

# CONSERVATION COMMISSION

Town of Upton



Massachusetts

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1 Main St, Box 9  
UPTON, MASSACHUSETTS 01568

## Meeting Minutes – Wednesday 3/26/2014

To: Members of Upton Conservation Commission  
CC: Kelly McElreath, Town Clerk  
From: Denise Smith, Administrative Assistant

### Members Attending:

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

### 7:40 PM Agent's Report (3/13/14 – 3/26/14)

- Per submitted report.
- Selby will research tree plantings to determine appropriate types for street trees.

### 8:00 PM Turtle Habitat Study

- Receive a draft scope of work from Dan Wells for this potential project. Gives an idea as to what would be involved.
- Selby prepared a draft letter requesting the funds be released to the Commission for this project; Mike suggested including a map of the area.
- Discussion held regarding concerns about accessing private property within the potential habitat study area; perhaps we should contact landowners to get permission or at least contact them to let them know of this project.

### 8:15 PM Forms & Permits

- Pre-Construction Evaluation form – should be on Conservation letterhead and given to Code Enforcement to be included in the building permit application process; form will be returned to Conservation Commission to determine what filings (if any) are needed.
- E-permitting: questions about new projects needing sign-offs – how are we notified; can permits be flagged until all proper signatures are obtained; will continue to explore the system and if necessary see if we can get GeoTMS to come out and do additional training now that we are using the system.
- Chris will set up another meeting with Blythe and Code Enforcement to discuss permit process.
- Selby and Alan will continue to develop the flow chart of permit process; also create a list of triggers to assist in knowing what type of permit might be needed.

### 8:55 PM General Items

**Meeting Minutes** – Motion to approve minutes of 3/12/14 – 2<sup>nd</sup> & approved.

**Finances** - Current payroll signed

**Website** – continue to update w/ pertinent links and new info.

**Administrative** – focusing on e-permitting system.

**Budget** – Conservation Fund requesting \$5000 at ATM per Chris's conversation w/ Blythe this may be cut to \$3000 or may be moved to a potential town meeting in the fall.

**Miscellaneous Items:**

**Customer Survey** – Alan is creating a survey to get feedback; will continue at another meeting.

**Forestry Grants** – grant submitted no response as yet; Tom suggested that we begin interviewing forestry companies to determine what they have to offer; suggests that we invite one company per meeting to give a short presentation of their services; Marcella and Tom will contact companies and invite to an upcoming meeting.

**Solar facilities bylaw** – Planning Board public hearing to be held on April 8<sup>th</sup>.

**Mosquito control** – check out costs spent by surrounding towns such as Northbrige.

**Motion** – authorize Selby to finalize the letter requesting the funding for the wood turtle habitat project – 2<sup>nd</sup> & approve.

**9:40 PM Motion to Adjourn – 2<sup>nd</sup> & Approved**

**Minutes approved on:** \_\_\_\_\_

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