

CONSERVATION COMMISSION

Town of Upton



Massachusetts

508-529-6286
concomm@uptonma.gov

1 Main St, Box 9
UPTON, MASSACHUSETTS 01568

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 11th.
- 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 – 2nd & 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 – 2nd & approved.
- Motion to approve warrant articles for the upcoming ATM for the Conservation Fund and Revolving Funds (4) – 2nd & 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 – 2nd & approved.

Shade Tree Permit – DPW is aware that they need to hold a public hearing for cutting trees along public right-of-ways over 1½ 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: _____

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