be planted shall be provided to the Conservation Commission Office. The motion was moved by Wells, seconded by Lindquist and all voted in favor.

Enforcement Order (EO) - Claude and Delaine Williamson - 24 Milne Cove Road: Debris, including a pallet of bricks and approximately 500 square feet of discarded yard waste stockpiled within the Bordering Vegetated Wetland and within the 100-year Flood Zone. In addition to creating additional flooding threat to other properties when volume is removed from the 100-year flood zone, there is an additional threat for the stockpiled yard waste material (tree and shrub branches) that could be carried by floodwater toward the culvert, under East street, blocking it and backing up the stream (Pages Brook Branch) onto this and other properties.

Willard reported having sent the EO to the property owner on March 19, 2018 in the interest of time. Wells, who had recently visited the site with Willard in conjunction with the Determination filing, suggested the restoration requirements should occur as soon as conditions allow, since the debris area is deep enough that it could have smothered vegetation along the banks of the stream and is clearly having an impact on the Resource Area. Willard said the EO specified the requirement that a Restoration Plan prepared by a qualified wetland scientist must be filed with the Commission on or before April 10, 2018, for review at the Commissions April 12, 2018 meeting.

Wells expressed concern that when the house is sold, the requirements of the EO could be lost in the transfer since EO's are not recorded on the property deed. Lindquist asked how new homeowners would become aware of the requirements of the EO. Willard said it should go with the property file which the current owner should make available to the realtor.

Although a preliminary EO had been previously issued to the property owner, the Commission was required to vote on final requirements and provide signatures on the final document. *Verge requested a motion to issue the EO for removal of debris within the Resource Area. The motion was moved by Young, seconded by Wells and all voted in favor.*

7:40 p.m. (DEP 125-1043) Notice of Intent, Continued Hearing

Applicant: Emily and Patrick Reardon

Project Location: 1075 Curve Street

Project Description: After-the-fact filing for landscaping within the 100-foot Buffer Zone; hydro seeding the exposed area, restoration of any wetland alteration that may have occurred, and replacing plantings required under a previous filing.

Willard said this after-the-fact filing was submitted in January 2018 in response to an Enforcement Order issued on October 12, 2017 for wetlands alterations resulting from unpermitted landscaping. She noted the wetland delineation is still valid from a previous filing due to the Permit Extension Act and said the flags were established in the field by survey earlier this week. She said she has been unable to review the delineations due to snow conditions.

Property owner Patrick Reardon, who was present to discuss the proposed plan, said there was ongoing landscaping work underway last fall that was well outside of the 100-foot Buffer Zone when the construction vehicles were routed around the house in order to avoid the septic field. He said they had installed the required siltation barriers immediately following the issuance of the EO in accordance with Willard's recommendations. They then hired Maureen Herald of Norse Environmental who flagged the resource areas on October 17, 2017. During a subsequent site consultation with Herald that had been scheduled to discuss the requirements of the Enforcement Order, Herald said Willard had noted that the previous wetland delineation approved under DOA-286 issued in May 2011 is still valid due to the Permit Extension Act.

The Enforcement Order also required that the Notice of Intent include a proposed plant list to replace previously unsuccessful plantings required under an outstanding Order of Conditions under DEP 125-672 in order to demarcate the boundary of a triangular portion of the wetland extending into what is now the yard/lawn area.

In addition to replacement plantings, the Commission is also requiring a means of permanently demarcating the wetland boundary so that future owners will know it is a protected area. Reardon asked the Commission if installing bird houses along the line would be satisfactory. The Commission determined this would be acceptable if, in addition to birdhouses, large boulders were placed at intervals no greater than 50 feet apart along the boundary, along with a form of permanent signage indicating it is a sensitive/protected area. With regard to the proposed planting list, Verge recommended they omit the proposed Arrow-wood (*Viburnum dentatum*) due to the invasive viburnum leaf beetle that is increasingly adversely affecting the success of this plant species.

Willard said she would recommend continuing the hearing to allow time for a review of the recently installed wetland flags, since she has been unable to see the existing vegetation due to snow conditions. Reardon said the area is vegetated with grass only. Wells said he did not believe it was necessary to revisit the site. Belitz concurred with Wells' comment and suggested the Commission should issue without further delay.

With no further comments, *Verge said she would accept a motion to close the hearing for DEP 125-1043. The motion was moved by Lindquist, seconded by Belitz and all voted in favor. Verge requested a motion to issue a Standard Order of Conditions with the following Special Conditions: 1) the Commission accepts the proposed planting plan for the area located between WF #2 through WF #5, with the exception of the Viburnum dentatum; 2) the BVW must be permanently demarcated using interspersed boulders and bird houses to coincide with the existing wetland flags at intervals no greater than 50 feet and the area must be posted with signage identifying the area as a protected resource area; 3) no chemical soil amendments may be used within 25 feet of the BVW; and with the Continuing Condition allowing the manual removal of invasive plant species within the 100-foot Buffer Zone. The motion was moved by Wells, seconded by Belitz and all voted in favor.*

63 Old East Street - Review of Snow Management Plan and revised Landscape Plan: Molly Obendorf of Stamski and McNary, Inc. provided a recap of the sequence of events leading to the recent submission of a Snow Storage Management Plan and a revised Landscape Plan. An Enforcement Order was issued to property owners Seth and Lisa Earley issued in October, 2016 for unpermitted landscaping work including removal of large diameter trees, shrubs, installation of a stone stairway, removal of a stonewall and soils at the base of a steep slope within the 100-foot Buffer Zone of a Bordering Vegetated Wetland. A Notice of Intent was filed in March 2017 for previously undertaken, unpermitted work and for additional work, including expansion of the existing driveway by two feet on either side. The Order of Conditions issued by the Commission on May 15, 2017 was appealed to MassDEP on May 30, 2017. Of specific concern to the property owner was the requirement of a Snow Storage Management Plan and requirements for revisions to the Landscape Plan.

The MassDEP wetland reviewer assigned to this appeal has requested that the Commission review the plans and advise if they determine them to be acceptable. Verge asked if there were questions or comments from the Commission with regard to the Snow Management Plan. Willard reported she has observed some snow has been plowed to an area across the street from the base of the driveway; however this area is not Bordering Vegetated Wetland and is something the two property owners will need to negotiate as to whether this is acceptable going forward. Obendorf said she had observed a very small amount of snow had been pushed across the street but the majority of the snow was being stored as indicated on the plan. Lindquist said it is obvious they are making an effort and that was the intent.

With regard to the revised Landscape Plan, Verge said they have incorporated the Commission's previous suggestions relative to revegetating the slope using more densely spaced perennial plantings in order to slow the flow of stormwater runoff. Wells said the planting plan has provided what the Commission had been looking for in terms of stabilizing the slope.

With no further comments *Verge requested a motion. Lindquist moved to accept the Snow Storage Management Plan dated December, 2017 and the revised Landscape Plan dated April 20, 2017 as provided for 63 Old East Street, Belitz seconded the motion and all voted in favor.*

8:10 p.m. (DEP 125-1044) Notice of Intent
Applicant: Adams and Beasley Associates
Project Location: 211 Bellows Hill

Project Description: Bringing power via underground conduits from an existing utility pole to an existing barn proposed for relocation. A generator, underground propane tank, and fruit trees are also proposed, as well as reconfiguring the driveway and parking area. The existing utility pole is three feet within the Bordering Vegetated Wetland resulting in a temporary wetland disturbance.

Dan Carr of Stamski and McNary presented a revised plan following a review by the Conservation Restriction Advisory Committee. The revised plan reflects the following changes: relocation of the existing barn to a location farther from the wetlands than the previously-approved location; reconfiguration of the driveway and parking area in order to provide additional parking; a proposed patio located off the relocated barn; grading and fencing associated with replacement of an existing in-ground pool; relocation of a previously-approved generator in order to avoid visual impacts to Scenic Roadway/Bellows Hill Road [*sic*]; agricultural activities including planting of fruit trees; installation of a pea-stone patio, grape arbors and deer fencing. Trees to be removed are now shown and a note has been added indicating replacement trees with a similar aggregate caliper size and number, to be verified prior to the issuance of a Certificate of Compliance.

Eric Adams of Adams and Beasley Associates, who was present for the hearing, said they propose to leave the existing siltation barrier in place and to relocate it when the agricultural work begins.

Wells asked the representatives to provide the number and types of trees being proposed for removal. Adams said they are Blue Spruce and Poplar and they are located in a densely vegetated zone next to the existing garage. Wells noted the revised plan shows the barn being relocated farther from the wetland but the pavement associated with the reconfiguration of the driveway will be closer to the wetland. Carr said it would actually be at about the same distance from the wetland. Verge asked what material they are proposing for the surface of the driveway. Adams said this has not been finalized but the property owners have expressed a preference for gravel. Verge said there were concerns relative to the potential for using herbicides/pesticides in managing the proposed fruit grove since it is within such close proximity to a resource area. Adams said he is aware that organically grown food is important to the property owners. Willard said those in attendance for the recent site visit noted this area was quite wet and drained into the adjacent pond that is connected to an extensive wetland. Verge suggested the Commission might include a Condition prohibiting the use of chemical fertilizers and amendments. Willard noted this type of condition is difficult to enforce. Wells asked if the proposed deer fencing provided space between the ground surface and the bottom of the fencing to allow for wildlife movement. Adams said he did not have personal knowledge of appropriate installation methodologies. Wells suggested a Special Condition be included requiring a minimum gap of six inches.

Verge said those in attendance for the site visit observed a substantial amount of Oriental bittersweet that would require significantly more work than the hand removal methods allowed under the existing Continuing Condition. Adams said their priority for this filing has been to focus on getting approval for the built structures. He said he fully expects to return to the Commission with Carr at the next hearing or shortly thereafter with a more well developed invasive plant management plan. He noted the property owners have engaged a new landscape architect. Willard noted for the record that a Land Management Plan had been included in a previous filing but it was not approved. Adams said the entire project has shifted gears and a new Land Management Plan is being developed. He said they would welcome input from the Commission with accepted protocol for invasive plant management techniques.

Given the amount of uncertainty relative to the Commissions questions and concerns, Verge suggested the Commission could consider proposed activities for approval individually. Willard said some of these issues exist because this property is encumbered with a Conservation Restriction (CR), so the Conservation Restriction Advisory Committee (CRAC) has reviewed this project for compliance with the purposes of the CR and are present to discuss their findings.

CRAC member Ken Harte said members of the committee had taken part in the recent site visit and gave consideration to the original plan submitted with this filing, and have drawn several conclusions based on their review, including the following: 1) the generator was initially not proposed in a good location and they are now moving to the currently proposed site which is screened from street/scenic byway; 2) there had been issues with the proposed conversion of the use of the barn from agriculture to office/non agricultural living space and they came to the conclusion that this was not allowed under terms of CR.

Harte explained that the current CR dates back to 1978 and said it was done without the delineation of a building envelope that more modern CRs include. He said they reached the conclusion after meeting with Adams that a superseding CR could be placed on this property providing a significant public benefit. As a result of this discussion, Harte said they are now in the process of working out the details of a new CR and a Memorandum of Understanding has been drafted. The revised CR will include an inner building envelope encompassing the house, barn and space for residential-related building projects. Outside of this envelope will be a

designated agricultural envelope allowing existing agricultural activities to continue, including barns, riding rinks, outdoor recreation - tennis courts, swimming pools; beyond agricultural/recreational, there will be a protected zone through which existing trails run from Harvard Estabrook Woods to the Rockstrom Conservation Land and out to Bellows Hill Road. He said CRAC has no objections to the proposed moving of the barn as long as it remains in agricultural uses permitted under the CR.

Verge asked if there were any additional questions or comments. Willard asked Carr if they had received approval for the proposed septic plan from the Board of Health relative to their proposal to connect the barn into the existing septic system for the house. Carr said they had not yet received approval since they plan on increasing the number of bedrooms in the main house and since the footprint of the reconfigured barn has not yet been finalized. Verge asked Willard if she recommended that the Commission continue the hearing until the Board of Health has finished their review. Willard said she did not think this was necessary since the septic field is not located within the Commission's jurisdiction and she requested that the representative provide the Commission with a copy of the final septic plan once it has been approved by the BOH for future reference.

With no further testimony, *Verge said she would accept a motion to close the hearing for DEP #125-1044. The motion was moved by Wells, seconded by Smith and all voted in favor.*

Verge asked if there was any further discussion. Willard noted for the record that she had not confirmed delineations beyond the proposed locations of Wetland Flag #s A1-A8, since that was the limit of work proposed within the 100-foot Buffer Zone. *Verge said she would accept a motion to issue a Standard Order of Conditions with the following Special Conditions: 1) in addition to the wetland flags approved under DEP 125-1016, Wetland Flags #92-95, #8-#14 and A1-A7 ONLY are being approved under this Order; 2) a six-inch gap under the deer fencing shall be provided to allow wildlife passage; 3) pesticides/herbicides use within 25 feet of the Bordering Vegetated Wetland is prohibited. The motion was moved by Wells, seconded by Lindquist and all voted in favor.* Verge thanked the CRAC representatives for their efforts in working to reach a creative and mutually beneficial agreement.

Annual Farmers' Meeting - Review of 2017 Land Use Reports and 2018 Land Use Planning Forms. The Annual Farmer's Meeting has been postponed to April 12, 2018 when all of the current farmers can be present.

8:45 p.m. (DEP 125-) Notice of Intent

Applicant: Liubov Fedorova

Project Location: 59 Blaisdell Drive

Project Description: Addition to a single-family home, including an expanded garage and driveway with work within the 100-foot Buffer Zone of a Bordering Vegetated Wetland

Willard reported the hearing cannot be opened due to an address error in the Legal Notice and it has been rescheduled for April 12, 2018 at 7:15 p.m.

Cranberry Bog Alternatives Committee (CBAC) Update: Belitz, who is the Commission's committee liaison to CBAC, said the CBAC committee has completed the addendum report. He said he will be providing the peer reviewers with both the *Alternatives for the Future of Carlisle's Cranberry Bog* report released in April 2017 along with the recently completed CBAC Alternatives Addendum report. He noted the original report includes a large number of options that were considered and the addendum is a modification of the preferred option. He said the timeline for future actions includes completion of the peer review process within 4 to 6 weeks. The Commission would then hold meetings in May and June to discuss the peer reviewers' recommendations and hold several public hearings to demonstrate that the public has been heard and responded to, during which time CBAC would provide their response to the peer reviewers' comments as well. The timeline moving forward from that point would include a final decision by the Commission on approval of Revised Alternative 5 or specify another alternative for further investigation in June/July, working with an engineering firm to produce preliminary plans and obtain an estimate for funding requirements in advance of the beginning of the FY20 budget planning process in October, November.

Belitz noted he does not intend to vote; rather he will act as mediator throughout the alternative selection process.

Administrative Approval - 3 Forest Park Drive: Storm damage clean-up including, but not limited to, removal of one broken pine tree, one broken Dogwood and removal of several tree leaders and pruning - as specified on the proposal dated March 13, 2018 submitted by Acorn Tree and Landscaping. Included in the proposal is also proposed removal of a broken willow tree, leaving a portion within the "swamp". Willard said the property owner is willing to remove the tree from the Resource Area if the Commission determines this would be the best approach. All were in agreement with Wells' recommendation that it should be removed, with the following Conditions; a proposed method to undertake the removal of the fallen willow tree top shall be submitted to the office of the

Conservation Commission at least two days prior to the date the work is to be undertaken; no brush, logs or wood chips resulting from the removal/clean-up activity shall remain within the Resource Area; the Conservation Administrator must be contacted when the work is completed to conduct a final review of the site.

General Storm Damage Cleanup: In light of several recent damaging storms, Lindquist suggested that it may be helpful for the Commission to submit a letter to the Editor of the *Carlisle Mosquito* reminding homeowners that they need to consult with the Conservation Administrator regarding storm damage cleanup procedures and requirements and indicating these assessments are made on a case-by-case basis.

FY 19 Budget Update:

Excerpts From Annotated Agenda provided by Willard prior to the meeting:

Regarding increased hours and the increase in Grade on the Wage and Classification Scale for (the Administrative Assistant) position: In the FY 2017 budget year, the Personnel Committee agreed that the Commission's Administrative Assistant needed more time (a total of 35 hours/week) to fulfill her job requirements. After ConsCom reps meeting with the Finance Committee they followed up by increasing her hours to 27/week for FY'18. Again with funding for 3 hours/week from the Intents account she has been working this year at 30 hours/week.

During this finance season (beginning on October 2, 2017), Angie and Melinda (& me) approached the Personnel Committee to discuss increasing the grade for her position due to the complexity of work that needs to be accomplished. We met with them again in early February and it was anticipated that the Personnel Committee would make their decision later in February. However, there have been multiple Personnel Committee meeting cancellations. The most recent meeting at which we had anticipated a decision on the grade was to be this past Monday night. That meeting was cancelled as well, so therefore no decision regarding increasing the grade could be made. It now appears that time has run out to meet with the FinCom. It had been the plan, worked out with our FinCom liaison, to meet with FinCom to address either increased hours for the current grade, or if approved by the Personnel Board, the change in grade for our budget. One trip to FinCom rather than two. The Finance Committee was scheduled to meet on this last Monday night (we could have hopped from Personnel to FinCom) and Wednesday night. Monday night was cancelled. According to the write up in the 14 March '18 Mosquito, there was a joint meeting of FinCom and BOS on March 5 and a decision to not support an extra 5 hours for the ConsCom Administrative Assistant position and to delay any requests for a grade change until the process for doing that was more clear. I received no Agenda for that meeting as I usually do several days prior to a BOS meeting so we were not present to make our case.

Verge said she sent an email earlier in the day to the Commission's FinCom liaison, Victor Liang, with copies to FinCom Chair, Scott Triola, BOS Chair, Luke Ascolillo and Town Administrator, Tim Goddard indicating the Commission's disappointment and frustration with this year's budget process. She said she and Lindquist had spent a significant amount of time preparing supporting documentation for two FY19 budget requests: a grade position increase based on the current job description and an increase in hours from 30 - 35 per week. She said the Commission's scheduled meetings with the Personnel Board to discuss these requests have unfortunately been postponed several times because the meetings were cancelled due to quorum issues.*

Verge said the next Personnel Board meeting is scheduled for March 26, 2018. She said the Commission had been waiting to approach the Finance Committee with their annual budget request until they had received recommendations from the Personnel Board and have now missed the opportunity to meet with the Finance Committee prior to the closing of the Warrant. Lindquist noted the Finance Committee did not let the Commission know the Warrant was closing.

Verge said she then made a request to be added to the Finance Committee's next meeting agenda once she became aware that the Warrant was closing but FinCom informed her they did not think the Commission had any additional information to provide so the request was not included on their agenda.

Willard said the Finance Committee was aware in January of last year that the Personnel Board had approved an increase to 35 hours per week for the Administrative Assistant position but the Commission never had an opportunity to meet with the Finance Committee to make the case for FY19. Lindquist said although it was not clear that the request would have been approved, the Commission did not have a hearing and it therefore felt unprofessional that the entire process went by and the Commission was blocked out. Belitz asked if anything could be done besides the email that was sent. Verge said she has proposed working with them this summer for FY20 and will report back when she receives a response to her email.

Project Updates:

81 Russell Street (DEP 125-0966): Willard reported the first building is well under construction; however, the Planning Board's Senior Residential Open Space Community Rules and Regulations require that the designated transfer of land must occur before any building is allowed under a Building Permit. The Planning Board is addressing the violation and is working to facilitate the land transfer process.

63 Hanover Road (DEP 125-0979): An Enforcement Order was issued in March, 2017 following several attempts to contact the previous owner starting on January 27, 2017 regarding the failure of the installed siltation barrier to sufficiently contain runoff and for the unpermitted installation of a pipe over the siltation barrier in attempts to dewater the excavated area. The EO required the property owner to relocate the soil that had eroded beyond the siltation barrier/Limit of Work on a steep slope to a more stable location, to remove the soil that had accumulated along the upland side of the barrier, to stabilize/upgrade the siltation barrier, remove the drainage pipe, fill all gullies and hay and seed the upland slope. Willard said she has been informed there is a new property owner who will continue upgrading the siltation barrier as needed during the completion of the house construction project.

9:10 p.m. *Verge requested a motion to adjourn. The motion was moved by Lindquist, seconded by Wells and all voted in favor.*

Respectfully submitted,
Mary Hopkins
Administrative Assistant

DOCUMENTS PRESENTED: (on file and available upon request from the Office of the Conservation Commission)
-Email dated March 22, 2018 from Chair Verge to FinCom Liaison Victor Liang re FY19 Budget Process

***Personnel/FinCom Meetings:**

10/2/17	Pers Board - ConsCom requested requirements for FY19 staffing requests
10/30/17	FinCom - ConsCom submitted completed staffing/budget questionnaire at preliminary budget meeting
11/8/17	Pers Board CANCELLED
11/29/17	Pers Board - ConsCom Follow up on Staffing Requests (additional information was required)
12/2017	No Personnel Meetings Scheduled
1/16/18	CANCELLED
1/24/18	CANCELLED
2/6/18	Pers Board - ConsCom provided additional information ; told PB would advise at 2/15 meeting
2/15/18	CANCELLED
2/21/18	CANCELLED
3/5/18	BOS & FINCOM decision not to support ConsCom staffing requests
3/19/18	CANCELLED