

# Conservation Commission



19 WASHINGTON STREET  
SHERBORN, MASSACHUSETTS 01770

July 17, 2014

Sherborn Town Hall

7:00 P.M.

Minutes of the Meeting

**Members Present:** Alex Dowse (at 7:01 pm via phone), Steve Gaskin, Michael Lesser, Jessica Pettit, Andrea Stiller, and Bridget Graziano (Conservation Agent/Administrator),

Mr. Dowse's phone call was disconnected at 7:47 pm. He called back at 7:48 pm. His phone call was disconnected at 8:35 pm. Mr. Dowse called back at 9:27 pm and remained on the line until 9:55 pm.

**Absent Members:** Kelly McClintock

**Guests:** Susan Tyler, Pat Cassell, Carol McGarry, Eliot Taylor, Peter Liffiton, Desheng Wang, Robert Johnson, Elizabeth Johnson, Audrey Raycroft, Bob Murchison, Alison Murchison, Joyce Hastings

Mr. Gaskin called the meeting to order at 7:07 pm. Mr. Gaskin notified the Commission that Mr. Dowse will be participating via phone because he is at a geographical distance.

Mr. Gaskin notified the Commission that Ms. Tyler would be recording the meeting.

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

## **Determinations**

### **25 Prospect Street - Proposal to construct a detached garage**

No one was present to represent the Applicant. The Agent presented the applicant's proposal to construct a detached garage. The Agent recommended a Negative Determination (Negative 1, Negative 4, Negative 6). Mr. Gaskin moved to accept the Agent's recommendation. Ms. Stiller seconded and it was voted to approve 5-0. (Mr. Lesser voted to approve. Mr. Gaskin voted to approve. Ms. Stiller voted to approve. Ms. Pettit voted to approve. Mr. Dowse voted to approve.)

### **101 Farm Road - Proposal to construct a two-car garage**

No one was present to represent the Applicant. The Agent presented the applicant's proposal to construct a two-car garage. The Agent recommended a Negative Determination (Negative 1,

Negative 4, Negative 6) as no wetland resources were within 100-feet of the limit of work. Mr. Gaskin moved to accept the Agent's recommendation. Ms. Pettit seconded and it was voted to approve 5-0. (Mr. Lesser voted to approve. Mr. Gaskin voted to approve. Ms. Stiller voted to approve. Ms. Pettit voted to approve. Mr. Dowse voted to approve.)

### **Lake Street Map 11 Lot 69 D - Proposal to develop a residential lot with single family home, driveway, septic system, well, and landscaping**

No one was present to represent the Applicant. The Agent presented the proposal to develop a residential lot with single family home, driveway, septic system, well, and landscaping. The Agent recommended a Positive Determination (Positive 2B, Positive 4, Positive 5) due to lack of sufficient information and the presence of nearby wetland resources. Mr. Gaskin moved to accept the Agent's recommendation. Ms. Stiller seconded and it was voted to approve 5-0. (Mr. Lesser voted to approve. Mr. Gaskin voted to approve. Ms. Stiller voted to approve. Ms. Pettit voted to approve. Mr. Dowse voted to approve.)

### **37 Greenwood Street - Proposal to replace the existing d-box**

No one was present to represent the Applicant. The Agent presented the proposal to replace the existing d-box. The Agent recommended a Negative Determination (Negative 1, Negative 4, Negative 6) as no wetland resources within 100 feet of the limit of work. Mr. Gaskin moved to accept the Agent's recommendation. Ms. Pettit seconded and it was voted to approve 5-0. (Mr. Lesser voted to approve. Mr. Gaskin voted to approve. Ms. Stiller voted to approve. Ms. Pettit voted to approve. Mr. Dowse voted to approve.)

## **Discussions**

### **Discussion #1- Review of possible substantial changes to the Sherborn Wetlands Regulations**

Mr. Lesser reported that he wasn't able to talk to any of the BOS about financial implications of the substantial changes. The Agent has not received permission to contact Town Counsel yet, but is waiting to hear back from a member of the BOS. This will be an item for discussion at the next meeting.

### **Discussion #2 - Vote to accept gift of \$800 for plantings at Barber Reservation for the Conway School Design Plan**

David Parish proposed to donate \$800 for plantings at Barber Reservation for the Conway School Design Plan. Mr. Lesser suggested postponing the decision on accepting this gift until the relevant meeting minutes are available from the Planning Board meeting.

## **Public Hearings**

### **Public Hearing #1 - Washington Street Map 3 Lot 88B&C DEP File # 283-356 for a proposal to complete site improvements**

Mr. Gaskin opened the hearing at 8:00 PM. Desheng Wang provided details on the changes to the plans for this site. The limit of work was changed to reduce the work area needed for the proposed project (and this was noted this was one of DEP comments on the NOI). The proposed work entailed the removal of three sheds and included the removal of trees damaged by a hurricane in the 50-100-foot part of the buffer zone that is already altered. As requested, Mr. Wang will mark the locations of debris to be removed on the plan. The Agent noted that a letter from Natural Heritage is required to close the hearing, as this project is located within Estimated and Priority Habitat for Rare, Threatened and Endangered Species. Mr. Wang stated that he will forward the letter to the Agent. The wetland delineation flags reviewed and verified by the Agent were discussed in detail and a new plan noting the agreed-upon flags was requested. The Agent requested that the former delineation lines be shown on the map, for reference and to show the changes made in the field.

Mr. Gaskin moved to close the hearing. Ms. Stiller seconded and it was voted to approve 4-0. (For Roll Call Vote: Mr. Lesser voted to approve. Mr. Gaskin voted to approve. Ms. Stiller voted to approve. Ms. Pettit voted to approve. Mr. Dowse's phone call was disconnected during this vote.)

The final ruling for the plan will be voted during the Commission's meeting on August 7<sup>th</sup>, 2014.

During the transition time, Ms. Pettit stepped out of the room at 8:34 pm and returned at 8:36 pm.

### **Public Hearing #2 - 24 Great Rock Road SLB-15-01 for a proposal to install replacement septic system**

Mr. Gaskin opened the hearing at 8:36 PM. The proposal to install replacement septic system in the buffer zone was presented. As part of the alternatives analysis, several existing features of the site were mentioned: there is an existing cesspool and the new system will be an improvement; ledge was found from test pits; some soil is not appropriate for a septic system. Requirements for this proposal include that all stockpiles be kept outside of the 100-foot buffer zone; the septic system will be loamed and seeded; a few native shrub plantings should be added to the plan at the toe of the slope.

Mr. Gaskin moved to close the hearing. Ms. Stiller seconded and it was voted to approve 4-0. (Mr. Lesser voted to approve. Mr. Gaskin voted to approve. Ms. Stiller voted to approve. Ms. Pettit voted to approve. Mr. Dowse's phone call was disconnected during this vote.)

Mr. Gaskin moved to approve the proposal with the stated changes. Ms. Pettit seconded and it was voted to approve 4-0. Roll Call Vote: (Mr. Lesser voted to approve. Mr. Gaskin voted to approve. Ms. Stiller voted to approve. Ms. Pettit voted to approve. Mr. Dowse's phone call was disconnected during this vote.)

The Agent requested a break from 9:02 pm to 9:15 pm.

**Public Hearing #3 - 12 Ames Drive DEP #283-0357 for a proposal to demolish the existing single family dwelling and construction of new single family dwelling and repositioning of a portion of the driveway with landscaping**

Mr. Gaskin opened the hearing at 9:01PM. Joyce Hastings of GLM Engineering Consultants, Inc was present to represent the Applicant. She presented the Applicant's proposal, which would take place in already altered 50-100-foot part of the buffer zone. The driveway will remain gravel, but the shape of it will change. The Agent requested that any catch basins be equipped with filter fabrics and this should be added to the plan. This project is located within Estimated and Priority Habitat for Rare, Threatened and Endangered Species and a letter to the Commission is expected. Ms. Hastings stated that she would like the hearing continued to the next Commission meeting.

Mr. Gaskin moved to continue the hearing to August 7<sup>th</sup>, 2014 at 8:00 pm. Ms. Stiller seconded and it was voted to approve 4-0. (Mr. Lesser voted to approve. Mr. Gaskin voted to approve. Ms. Stiller voted to approve. Ms. Pettit voted to approve. Mr. Dowse's phone call was disconnected during this vote.)

Mr. Dowse called back at 9:27 pm

Mr. Dowse signed off at 9:55 pm

**Public Hearing #4 - 2-4 North Main Street SLB-15-02 for a proposal to construct age restricted units, grading and landscaping, and well water line**

Mr. Gaskin opened the hearing at 9:30 PM. Mr. Bob Murchison was present to represent the Applicant's proposal. The applicant provided the Affidavit of Service which is sufficient under the Sherborn Wetlands Regulations. Questions were asked about stormwater, alteration of jurisdictional resources, and protection to be put in place in the proposal. The Agent suggested a peer-review of the stormwater plan, per state requirements. She reported that the Board of Health and Planning Board would be requiring a peer review for portions of this project. It was noted that there will be three proposals generated, one from each engineering firm and the Commission would make a recommendation to the other boards for selection of a firm.

Mr. Gaskin moved to continue the hearing to the meeting on August 21<sup>st</sup> at 7:30 pm. Ms. Pettit seconded and it was voted to approve 4-0. Roll Call Vote: (Mr. Lesser voted to approve. Mr. Gaskin voted to approve. Ms. Stiller voted to approve. Ms. Pettit voted to approve. Mr. Dowse's phone call was disconnected during this vote.)

**Discussions**

**Discussion #3 - Update on staffing and budget**

Mr. Lesser presented (as also sent in an email before the meeting) information about the ongoing job hiring for the Administrative Assistant. This information included: (i) the job description approved by the Commission that was submitted to the Personnel Board for a July 22 meeting, (ii) a cover memo to the Personnel Board about the job descriptions and (iii) a preliminary draft

job posting. He also noted that the Town Administrator said that we can post the job and begin the hiring process even while the job description is being reviewed.

The draft job posting was discussed with comments by Commission members. Mr. Lesser noted that some changes may be needed for the newspaper ad depending on cost issues. The hours/week (range 18-19.5) and hourly salary (up to \$21/hour) will depend on the Commission budget and the person being hired. The job description has a 19.5 hour/week maximum. It was noted that the town ceiling for an administrative assistant is currently \$24.30/hour.

Mr. Lesser stated that the budget for the new staffing is targeted to be within the current approved FY15 staff budget with the Administrator/Agent budgeted for a maximum of 19 hours/week on average. He also noted that the new staffing will also provide significant savings to the Town because the Administrator/Agent will no longer receive benefits (though this is not reflected in the Commission's budget). He reported that David Williams continues to be informed about the staffing changes.

Mr. Dowse brought up the issue of different staffing configurations. It was discussed that the Commission had decided to pursue the current approach and to see how it works.

### **Approval of Meeting Minutes of 3/20/14, 4/3/14 & 4/22/14**

#### **Meeting Minutes of 3/20/14**

Mr. Lesser moved to accept the minutes as edited. Mr. Gaskin seconded and it was voted to approve 5-0. Roll Call Vote: (Mr. Lesser voted to approve. Mr. Gaskin voted to approve. Ms. Stiller voted to approve. Ms. Pettit voted to approve. Mr. Dowse voted to approve.)

#### **Meeting Minutes of 4/3/14**

Mr. Lesser moved to accept the minutes as edited. Mr. Gaskin seconded and it was voted to approve 5-0. Roll Call Vote: (Mr. Lesser voted to approve. Mr. Gaskin voted to approve. Ms. Stiller voted to approve. Ms. Pettit voted to approve. Mr. Dowse voted to approve.)

#### **Meeting Minutes of 4/22/14**

Ms. Pettit moved to accept the minutes as edited. Mr. Gaskin seconded and it was voted to approve 5-0. Roll Call Vote: (Mr. Lesser voted to approve. Mr. Gaskin voted to approve. Ms. Stiller voted to approve. Ms. Pettit voted to approve. Mr. Dowse voted to approve.)

#### **Signing of Warrant - none**

#### **Conservation Administrator/Agent Report**

- **Conservation Land Maintenance - vote on Land Management Plan for FY 15 (temporary)**

The Agent reported that Mr. McClintock reviewed options for mowing the fields and parking areas and that he had recommended a quote from Steve Southerland (from Holliston) for \$600 to regularly maintain the Barber Reservation parking lot area. Mr. Gaskin moved to accept this quote. Ms. Stiller seconded and it was voted to approve 5-0. (Mr. Lesser voted to approve. Mr. Gaskin voted to approve. Ms. Stiller voted to approve. Ms. Pettit voted to approve. Mr. Dowse voted to approve.)

- **Review of Conway School Ecological Plan -**

The Commission asked the Agent to post the final plan on the website and the front of the Conservation page. It was noted that the document could be sent via email.

- **Review of proposed land for donation to the Conservation Commission (Curve Street)**

The Commission originally canceled a site visit for this property as there were multiple NOI's with deadlines for the state and not all could be completed if this was part of the work.

Mr. Lesser suggested letting the Board of Selectmen know about the possible donation of 3 acres, close to Barber Reservation. The Commission reviewed the possible value of this lot. It was noted there could be access through to the Barber Reservation.

Ms. McGarry asked if the parcel has ecological value, the Agent and Mr. Gaskin agreed it would. The Agent presented options for possible adoption of this parcel by the town. Mr. Taylor noted this would need to be accepted at Town Meeting; the Commission agreed and were aware of this. The Agent agreed to set a new time for the review of this parcel, including other option and its assessed value.

- **Forestry Grant Awarded for Barber Reservation**

The Agent presented that the DCR Grant for Forestry work under the Forestry Stewardship Plan has been approved and the Commission should focus on the work this project entails, as it is to be completed by June 2015.

Mr. Gaskin thanked the Agent and Mr. McClintock for their work on this grant application.

### **Adjourn**

Mr. Gaskin moved to adjourn the meeting. Ms. Stiller seconded and it was voted to approve 4-0. (Mr. Lesser voted to approve. Mr. Gaskin voted to approve. Ms. Stiller voted to approve. Ms. Pettit voted to approve. Mr. Dowse's phone call was disconnected during this vote.) The meeting was adjourned at 10:46 pm.

Sincerely,

Alison Browning Mitchell  
Minutes Clerk

**Documents Presented at the July 17, 2014 Public Meeting**

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

**Determinations**

**Lake Street Map 11 Lot 69 D/F - Proposal to develop a residential lot with single family home, driveway, septic system, well, and landscaping**

**Discussions**

**Discussion #2 - Vote to accept gift of \$800 for plantings at Barber Reservation for the Conway School Design Plan**

- Letter from David Parrish dated July 14, 2014 (kept in Budget FY15 turnover folder)

**Discussion #3 - Update on staffing and budget**

- Administrative Assistant Job Description Personnel Board Vote July 22, 2014
- Memo to the Personnel Board on the Administrative Assistant Job Description
- Draft letter of Job Description posting for the Administrative Assistant

**Public Hearings**

**Public Hearing #1 - Washington Street Map 3 Lot 88B&C DEP File # 283-356 for a proposal to complete site improvements**

**Public Hearing #2 - 24 Great Rock Road SLB-15-01 for a proposal to install replacement septic system**

**Public Hearing #3 - 12 Ames Drive DEP #283-0357 for a proposal to demolish the existing single family dwelling and construction of new single family dwelling and repositioning of a portion of the driveway with landscaping**

**Public Hearing #4 - 2-4 North Main Street SLB-15-02 for a proposal to construct age restricted units, grading and landscaping, and well water line**