



TOWN OF WESTBOROUGH  
MASSACHUSETTS  
Conservation Commission

Forbes Municipal Building  
45 West Main St.  
Westborough, MA 01581  
(508) 366-3014

DATE: May 6, 2016

RE: Minutes of Meeting of April 12, 2016

Members Present: Chairman Koenigsberg, Member Buckalew, Member Lundberg, Member Kessler, Member Donley

Absent Members: Member Cushing, Member Kelley

Member Buckalew motioned to issue an Administrative Certificate of Compliance for stormwater improvements for E.L. Harvey & Sons, Inc., 68 Hopkinton Road seconded by Member Kessler motion passes 4-0

*7:00pm – Continued Hearing – Request for Determination of Applicability –Department of Public Works adjacent to Lake Chauncy parking lot Assessor's Map 34, Parcel 98.*

Member Koenigsberg discussed with the Commission that voting no on the RDA request will not stop the project, it will only change the type of filing that the Town needs to submit to do the project. Member Kessler discussed his dislike for taking the trees down and the loss of habitat for the Fish Crow.

Member Buckalew motioned to issue a Negative 3 Determination of Applicability with Special Conditions to the Town of Westborough Department of Public Works for the proposed tennis courts adjacent to the Lake Chauncy parking lot which is also shown on the Assessor's records as Map 34, Parcel 98 seconded by Member Donley Motion passes 3-1-1. Member Lundberg recused himself.

*7:15pm – Hearing – Request for Determination of Applicability –Keolis Commuter Services, Rights-of-Way Management.*

Member Koenigsberg read the legal notice for Request for Determination of Applicability – Keolis Commuter Services, Rights-of-Way Management.

The Conservation Officer explained to the Commission that this filing is to control and manage vegetation management along the railroad right-of-way layout. The work is exempt within the Wetlands Protection Act, therefore the Commission is merely approving the location of the resource areas.

Member Buckalew motioned to issue a Negative 5 Determination of Applicability to Keolis Commuter Services to conduct vegetation management along the railroad rights of way seconded by Member Kessler motion passes 5-0.

*7:20pm – Discussion- Administrative Assistant building permit signoff.*

The Conservation Officer explained to the Commission that the Conservation Department has moved from the Planning Board's office in room 22 down the hall to room 25. With this move there is now a different dynamic in the office, since it's only the Conservation Officer and the Administrative Assistant maintaining the office. The Conservation Officer would like to allow the Administrative Assistant the ability to sign off on building permit routing sheet when the Conservation Officer is absent long term.

Member Kessler asked the Conservation Officer what the Administrative Assistant is and isn't allowed to sign off on so the Commission could have some clarity.

Member Koenigsberg asked that the Conservation Officer bring the Commission a more defined outline on when the Administrative Assistant can and cannot sign off without the Conservation Officers approval.

*7:25pm – Discussion – Update on Sandra Pond Reservoir Watershed Activities.*

The Conservation Officer explained to the Commission the work that has been completed around the Reservoir and the connected watershed parcels. The Conservation Officer has finished the work along the Upton Road section of the Reservoir, all that is left is to have Veolia work with the Town to install an emergency spill kit in the area.

The Conservation Officer told the Commission that he has had the whole tributary and all its associated headwalls cleaned and they just need to have some vegetation cut from around them.

The Bowman west area has been fully cut and the trash and metal has been removed, as it stands today we are almost done stumping and excavating out all the honeysuckle roots. The trail will be relocated to a much higher section and wood chips are going to be laid out.

The Conservation Officer is very thankful to the Westborough DPW and to E.L. Harvey's for all their help with this project.

The Conservation Officer is going to survey Bowman east and the Conservation Officer and Administrative Assistant have already found a lot of the existing monumentation to make it easier for the survey to commence.

The fire roads have recently been mowed, Member Kessler commented that next time the mowing needs to be done this time of year if the mower could avoid the vernal pool area. It is not great for the vernal pool amphibians they may have been in the area that was mowed.

The Conservation Officer stated that after the fire roads were mowed it will be easier to see that there are a few areas that will need to be cut again, because of dead and dying trees. Member

Kessler asked why we wouldn't just leave the trees dead and broken. The Conservation Officer explained that this would look awful and would hinder the undergrowth, as well as become quite a hazard.

Member Koenigsberg discussed with the Commission the fire roads and where they are located. Member Koenigsberg asked, was the mowing an expansion to the existing roads. The Conservation Officer explained that the only place that was mowed was the existing fire roads. The Conservation Officer told the Commission that all the roads have had the stumps ground down that's how you can tell that area was meant to be a fire road.

*7:35pm – Discussion – Conservation Officer revised draft job description.*

The Conservation Officer explained to the Commission the new changes in the Conservation Officer's job/job description. The Conservation Officer will no longer be the Assistant Town Planner, however he will now work directly for the Commission and the Town Manager. With this change the Conservation Officer was able to suggest some new duties and projects to add to his job. The Conservation Officer has suggested to the Town Manager the duty of inspecting the properties that have a Class 1 and Class 2 Automotive License issued by the Board of Selectmen.

Another project would be to inventory all vacant Town-owned properties and properties that are in tax title. There are many Town-owned vacant parcels that have been acquired by the Town via a third party transaction or by tax title. The Conservation Officer would perform a full environmental/zoning analysis on each of these parcels to see the potential for usage by the Town or possible auction to abutters/general public.

Create a Town wide easement handbook The Town has so many easements and it is an extremely difficult to keep track of them. The Conservation Officer would begin creating a handbook by street/subdivision that would demonstrate where the easements are ie: (sewer/ water/ drainage/ conservation restriction/etc) and the language/plan associated with the easement.

Create Town Special Permit/Variance handbook by address. The Town has issued hundreds of Special Permits and Variances most of which are recorded at the Worcester Registry of Deeds. It would be beneficial to some Departments to know that these actually exist so that errors are not made if subsequent permits are issued upon a property already influenced by a Special Permit or Variance.

As it stands now these are suggested duties, the Conservation Officer will need to sit down and work with the Town Manager and his Assistant to finalize the Conservation Officer Job description

Member Buckalew motioned to authorize the Chairman and the Conservation Officer to work with the Town Manager and the Human Resource Director in finalizing the Conservation Officer's revised job description seconded by Member Lundberg motion passes 4-0.

Member Buckalew motioned to issue a Full Certificate of Compliance for DEP File # 332-614, 3 John Street seconded by Member Lundberg motion passes 4-0.

Member Buckalew motioned to issue a Full Certificate of Compliance for DEP File # 332-858, 76/78 Lyman Street seconded by Member Lundberg motion passes 4-0.

Member Kessler motioned to issue a Full Certificate of Compliance to MassDOT for DEP File #, 332-1, 332-281, 332-390, 332-444, 332-505, 332-616, 332-724, 332-788 seconded by Member Buckalew motion passes 4-0.

Member Kessler motioned to issue a Full Certificate of Compliance for old Westborough State Hospital projects for DEP File #, 332-399, 332-635 seconded by Member Buckalew motion passes 4-0.

Member Buckalew motioned to approve the meeting minutes of February 9, 2016 seconded by Member Kessler motion passes 4-0.

Member Buckalew motioned to approve the meeting minutes of March 8, 2016 seconded by Member Kessler motion passes 4-0.

Member Koenigsberg approved that we sue the use of the Bowman Street Conservation Area for the Flag Burning ceremony seconded by Member Kessler, motion passes 4-0.

Member Kessler motioned to adjourn seconded by Member Buckalew, motion passes 4-0.  
Time of Adjournment\_\_\_\_\_9:00pm\_\_\_\_\_

Respectfully Submitted,  
Sheri Rullie, Administrative Assistant

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Chairman Koenigsberg