



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

Conservation Commission Bylaw Subcommittee

**Meeting Minutes
November 19, 2014**

The meeting was called to order at 6:02 p.m. by Carolina Linder, Chair, at the Pike House. Present at the meeting was Jonathan Parker and Steve Deackoff (6:20 p.m.). Also in attendance was Kyle Boyd, Conservation Agent, Melissa Johnson, Recording Secretary, and Conservation Commission member Anthony Ippolito.

A) Fee Schedule Continued Conversation

Mr. Parker noted that he has reviewed the Town of Grafton documents that were previously provided and feels they are user friendly. Mr. Boyd explained that he has incorporated some of the information from Grafton into Tewksburys.

Ms. Linder discussed the rules and regulations and suggested incorporating some of this information into the rules and regulations. Mr. Boyd suggested the members review the document he has provided (Summary of Instructions Notice of Intent and Application for Permit) and provide their input.

Ms. Linder noted that she has a few edits which include adding references to where additional information can be found on the particular subject, additional language, eliminating repetitive information, etc. Mr. Boyd noted that he feels it can be beneficial for the repetitive information. Ms. Linder discussed the checklist and reviewed her edits aloud; which include:

“What will it cost me”

- 1) “The State and town fees, both of which depend on the nature and extent of work.”

Ms. Linder feels this is vague and suggested adding the language “please check with Conservation Agent” and adding an explanation of “extent of work”

Ms. Linder suggested also adding a Number 6: “Enforcement Orders - activity conducted without the approval of the Commission, the fee will be double the applicable application fee.” Mr. Boyd noted that he has updated the fee schedule to reflect this. Ms. Linder suggested including it in the instructions also.

“What to Submit – Notice of Intent and Application for Permit”

Ms. Linder discussed the “application for permit” and noted that she feels this should be eliminated and suggested having a check list for each type of application. Ms. Boyd explained that he has discussed this with Steve Sadwick, Community Development Director, and he expressed concerns with this as it is setting guidelines and each case can be different with some requiring more information than others. Mr. Boyd will provide the members with the current checklist for Request for Determinations and Certificate of Compliance for their review.

Mr. Deackoff arrived.

Ms. Linder suggested moving the foot note “for downloadable forms to file under the Wetlands Protection Act go to the DEP website...” under “What Forms to Submit” and not show it as a footnote.

Ms. Linder asked if the “Application for Permit” section should be eliminated as it is repetitive. Mr. Boyd agreed and explained that this is something that has not yet been adopted into the bylaws.

5) “Notice to Abutters”

Ms. Linder suggested the Commission be made aware of whether the green certified mail cards are received back or not and, if not, they shall be provided at the hearing. Mr. Boyd explained Certificate of Mailings and Certified Mailings and the difference between the two. Ms. Linder suggested specifying what the “proof” is in the statement “you must furnish the Commission with proof...”

Discussion took place on the DEP website. Mr. Boyd explained that he has spoken with DEP regarding the website and he does not feel that it works correctly. DEP is aware of the issues that need to be corrected.

Mr. Boyd requested Ms. Linder provide him with her edits in written format for consideration of the other members. A copy of the full edits can be found with Ms. Linder.

Mr. Boyd provided the members with a copy of the Open Meeting Law and suggested they review the document.

Mr. Boyd requested the members review the sample fee schedule that has been provided and provide their input at the next meeting.

Adjourn

MOTION: Ms. Linder made the motion to adjourn at 6:56 p.m.; seconded by Mr. Parker and the motion carried 3-0.

Approved: 9/2/15

(No new information provided.)