

Carlisle Conservation Commission
April 15, 2020
Minutes

Consistent with Governor Baker’s March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor’s March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Carlisle Conservation Commission was conducted via remote participation. **(Virtual Meeting Zoom ID 990 7583 8235)**

7:36 p.m. Confirming Member Access: *Chair Dan Wells conducted a roll call vote to confirm all members and, staff were present: Lee Tatistcheff – aye; Vice Chair Angie Verge – aye; Helen Young – aye; Commissioners Ken Belitz and Alex Parra were not present. Conservation Administrator Sylvia Willard – aye; Administrative Assistant Mary Hopkins – aye.*

Chair Wells - Introduction to Remote Meeting: “In order to mitigate the transmission of the virus, we have been advised and directed by the Commonwealth to suspend public gatherings, and as such, the Governor’s Order suspended the requirement of Open Meeting Law to have all meetings in a publicly accessible physical location. Further, all members of public bodies are allowed and have been encouraged to participate remotely.

The Order, which is posted on the Town’s website, allows public bodies to meet entirely remotely so long as reasonable public access is afforded so that the public can follow along with the deliberations of the meeting. Ensuring public access does not ensure public participation unless such participation is required by law. This meeting will feature public comment. For this meeting, the Conservation Commission is convening by Zoom conference as posted on the Town’s website identifying how the public may join. Please note that this meeting is being recorded. Accordingly, please be aware that other participants may be able to hear you and anything that you broadcast may be captured by the recording. All participants should keep their phones muted unless recognized by the Chair to reduce background noise and feedback. All supporting materials that have been provided to members of this body can be made available on upon request. The public is encouraged to follow along using the posted agenda unless the Chair noted otherwise.” Wells concluded with a review of the meeting ground rules to allow for effective and clear conduct of the Commission’s business and to ensure accurate meeting minutes.

Bills for Approval: *Tatistcheff moved to approve bills as presented by Willard: \$138.40 to Garden Manager Jack O’Connor from the Foss Farm Community Gardens 53e.5 Account for garden maintenance supplies; \$14.90 from the General Fund to establish a Zoom Pro account to facilitate remote meetings. Verge seconded the motion. Roll Call Vote: Verge – aye; Tatistcheff – aye; Wells – aye; Young – aye. Motion passes.*

Public Comment: none provided

7:51 p.m. Commissioner Ken Belitz joined the meeting

Temporary Signatory Authorization:

Town Counsel has advised the Commission that the Middlesex North Registry of Deeds will allow the recording of Orders of Conditions and other permitting documents signed by the Conservation Administrator on behalf of the Conservation Commission, as long as a Certificate of Vote is first recorded certifying that the Commission has voted to give the Conservation Administrator this authority.

In accordance with these recommendations, Wells requested a motion to authorize Conservation Administrator Sylvia Willard to physically sign, on behalf of the Commission when so directed by vote of the Commission, documents issued by the Commission under the Wetlands Protection Act, G.L. c.131, §40, or the Carlisle Wetlands Protection Bylaw, Article XIII of the Town of Carlisle Bylaws, including (but not limited to) Orders of Conditions and Certificates of Compliance. The motion was moved by Tatistcheff and seconded by Verge. Roll Call Vote: Verge – aye; Belitz – aye; Tatistcheff – aye; Wells – aye; Young – aye. By affirmative vote of a majority of the members of the Commission, the motion passed.

Two separate Certificates of Vote documents will be completed and signed by Willard, which must then be certified by the Town Clerk, and will then be recorded in both the Registered Land and Recorded Land Divisions of the Registry of Deeds.

Temporary WPA Permit Issuance Procedures:

Willard reported she continues to participate in weekly Zoom meetings sponsored by the Mass Society of Municipal Conservation Professionals in conjunction with representatives from MassDEP and the Massachusetts Association of Conservation Commissions to provide resources for conservation departments. MassDEP is also providing weekly guidance and FAQs. Willard noted some commissions have decided not to take up any new projects during this time, but all are trying to do their best to move forward.

Willard said the state continues working to facilitate permitting boards to undertake their work remotely, with many procedures still under review, including steps to provide relief to cities and towns during this period to provide ConComs with relief from certain mandated deadlines (e.g. requirement to conduct public hearing within 21 days of receipt of a Notice of Intent [NOI]) and allow for electronic filing and signatures in certain circumstances. Willard reported that under current guidelines, many but not all of the procedures around opening and continuing deadlines have been changed: the appeal period for permits issued locally remains at ten days, while all other deadlines built into the WPA will not expire until 45 days after the state of emergency has ended.

Willard reported Town Counsel has provided a revised version of the WPA Form 5 signature page intended to satisfy MassDEP Regulations which require that a majority of Commission members sign an Order of Conditions (or other permitting documents). Members will now be provided with a separate Form 5 signature page electronically for any future permits issued by the Commission during the state of emergency, which will then be included in the MassDEP permit submission documents.

Cranberry Bog Working Group: The Commission deferred the scheduling of the next CBWG meeting until sometime in May, when they will continue discussing plans for holding public

information sessions to provide updates and receive feedback regarding future alternative uses of the bog. Young reported having received over 270 responses to the Cranberry Bog Survey to date.

Carlisle Non-zoning Wetlands Protection Bylaw Revision - Scheduling: The Commission deferred scheduling a future meeting until Parra can be present to provide an update on the proposed revisions.

Certificate of Compliance:

(DEP #125-0862) 41 Hanover Road; Hutokshi Gimi; Project: Construction of a single-family home, driveway and grading; Issued: 6/9/2009. Expired OOC's, Work incomplete: Wells requested a motion to issue a Certificate of Compliance for DEP 125-0862. The motion was moved by Tatistcheff and seconded by Verge. Roll Call Vote: Verge – aye; Belitz – aye; Tatistcheff – aye; Young – aye; Wells – aye.

Administrative Approvals – Recently Issued:

63 Carleton Road, Brian Worobey: Removal of two trees (hazard/dead) located within the 100-foot Buffer Zone.

74 Suffolk Lane, Lee & Cecile Sandwin: Removal of one hazard tree to be topped leaving at least 16-feet of trunk standing.

Departmental Staff Meeting Updates:

Upcoming Dates: Town Caucus on May 18, 2020; Town Meeting June 23, 2020; Town Election June 30, 2020

FY21 Budget: The FinCom will be issuing a request that all departments go through an exercise of submitting a 5% reduction to assist in finalizing their FY21 budget recommendations in light of the impacts of the COVID-19.

Next Meeting: April 23, 2020 at 7 p.m.

8:10 p.m. *Tatistcheff moved to adjourn. Young seconded. Roll Call Vote: Verge – aye; Belitz – aye; Tatistcheff – aye; Wells – aye; Young – aye.*

Respectfully submitted,
Mary Hopkins
Administrative Assistant

All supporting materials that have been provided to members of this body can be made available upon request.