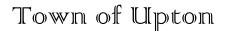
CONSERVATION COMMISSION





Massachusetts

1 Main ST, BOX 9 UPTON, MASSACHUSETTS 01568

508-529-6286 concomm@uptonma.gov

Meeting Minutes - Wednesday 3/12/2014

To: Members of Upton Conservation Commission

CC: Kelly McElreath, Town Clerk

From: Denise Smith, Administrative Assistant

Members Attending:

Chris Scott, Sandy Lajoie, Mike Penko, Alan Miano, Marcella Stasa, Scott Heim and Tom Jango Mary Overholt (Associate Member); Selby (Agent)

7:35 PM Meeting Opened

- Discussion of Code Enforcement's new Zoning Permit Application (sign-off form).
- Need a chart of work flow to assist in the permit process
- Need to "legalize" this form by adding specific info for printed name/signature & date.
- Motion to authorize Alan to legalize the Zoning Permit Application and resubmit to the Commission for review before sending to Blythe & Code 2nd & approved.
- Questions regarding applicability of this form for the building permit process.
- Need to address problems with the sign-off process; need to ensure that wetlands and stormwater are being addressed; do we need to add our own form to the Pre-Building Permit process.
- Need to make the process clear for residents so as to ensure that they have all appropriate permits for their project(s).
- Need to understand the electronic permit system to determine if we can get notification when permits are entered and how to flag a project to ensure permits aren't issued prior all departments review.
- Motion for Chris to email Blythe to suggest to Code Enforcement that they add printed name & date to the Building Permit form – 2nd & approved.
- Also suggest another meeting w/ appropriate departments to discuss the permit process (Code/BOH/Conservation).
- Discussed creating a survey form to get feedback on our permit process; motion for Alan to create a survey 2nd & approved.

Agent's Report (2/27/14 – 3/12/14)

- Per submitted report.
- Discussion of the Turtle Habitat fund proposed use to monitor the habitat and activity along the Warren Brook corridor (from Rte 140 all the way to Davidson's golf course on Fowler St).
- Scott will contact Dan Wells to see if he could put together a proposal for the scope-of-work.
- Need to send letter requesting funds by May 11^{th} .
- Motion for Selby to draft a letter to Natural Heritage requesting funds for the wood turtle project 2nd & approved.
- Motion for Scott to contact Dan Wells to get a scope-of-work for the project -2^{nd} & approved.
- Discussed the letter from the CMMPC in response to our letter requesting info; they did not directly answer some of our questions; Looking for info on cost breakdown/analysis of their services.
- Chris will draft another letter.

General Items

Meeting Minutes – Motion to approve minutes of 2/26/14 – 2nd & approved.
Finances - Current payroll signed.
Website – Alan updated new trail map for Stefans land.
OSC
LSC – Eagle Scout projects being discussed; one possible project is for a kiosk at Heritage Park off Elm St.
Denise's Items

Miscellaneous Items:

Motions:

- Issue and sign COC for East $St Lot 8 2^{nd}$ & approved.
- Motion to approve warrant articles for the upcoming ATM for the Conservation Fund and Revolving Funds (4) -2^{nd} & approved.

Forestry Grants –Marcella has submitted the Mass DCR Cost Share Application Forest Stewardship Plan Working Forest Initiative Grant; in anticipation of possibly receiving this grant should we start researching companies to perform the work on the Town properties; Mike suggested contacting Mass Audubon to review the Forestry Plan once prepared by a Forester; this would provide another point of view.

Motion for Mike to contact Mass Audubon for a cost estimate -2^{nd} & approved.

Shade Tree Permit – DPW is aware that they need to hold a public hearing for cutting trees along public right-of-ways over $1\frac{1}{2}$ inches in diameter per the Public Shade Tree Law.

Hartford Highlands subdivision – review of draft comment letter prepared by Selby to be submitted to the Planning Board; suggest adding check for potential vernal pool to the letter.

Solar facilities bylaw – Bill Taylor gave an update on the proposed bylaw; proposing they be allowed by-right in the C&I Zone with a cap of 5 acres; anything larger will need to go through Special Permit process; considering allowing in other zones through Special Permit. Planning Board will hold a public hearing on April 8 at 7:10 pm. One comment made at this time is for concerns to impacts of natural resources. BOS is looking to create a new Green Communities Implementation committee if anyone is interested they should submit a letter to the BOS.

9:05 PM Motion to Adjourn – 2nd & Approved

Minutes approved on: _____