

INLAND WETLANDS & WATERCOURSES AGENCY REGULAR MEETING

MONDAY, JUNE 17, 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 7:09 pm.

II. **Roll Call:**

Members Present: M. Parker, M. Butts, S. Peaslee, W. Rewinski

Members Absent: None

Noted for the Record: Quorum

Others Present: None

For the record it has been noted that D. Wolff and M. Thienal have resigned.

III. **Appointment of Alternates (if necessary):** None

IV. **Action on minutes of previous meeting May 20, 2019:**

M. Butts **MOVED** to **ACCEPT** the May 20, 2019 meeting minutes as presented;

S. Peaslee **SECONDED**; **MOTION CARRIED UNANIMOUSLY**

V. **Old Business:**

a. **Application 05-19-05, Woodstock Public Works Department, widening of County Road and culvert repair at Gravelly Brook:**

M. Butts read into record the email received from Daniel Blanchette P.E. of J & D Engineering, which detailed their hydraulic analysis, which stated the proposed renovations will not negatively affect drainage.

M. Butts recommended doing the renovations during the low flow of the year, but was not sure when the work was actually scheduled to begin.

Marla – will have to talk to Mike DiMatto regarding application and legal notices...

M. Parker said according to the letter within the application from J & D Engineering, the proposed renovations are entirely above and on the side of the culvert opening and will not affect the existing culvert; they are not replacing the culvert, just building up around it. M. Butts added they are planning to fill .03 acres of wetland watercourse area, and .22 acres in the upland review area; since there is no floodway in this area, the filling of the wetlands shouldn't cause a flooding issue.

The IWWA members briefly discussed the other project options considered and rejected by J & D Engineering. They also reviewed and discussed the site plans, noting the tradeoff of the wetlands was due to the cost to the Town.

M. Butts **MOVED** to **APPROVE** application 05-19-05, Woodstock Public Works Department, for the

purpose of renovating the concrete head walls, widening and flattening the road, replacing the guardrails, for the County Road cross culvert on Gravelly Brook, causing the filling in of 12,000 square feet of wetlands; W. Rewinski **SECONDED**; **MOTION CARRIED UNANIMOUSLY**

M. Parked said M. D'Matto will need to be notified to have the appropriate notifications posted in the local publications. M. Parker signed and dated the document for approval.

b. Bylaws Section 9 – Modification of Agenda Structure:

M. Butts explained the handouts and proposed changes to the structure of the agenda, which will be as follows:

- i. Call to Order
- ii. Roll Call
- iii. Appointment of Alternates
- iv. Action on minutes of previous meetings
- v. Pending Applications
- vi. New Applications
- vii. Administrative Business
- viii. Citizens Comments
- ix. Adjournment

W. Rewinski **MOVED to AMEND** the bylaws as presented; S. Peaslee **SECONDED**; **MOTION CARRIED UNANIMOUSLY**

c. Status on Operation of Agency:

M. Butts and the IWWA members discussed M. D'Matto's responsibilities as interim Inland Wetlands Agent, and reviewed and revised the language in "The Inland Wetlands and Watercourse Procedures for office use" draft document created by M. D'Matto. The proposed language revisions to the draft will be sent out for further review.

IWWA members discussed the process of recording of minutes and agendas by the Town Clerk's office. They also discussed obtaining Town of Woodstock email addresses. M. Butts commented that information she received from Town Officials indicated the service provider charges \$12.00 per month, per email address. Members discussed alternately creating free Gmail email addresses for use for Town IWWA work instead; they also discussed several local FOIA issues which occurred recently.

VI. New Business:

a. New Applications Received:

M. Butts explained the new Wetlands Agent Approval application received for a 20' x 20' house addition with a 14' x 24' patio; members agreed NDDH should review this application prior to an approval by M. D'Matto.

VII. Wetlands Agent Activity Report:

M. Butts said she asked M. D'Matto if he had received any wetlands complaints, there was one from someone regarding an area being filled in on Route 197 which will be looked into.

a. Other Administrative Business:

i. Communications

Notification of pesticide application at Quasset Lake

Notification of pesticide application at Witches Woods

ii. Bills: There are no current bills.

Members discussed formats for legal notices, and minimal language for legal notices to save money.

VIII. Citizen's comments/ other topics:

The next IWWA meeting is scheduled for July 15, 2019 at 7:00 pm

IX. Adjournment:

W. Rewinski **MOVED** to **ADJOURN**; S. Peaslee **SECONDED**; **MOTION CARRIED UNANIMOUSLY**

The meeting was **ADJOURNED** at 8:44 pm

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.