

INLAND WETLANDS & WATERCOURSES AGENCY
REGULAR MEETING
MONDAY, JULY 15, 2019 – 7:00 P.M.
WOODSTOCK TOWN HALL – LOWER LEVEL, ROOM B

MINUTES

- I. **Call to Order:** M. Parker called the meeting to order at 7:10 pm.
- II. **Roll Call:**
Members Present: M. Parker, M. Butts, W. Rewinski, S. Peaslee
Members Absent: None
Noted for Record: Quorum
Others Present: T. Lasota
- III. **Appointment of Alternates (if necessary):** None
- IV. **Action on minutes of previous meeting – June 17, 2019**
S. Peaslee **MOVED** to **APPROVE** the June 17, 2019 meeting minutes as presented;
M. Butts **SECONDED; MOTION CARRIED UNANIMOUSLY**
- V. **Pending Applications:** None
- VI. **New Applications:** None
- VII. **Administrative Business**
 - a. **Other - Status on operation of Agency:**
M. Butts noted there was a person from Union who has applied for the ZEO position but they have no wetlands experience; she also noted Christine French has been assigned 6 hours weekly as the Land Use Clerk. M. Butts said she met with M. D'Amoto who said C. French now has a computer to use and they are currently working on the operations procedures, though have not yet received any comments on them.

S. Peaslee created and distributed an IWWA permit process flow chart; members discussed process and guidelines, extensions, timelines, and agent approvals.
 - b. **Wetlands Agent Activity Report:**
Members reviewed the wetlands report provided by Mike D'Amoto and reviewed maps for 283C Prospect Street.
 - c. **Bills - FY 18-19 Expenditure Review and County Road Culvert Engineering Costs:**
M. Butts referred to the last years expenditures printout included in the meeting materials packet. M. Butts explained when they requested the hydraulics calculations for County Road, this was not in Public Works contract with J&D Engineering and J&D Engineering put in 6 more hours of time to review the hydraulics. J&D contacted DOT who had done a detailed 295 page study for a bridge on Route 169.

M. Butts said she commented to K. Fitzpatrick that J. Navarro wants IWWA to pay overage for the engineering that he did not include in his contract, which is \$562.50, and it is not appropriate for the IWWA to pay for something the applicant should have paid for. She noted she was willing to pay this expense this one time provided J. Navarro understands he needs to get these documents as part of his contracts in the future. M. Parker noted for the record the budget line item was for these types of scenarios however IWWA would typically be the one to hire the professional, and added this would not be a blanket approval or precedent for future projects.

M. Butts **MOVED** the IWWA commission agrees to make a payment for additional engineering services of 6.25 hours at \$90.00 per hour for the sum total of \$562.50 to cover the cost by the Department of Public Works for hydraulic study & hydraulic evaluation done on County Road application 05-19-05 by the Public Works Department with the proviso that Public Works become aware for future applications having hydraulic facilities needing analysis, that funding shall not be coming from the IWWA's budgeted funds. W. Rewinski **SECONDED**;

M. Butts noted the engineering firm did not feel they needed to do the hydraulics because the culvert was upstream but did not have a report stating the existing culvert could adequately pass. M. Butts read the documentation that was provided and members discussed.

M. Parker said next month's agenda should include discussion of a letter to send to Public Works for all future bridge projects. The item should be placed under Communications/Administrative Business.

MOTION CARRIED UNANIMOUSLY

d. Communications:

M. Parker read the Taylor Brook Brewery invitation;

M. Butts and the agency members discussed the building of a fire pond in front of the brewery; M. Parker noted NRCS wouldn't approve digging the fire pond with grant money.

VIII. Citizen's comments: None

IX. Adjournment:

M. Butts **MOVED** to **ADJOURN**; S. Peaslee **SECONDED**;

MOTION CARRIED UNANIMOUSLY

The meeting was **ADJOURNED** at 8:23pm

Respectfully submitted by Terri Lasota (Recording Secretary)

DISCLAIMER: These minutes have not yet been approved by the IWWA.

Please refer to next month's minutes for approval/amendments