



**TOWN OF TEWKSBURY
CONSERVATION COMMISSION
999 Whipple Road
Tewksbury, MA 01876**

Conservation Commission Bylaw Subcommittee

**Meeting Minutes
November 5, 2014**

The meeting was called to order at 6:22 p.m. by Steve Deackoff, at the Pike House. Present at the meeting was Dennis Sheehan, Kyle Boyd, Conservation Agent, Melissa Johnson, Recording Secretary, and Conservation Commission member, Jonathan Parker.

Carolina Linder was not present.

A) Fee Schedule Continued Conversation

Discussion took place on the fee schedule and possibly increasing fees. Mr. Deackoff explained that at the previous meeting it was agreed to simplify the fee schedule and align it with the States fees. The largest increase would be for Enforcement Orders and a majority of the remaining fees would mostly remain the same. Mr. Deackoff explained that the fees could be increased to help offset the salaries of town staff that perform engineering/reviews. While the fees may be increased the applicant also could save by having town staff review the sites. Mr. Boyd noted that the Planning Board frequently hires a consultant to review storm water. Mr. Deackoff requested the review letters also be provided to the Conservation Commission.

Mr. Boyd noted that he has also obtained language from another community on when a consultant should be required. After discussion, it was the consensus that this should remain as is currently and be handled on a case by case basis.

Discussion took place on adding additional language for Enforcement Order fees. Mr. Boyd explained that this can be done by doubling the Notice of Intent fee or by establishing a set price and noted that one Community has a \$500 fee. Mr. Deackoff expressed concerns with this being too high and suggested doubling the Notice of Intent fee and capping it at \$500.

Mr. Boyd provided a copy of the Town of Grafton's Conservation Commission Summary of Instructions for Notice of Intent and Application for Permit to those present and requested they review the document and provide their input at a later date.

Adjourn

MOTION: Mr. Deackoff made the motion to adjourn; seconded by Mr. Sheehan and the motion carried 2-0.

Approved: 9/2/15

(No new information provided.)