

# Conservation Commission



19 WASHINGTON STREET  
SHERBORN, MASSACHUSETTS 01770

October 2, 2014

Sherborn Town Hall

7:00 P.M.

Minutes of the Meeting

**Members Present:** Alex Dowse (until 9:17 pm), Michael Lesser, Kelly McClintock, Carol McGarry, Jessica Pettit, Andrea Stiller (from 7:09 pm to 9:16 pm), Bridget Graziano (Conservation Agent / Administrator)

**Members Absent:** Steve Gaskin

**Guests:** Susan Tyler (left at 9:05 pm), Pete Meagher, Bob Bois  
Did not sign in: Elliot Taylor, Jean Bednor, Vicky Rellas

Mr. Lesser called the meeting to order at 7:04 pm. He notified the commission that Ms. Tyler would be recording the meeting.

Mr. Lesser asked for any items not reasonably anticipated within 48 hours of the meeting. There were none.

## **Determinations**

### **124 Nason Hill Road - Proposal to construct a deck 12' x 29'**

No one was present to represent the applicant. The Agent presented the proposal to construct a deck 12' x 29' in size. She recommended a Negative Determination (Negative 1, Negative 4, Negative 6) and the limit of work was not within 100' of a wetland resource or 200' of Riverfront. Mr. Dowse moved to accept the Agent's recommendation. Mr. Lesser seconded and it was voted to approve 5-0.

### **26 Curve Street - Proposal to replace the existing distribution box**

No one was present to represent the applicant. The Agent presented the proposal to replace the existing distribution box. She recommended a Negative Determination (Negative 1, Negative 4, Negative 6) and the limit of work was not within 100' of a wetland resource or 200' of Riverfront. Mr. Lesser moved to accept the Agent's recommendation. Mr. Dowse seconded and it was voted to approve 5-0.

**21 Snow Street - Proposal to construct a deck 14' x 27' and remove cover stairs on the outside of the existing dwelling**

No one was present to represent the applicant. The Agent presented the proposal to construct a deck 14' x 27' and remove cover stairs on the outside of the existing dwelling. She recommended a Negative Determination (Negative 1, Negative 4, Negative 6) and the limit of work was not within 100' of a wetland resource or 200' of Riverfront. Mr. Lesser moved to accept the Agent's recommendation. Mr. Dowse seconded and it was voted to approve 5-0.

**Ms. Stiller arrived at 7:09 PM.**

**Public Hearings****Public Hearing #1 - (Continued from 7/17/14, 8/21/14, 9/4/14 meeting) 2-4 North Main Street SLB-15-02 for a proposal to construct age restricted units, grading and landscaping, and well water line**

Mr. Lesser opened the hearing at 7:30 PM and stated that the hearing is waiting for the peer review and noted that the Town Administrator just signed the agreement. Mr. Lesser moved to continue the hearing at 7:30 pm on October 16th. Mr. McClintock seconded and it was voted to approve 6-0.

**Discussions****Discussion #1 - Sassamon Golf Course Review**

Mr. Dowse recused himself at 7:31 PM. He departed the room at 7:31 PM and arrived at 7:35PM.

Mr. Meagher (Sassamon Trace) and Mr. Bois (Town of Natick) were present for the discussion. Mr. Lesser asked Mr. Meagher and Mr. Bois who they would like to see perform the work after review of proposals, they agreed Avalon was the best option. The Commission discussed the strengths and weaknesses of the proposals submitted for the scope of work. It was agreed that the costs of the consultants hourly services were somewhat in the same range, but the Avalon needs to submit the hourly cost for consultant service. Additionally, Avalon needs to send more background information on golf course work performed by the firm. Commissioners agreed that all 4 firms need to update costs since it have been 9 months. Ms. Stiller noted her concern about some of the consultants' backgrounds and whether they could perform the requested of the Scope of Work. Specifically, she noted her concern about the review of the movement of the chemicals in the environment and their risks to the interest of the Act.

Mr. Lesser asked about how Chris Armando is doing on drafting a proposal to review of chemicals and movement toward organic treatments. He noted this was agreed to be drafted by Mr. Armando. The Commission agreed this could be discussed at a seperate meeting after speaking with Mr. Armando.

Mr. Lesser asked to meet with the Sassamon Trace, Mr. Meagher and Mr. Bois again next week to review findings from requests for updated proposals and conversations with firms regarding

background information to support the SOW and that the requirements could be accomplished by the firm. The Agent will contact the Town Administrator to ask about a previous situation that required insurance.

Mr. Dowse rejoined the Commission at 8:20 PM.

## **Discussion #2 - Conservation Staffing for Administrative Assistant to the Conservation Commission**

The Commission decided to ask the four final candidates to come back for a second interview in October. Times and dates were discussed for second interviews. Some unfinished tasks of contacting references or asking specific questions of applicants will be completed by various members of the Commission.

### **The Agent / Administrator job description**

The Commission is reviewing a proposal to possibly amend the existing job description for the Administrator/Agent position. Members reviewed a draft from Mr. Lesser.

Mr. Dowse stated that he thinks that it is not possible for a person to accomplish all of the tasks in the job description in 33 hours, let alone 18 hours per week. Additionally, he reported that he does not agree the staffing change, voted on by the Commission. Mr. Lesser explained that many of the details of the job description are accomplished no matter what the hours are and some other are not. This is similar to other positions in town.

Ms. McGarry commented on the proposed new language of the Administrator Agent position suggested adding some modifiers such as, "In conjunction with Commissioners, maintain contact with ..." Mr. McClintock noted that some of the job description items are accomplished by the Commissioners. Mr. Lesser stated that some of the items are accomplished by the Agent on an infrequent basis, but should be included in the written job description.

Ms. Tyler (a resident) asked how the Agent is possibly working 18 hours a week. Mr. Lesser stated that the Agent's working days are Mondays, Wednesdays, and every other Thursday. He explained how her work hours total 18 hours per week.

The Agent reported her available office hours are Mondays and Wednesdays from 10 am to 3 pm and by appointment.

## **Discussion #3 - Hopestill Reservation Memorandum of Understanding (MOU)**

Please note this discussion was discussed at 7:15PM.

Mr. McClintock reported on a conversation with Town Counsel discussing a possible MOU with the Woodward's for work at Hopestill Reservation. He stated that Town Counsel has some concerns with some specific language of the MOU. Mr. McClintock agreed to talk to those working on the property at the beginning of each season to check in with them. The Commission discussed and agreed to drop the MOU process and to maintain current practices.

## **Discussion #4 - Amendments to regulations and scheduling a public hearing**

The Commission agreed to discuss the proposed changes at a public hearing.

### Approval of Meeting Minutes

#### **Meeting Minutes of 5/15/14**

Mr. Dowse moved to accept the minutes. Mr. McClintock seconded and it was voted to approve 4-0-2, Mr. Lesser and Ms. McGarry abstaining.

#### **Meeting Minutes of 6/5/15**

Mr. Lesser moved to accept the minutes. Ms. Pettit seconded and it was voted to approve 5-0-1, Ms. McGarry abstaining.

#### **Meeting Minutes 6/25/14, 7/17/14, 8/7/14, 8/21/14, 9/4/14, 9/18/14, 9/24/14**

The approval of these Meeting Minutes was continued to the next meeting on October 16th.

### Conservation Administrator/Agent Report

#### **Conservation Land Maintenance**

- **Barber Reservation** - The Commission discussed mowing of Barber and that Matt Mayo can only mow the field at the beginning of November. The Agent reported that the Boy Scouts will be staying there and a Hunt Club has provided dates for the hunt. All parties have inquired about the mowing in the Fall.
- **Hidden Meadow** - The Agent reported that Hidden Meadow has been mowed and the work for one day was \$750. The Agent will check the budget to see if there are funds for another half-day of mowing.
- **Hopestill Reservation** - The Agent reported that the area seemed like it needed to be mowed. The Commission thought this was only once per year. The Agent said she would look into it.
- **School House Lot** - Mr. McClintock reported that there is material in the middle of the area and some saplings that need attention
- **Beavers permit/issues** - Mr. Lesser reported that the flow chart needs to be reviewed.
- **Forestry Grant projects** - It was noted that everything is in process.
- **Central Mass Mosquito Control Project (CMMCP) 2014 projects** - The Agent reported that some of the requirements provided by our office to CMMCP for a project at the Mayo Property, a CMMCP representative said they could not comply with Mr. Lesser asked to make this a future discussion item.
- **Update on saw mill demonstration** - Mr. McClintock reported that wood was cut with the saw mill and the demonstration went extremely well and there was a wonderful turn out. The Saturday event was very successful and many people attended. Mr. McClintock reported that a good time was had by all. The wood is currently being stored securely on a resident's property. He stated that the wood originally proposed for restoration of the barn is now being used for bog bridges. This is due to a certification required for the use

of this wood on structures. Ms. McGarry asked about when the forestry cutting plan would be implemented and how many trees are proposed to be removed. Mr. McClintock reported that the project has two parts: the stone walls and then the forest management under the Forestry Cutting Plan. Mr. McClintock did not have a number of trees to be cut.

- **Applicant simplification: Project Review Form** - The Commissioners will review the form and provide feedback.

Mr. McClintock moved to adjourn. Ms. McGarry seconded and it was voted to approve 4-0. The meeting was adjourned at 9:21 pm.

Respectfully submitted,

Alison Browning Mitchell  
Minutes Clerk

**Documents Presented at the October 2, 2014 Public Meeting**

All documents shall be kept in the Conservation Commission Office files.

**Discussions****Discussion #1 - Sassamon Golf Course Review**

- Beals and Thomas Proposal dated January 15, 2014 RE: Peer Review Services Sassamon Trace Golf Course
- Woodward and Curran Proposal dated January 9, 2014 RE: Proposal-Environmental Consulting Services Sassamon Trace Golf Course, Natick, MA
- Horsely Witten Group Proposal dated January 21, 2014 RE: Sassamon Golf Course OOC Compliance Review Services
- Avalon Consulting Services Proposal dated January 15, 2014 RE: Proposal for Peer Review of Compliance Sassamon Trace Golf Course Project No. 10-004

**Discussion #2 - Conservation Staffing Administrative Assistant to the Conservation Commission**

- draft job description for Administrator/Agent by Michael Lesser

**Discussion #3 - Hopestill Reservation MOU**

- drafted Hopestill MOU by Kelly McClintock and Bridget Graziano

**Discussion #4 - Amendments to regulations and scheduling a public hearing**

- drafted Administrative review document for permitting by Bridget Graziano

**Conservation Administrator/Agent Report****Paperwork simplification: Project Review Form - the Commissioners will review the form and give feedback**

- drafted Administrative review document for permitting by Bridget Graziano

Cc: Board of Selectmen, Board of Health, Planning Board, Building Dept., Town Clerk, Town Forest, Town Counsel, Sherborn Library, Advisory Committee, D/S Press, Zoning Board of Appeals, Sherborn Garden Club, Forest & Trail Assoc., Assessor, Groundwater Protection Committee, Farm Pond Advisory Committee