

Conservation Commission



19 WASHINGTON STREET
SHERBORN, MASSACHUSETTS 01770

August 21, 2014
Sherborn Town Hall
7:00 P.M.
Minutes of the Meeting

Members Present: Michael Lesser, Jessica Pettit, Andrea Stiller, Kelly McClintock

Members Absent: Alex Dowse, Steve Gaskin, and Bridget Graziano (Conservation Agent/Administrator)

Mr. Lesser called the meeting to order at 7:13 pm.

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

Mr. Lesser noted that Ms. Tyler is recording the meeting as of 7:35 pm.

Determinations

36 Kendall Ave - Proposal to perform soil testing and installation of septic system

No one was present to represent the applicant. Mr. Lesser presented the Agent's recommendation of a Negative 1, 4 and 6 as the work proposed was found to be outside of the Commission's jurisdiction. Mr. Lesser moved to accept the Agent's recommendation. Mr. McClintock seconded and it was voted to approve 4-0.

18 Brook Street - Proposal to construct an addition on single family home

No one was present to represent the applicant. Mr. Lesser presented the Agent's recommendation for a Negative Determination (Negative 1, 4 and 6) as the work proposed was found to be outside of the Commission's jurisdiction. It was noted that the project is within a Natural Heritage Polygon for rare, threatened or endangered species habitat and that the applicant must file under MESA; this will be stated in the letter. Mr. Lesser moved to accept the Agent's recommendation. Ms. Stiller seconded and it was voted to approve 4-0.

28 Pleasant Street - Proposal to demolish existing single family dwelling and other structures on the property including an in-ground pool. Removal of patio and fencing and pavement. Construction of new single family home and barn and associated site improvements including driveway, landscaping, re-grading, lawn. Removal of septic lines for other non-residence structures, re -location of septic tank and lines.

No one was present to represent the applicant. Mr. Lesser presented the Agent's recommendation for a Negative Determination (Negative 1, 4 and 6) as the work proposed was found to be outside of the Commission's jurisdiction. A Positive 2B Determination was also recommended because wetlands were marked on the plans but were not approved. Mr. Lesser moved to accept the Agent's recommendations. Ms. Pettit seconded and it was voted to approve 4-0.

South Main Street - Map 11 Lot 137A - Proposal to construct new single family dwelling with septic, well, driveway and landscaping

The proposal was continued to the next meeting on September 4th as a waiver of the 21-day period was submitted by the applicant's representative.

52 Hunting Lane - Proposal to perform soil testing and installation of septic system

No one was present to represent the applicant. Mr. Lesser presented the Agent's recommendation for permitting only soil testing and a Negative 3 Determination as access is through the buffer zone and the possible testing in the outer 50'-100' buffer zone. A Positive 2B Determination was also recommended because wetlands were marked on the plans but were not approved. It was noted that the project is within a Natural Heritage Polygon for rare, threatened or endangered species habitat and that the applicant must file under MESA; this will be stated in the letter. Mr. Lesser moved to accept the Agent's recommendations. Ms. Stiller seconded and it was voted to approve 4-0.

138 Farm Road - Proposal to install new well

No one was present to represent the applicant. Mr. Lesser presented the Agent's recommendation for a Negative Determination (Negative 1, 4 and 6) as the work proposed was found to be outside of the Commission's jurisdiction. Mr. Lesser moved to accept the Agent's recommendation. Mr. McClintock seconded and it was voted to approve 4-0.

132 Woodland Street - Proposal to perform soil testing and installation of septic system

No one was present to represent the applicant. Mr. Lesser presented the Agent's recommendation for a Negative Determination (Negative 1, 4 and 6) as the work proposed was found to be outside of the Commission's jurisdiction. Mr. Lesser moved to accept the Agent's recommendation. Ms. Pettit seconded and it was voted to approve 4-0.

Ratify an Emergency Certification**21 Sawin Street - Removal of dead/diseased red maple in 0-50' no-alteration zone**

Mr. Lesser presented an Emergency Certification for the removal of a red maple (leaving stump) falling into a driveway within the 0-50 foot buffer zone. Mr. Lesser moved to ratify the Enforcement Order. Ms. Stiller seconded and it was voted to approve 4-0.

Public Hearings**Public Hearing #1 - (Continued from 7/17/14 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 noted that the hearing needs to be continued as the Commission is waiting for the independent technical review work. Mr. Lesser moved to continue the hearing to 7:30 pm on Sept 4th, 2014. Mr. McClintock seconded and it was voted to approve 4-0.

Public Hearing #2 - (continued from 8/7/14 meeting) 49 Whitney Street proposal to install replacement septic system

Mr. Lesser opened the public hearing at 8:00 pm. Ms. McKenzie is representing her husband, Mr. McKenzie. He stated that the hearing was continued because of the lack of the Natural Heritage letter. This letter has been received, indicating that the project will not affect species habitat. Mr. Lesser reviewed each of the special conditions specified by the Agent as discussed at the previous meeting. It was stated that the applicant must follow the plan dated August 7th 2014. Mr. Lesser moved to close the hearing. Ms. Stiller seconded and it was voted to approve 4-0. Mr. Lesser presented the findings of the Commission that the project. Mr. Lesser moved to approve the proposal based on the plans and conditions. Mr. McClintock seconded and it was voted to approve 4-0.

Discussions**Discussion #1 - Update on staffing and budget**

An email from Mr. Dowse was sent to Mr. Lesser and distributed to the members. Mr. Lesser noted that the Agent requested, in writing, to reduce her work to 18 hours/week while maintaining her current Administrator/Agent position. Mr. Lesser noted that the Agent would make this change effective as of next week. He also noted that this was consistent with past discussions where a majority of the Commission wanted to continue Bridget's employment as Administrator/Agent at a reduced level with the addition of an Administrative Assistant. In order to continue proceeding with this staffing option,

Mr. Lesser moved the Commission's overall staffing be changed to:

- (i) an Administrator/Agent working at an average of 18 hours per week who remains the department head and continues under the same job classification and as an exempt employee and
- (ii) an Administrative Assistant working at about 18-19.5 hours per week as a non-exempt employee.

Mr. McClintock seconded and it was voted to approve 4-0.

Ms. Tyler asked about the vote and the opinions of the absent Commission members. Mr. Lesser reported that Mr. Dowse does not agree with the proposal and that Mr. Gaskin does agree with the proposal.

It was discussed that a job description for the Administrative Assistant position has been approved by the Commission and the Personnel Board with a maximum work level of 19.5 hours/week. The job opening has been posted and applications are being received by the Commission. Mr. Lesser suggested that the Agent would email all of the applicants to start the process of interviewing candidates. The Agent can help find a time to meet to review applications. Mr. Lesser noted that the new staffing setup and the hiring process had been discussed with the Town Administrator.

Mr. Lesser added that the new staffing setup would fit within the approved FY15 budget and that staffing might come in under budget due to the hiring period time. Mr. Lesser suggested the Commission consider temporary administrative support during the hiring process. Ms. Tyler asked about what the temporary job would be.

Mr. Lesser moved that, if needed, the Chair and or the Treasurer could approve the hiring of some administrative support during the hiring period for the Administrative Assistant, subject to any approvals that might be needed by the Town Administrator and or the Personnel Board. Mr. McClintock seconded and it was voted to approve 4-0. It was noted that the current Minutes Clerk could be hired for additional hours to provide such temporary administrative support.

Mr. Lesser stated a standard set of interview questions to ask every candidate needed to be developed. The Commission members will be queried to find a time for doing interviews.

Approval of Meeting Minutes – none reviewed.

Conservation Administrator/Agent Report

- Conservation Land Maintenance – not discussed.

Mr. Lesser moved to adjourn the meeting. Ms. Stiller seconded and it was voted to approve 4-0. The meeting was adjourned at 8:40pm.

Respectfully submitted,

Michael Lesser
Conservation Commission Member

Documents Presented at the August 21, 2014 Public Meeting

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

Discussion 1- Update on Staffing and Budget

- Michael Lesser email (August 21, 2014) to Commission members “Subject: ConCom staffing issues for Aug 21, 2014 meeting – “August 21, 2014 Meeting Discussion Item: Conservation Commission Staffing Issues”
- Alex Dowse email of Thursday, August 21, 2014 6:01 PM sent to Michael Lesser, Town of Sherborn (and cc: Conservation Agent) with Subject: Re: ConCom staffing issues for Aug 21, 2014 meeting

Public Hearing 2 - 49 Whitney Street

- Notice of Intent “Notice of Intent” by Green Hill Engineering, received July 16, 2014
- Plans Titled, , “Proposed Site Plan” , dated July 13, 2014 and revised August 7, 2014

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