

INLAND WETLANDS & WATERCOURSES AGENCY REGULAR MEETING

MONDAY, SEPTEMBER 16, 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 7:05 pm.

II. Roll Call:

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

Members Absent: None

Noted for the Record: Quorum

Others Present: Tina Lajoie, Jean McClennan, Andy Quigley, Anthony Gronski

Chair Parker of IWWA welcomed Tina Lajoie back as the Wetlands Agent, as well as Cindy Brown as the new Recording Secretary.

III. Appointment of Alternates (if necessary): None

IV. Action on minutes of previous meeting of August 19, 2019:

M. Butts **MOVED** to **ACCEPT** the August 19, 2019 meeting minutes as amended below per the discussions; W. Rewinski **SECONDED; MOTION CARRIED UNANIMOUSLY.**

Page 2, Item VIII, 4th bullet, 2nd line: Replace “there is a vacancy on the IWWA” with “there are vacancies on the IWWA.”

Page 1, Item IV:

Replace: “Same Article, c—the 4th paragraph as re-worded...do the hydraulics on the RT 169 existing DOT culvert at County Road as it located immediately upstream...but did not have a report stating that the existing culvert could adequately handle upstream flows.”

With: “Same Article, c—the 4th paragraph as reworded...M. Butts noted the engineering firm did not feel they needed to do the hydraulics because the existing DOT culvert for Route 169 was immediately upstream, but did not have a report stating the existing County Road culvert could adequately pass stream flows.”

M. Butts noted on Page 2, last bullet, that she had requested to have a review of the fee structure, but rather than changing the minutes, Agency members will discuss the fee structure during the administrative business portion of the meeting.

V. Pending Applications: None.

VI. New Applications:

- a) TH 09-19-17 Town of Woodstock, Crystal Pond Rd., (Map 6385, Block 39, Lot 12A, 13) – Proposed Timber Harvest commencing 12/15/19.

The objective of Timber Harvest includes salvage and shelterwood cutting. Treatment will include cutting hemlock with damage to trails and elsewhere, as well as to remove birch and ash before the Emerald Ash Borer (EAB) arrives. Most of the project work is in Eastford with 10 acres located in Woodstock.

Tina Lajoie referenced the original notification form. Ms. Lajoie emailed Timber Harvest with the correct IWWA form and requested they complete it. Marla Butts noted that the correct form also provides a signature block granting the Commission access to the property, if necessary.

It was suggested to have all of the required IWWA forms on the town's website, so they are accessible to the public. Additionally, Ms. Butts has asked Tina Lajoie to identify applications received with a number sequence and call letters in order to more easily access files in the logbook.

M. Butts **MOVED** to **ACCEPT** the notification of Timber Harvest, file number TH 09-19-17, as a use permitted as of right under the agricultural exemption; W. Rewinski **SECONDED**; **MOTION CARRIED UNANIMOUSLY.**

b) 09-19-05 YMCA Camp Woodstock, 42 Camp Road – Repair to retaining wall.

A retaining wall located 25 feet to the shoreline at YMCA Camp Woodstock is failing and needs repair, which measures approximately 104 feet long and three feet tall. HillTop Construction, Peter Thurlow and students from Ellis Technical High School will be doing the repairs. Anthony Gronski, Executive Director of YMCA Camp Woodstock, was in attendance to answer questions. Chairman Parker shared the details of the project as outlined in a memorandum to IWWA from Mr. Gronski.

Mr. Gronski stated that the wall serves to protect the beach from eroding. Marla Butts asked if there would be any drain behind the wall and relief for that drain. Mr. Gronski stated that gravel will be used. It's terraced behind the wall with residential block and will be replaced with commercial grade Versa-Lok block, designed to prevent erosion and stabilize the hillside. Ms. Butts suggested they consider installing a perforated pipe to run on the back side that discharges out at the end of the wall in order to keep a little bit of moisture blocked by the wall. She further recommended Mr. Gronski may want to reference the 2002 CT Guidelines for Soil Erosion and Sediment Control that has a section on retaining walls.

M. Butts **MOVED** that application 09-19-05 be **ACCEPTED** as a Wetlands Agent approval application for approval by the Wetlands Agent; W. Rewinski **SECONDED**; **MOTION CARRIED UNANIMOUSLY.**

c) 09-19-16 Chamberlin Mill, Inc., 286 Old Turnpike Road – Installation of underdrain system.

Mark Parker referenced the Application for Permit by Chamberlin Mill, Inc. to install an underdrain system to protect the mill basement from flooding. This will provide for surface swale to direct runoff away from the foundation. Other work to be completed

includes regrading gravel parking area to permit ADA visitors and safer vehicular access to the road; adding ADA accessible walks in and out of the mill; and silt fences and barriers will be used for erosion and sedimentation control, per an accompanying engineering site development plan. The intention is to reroute the water around the building.

M. Butts stated that the actual regulated activity would be the discharge into the tailrace and that is why it's an individual permit because it's a direct discharge.

Tina Lajoie received an email from Chamberlin Mill requesting IWWA consider waiving the application fee and read the request to IWWA members for the record. Ms. Butts referenced Section 19.8 of the regulations relative to waiving an application fee and read them to those present. Because Chamberlin Mill is a nonprofit, they fall under the purview of the regulations, specifically, it shows a substantial public benefit to the environment and to public health and safety.

M. Butts **MOVED** to waive the \$35 application fee for Chamberlin Mill, Inc. (reference file number 09-19-16) because of the substantial public benefit either to the environment or to the public health and safety of those individuals using the structure, and because it is a nonprofit proposing to do the work; S. Peaslee **SECONDED**; **MOTION CARRIED UNANIMOUSLY.**

Ms. Butts recommended that Chamberlin Mill determine the location of the porta potty structure (preferably upslope) and modify the design plans as appropriate prior to the next IWWA meeting. The plans should be signed and sealed by J&D Civil Engineers, LLC. She further requested that Chamberlin Mill provide a sequence of construction and anticipated timeline at the next IWWA meeting.

M. Butts **MOVED** to **ACCEPT** Application 09-19-16 and requested that Chamberlin Mill provide at the next IWWA meeting a sequence of construction and anticipated timeline along with signed and sealed plans by the engineer; S. Peaslee **SECONDED**; **MOTION CARRIED UNANIMOUSLY.**

VII. Administrative Business:

a) Other – Status on operation of Agency.

At the last meeting, M. Butts asked about the fee schedule based upon the increased cost in legal notices. She would like to determine if the current \$35 application fee is sufficient to cover the cost of legal notices. Tina Lajoie hasn't had the opportunity to speak to the town treasurer about this. Costs associated with processing an application will be discussed at a future IWWA meeting.

Mark Parker polled the IWWA members regarding the possibility of changing the meetings back to the first Monday of the month, at 7 pm, rather than the current schedule of the 3rd Monday of the month. Members agreed with this change. At the next IWWA meeting, a change to the Bylaws will be included as an agenda item. Ms. Lajoie will take care of this agenda item and the revision of the Bylaws language.

b) Wetlands Agent Activity Report.

Tina Lajoie referenced a letter from W. Rewinski voicing concern with Roseland Park, specifically, the removal of a section of the platform near the boathouse and excavation work by the boat ramp. Subsequently, Ms. Lajoie sent Rick Harless, who manages the property, an email about this concern. Mr. Harless replied stating “that a large section of platform collapsed. The rest was either removed or allowed to collapse. The rubble was covered with pond silt for safety concerns. The barrow hole beside the road to the boat ramp was for road repair.”

The IWWA asked Ms. Lajoie to invite Mr. Harless to its next meeting to explain the work that he has completed at Roseland Park, along with pictures of the work, and to report any upcoming plans he may have for the property. It was recommended to send a copy of this communication to the Roseland Park Board of Trustees, as well.

M. Butts stated that the Agency had discussed purchasing a camera in order to take photos, as necessary, rather than asking others to provide pictures. Ms. Lajoie will speak with the town treasurer about this budget expenditure.

The CACIWC annual meeting and training is scheduled for Saturday, November 23, at the Red Lion Inn in Cromwell. Bill Rewinski and Stuart Peaslee will be attending. Ms. Lajoie will sign them up. Marla Butts will be attending via the Town of Thompson.

c) Bills. None.

d) Other Items:

Ms. Lajoie was asked about the office arrangement now that she is on board. She stated that she has up to 18 hours of office time noted in her contract with the Town of Woodstock. Her duties and responsibilities are detailed in her contract, as she is an independent contractor. Christine French is serving as the Land Use Clerk and has approximately six hours per week dedicated to help in this capacity.

Tina Lajoie reviewed a few miscellaneous general business items with Marla Butts. Ms. Lajoie will continue to email the agenda and supporting materials prior to each future meeting. She will also have a hard copy available for each member at the meeting. Christine French’s hours as Land Use Clerk are Monday and Wednesday, from 9-11 am, and Tuesday from 1:30-3:30 pm.

Ms. Butts will send Agency members a copy of the DOT Hydraulic Report on Gravelly Brook.

VIII. Adjournment:

W. Rewinski **MOVED** to **ADJOURN**; S. Peaslee **SECONDED**; **MOTION CARRIED UNANIMOUSLY**.
The meeting was **ADJOURNED** at 8:52 pm.

Respectfully submitted by Cynthia Brown, Recording Secretary
DISCLAIMER: These minutes have not yet been approved by the IWWA.
Please refer to next month’s minutes for approval/amendments.