

Town of Andover Conservation Commission

July 30, 2019

Andover Town Hall Community Room

Meeting Minutes

**1. Call to Order**

The meeting was called to order at 7:00 p by Chairman Michael Palazzi.

Commission Members present: Mike Palazzi, Carrie Crompton, Meghan Lally

Commission Members absent: Maryann Gile, Gary Gile (alternate)

Public Present: Hank Gruner (Proposed 2019-2021 term regular member)

**2. Additions/Deletions to the Agenda**

MOTION made by Commissioner Lally: Add item 5e. Alternate Vacancies and Membership Status to Old Business; add new item 6f. Procedure for Conducting Activities on Town Lands to New Business

SECOND: Commissioner Crompton

VOTE: 3/0/0. Motion PASSED.

**3. Approval of Meeting Minutes**

a) June 25, 2019 Regular Meeting Minute Approval

MOTION made by Commissioner Lally: Approve minutes with the following corrections:

Correct to 6e – there is one vacant alternate seat on the commission as of July.

Correction to 9. All seated commissioners voted in favor 5/0/0; Motion Passed.

SECOND: Chairman Palazzi

VOTE: 3/0/0. Motion PASSED.

**4. Public Speak – None**

**5. Old Business:**

a) C.A.R.T. Update

Chairman Palazzi provided the commission with an update of the program. There have been no requests to join the program; there are currently three participating groups who will alternate and receive equal distributions from the program semiannually. Discussion ensued.

Distribution checks totaled approximately \$1500 per group last year; with four groups participating each is responsible for 13 weekends per year. It was noted that a fourth group, if identified, could still be accommodated.

b) Bylaws Update/Approval

MOTION made by Commissioner Lally to approve the bylaws as finalized at the June 25, 2019 meeting. Discussion ensued regarding the proposed shift in the Commission's focus during the 2019-2021 term to better fulfill its duties as outlined in the statutes. It was agreed

Commissioners need to review and update the commission's stated goals and objectives prior to meeting with the Board of Selectmen.

SECOND: Commissioner Crompton

VOTE: 3/0/0. Motion PASSED.

c) Potential Land Donation Update: Oak Farms Road parcels

Chairman Palazzi and Commissioner Lally reported that an Environmental Review Team (ERT) request has been submitted. The proposal requests that the ERT team conduct a natural resource inventory on the existing town parcels as well as the three parcels proposed for donation to the town. The Commission also requested that the report consider any historical/archeological significant features, and evaluate potential future uses and access opportunities. The results of the report would be used to determine whether the Commission should propose to the Board of Selectmen that the Town proceed with accepting the donations. It was noted that grant monies and/or private donations might be available to cover fees associated with the transactions.

d) 2019-2020 Trainings

Discussion noted that with an annual budget of only \$600, very little funds are available per commissioner to attend annual meetings/trainings as monies must also be directed toward commission activities and membership fees. Chairman Palazzi noted that the Commission's budget had been increased from last year, however it had been \$1000 in the past. A calendar of potentially relevant opportunities in 2019 and 2020 will be developed during the August meeting. Trainings/conferences noted for inclusion were the CT Land Conservation Conference (CLCC), the CT Association of Inland Wetland and Watercourses Commissions (CACIWC) annual conference, and Center for Land Use Education and Research (CLEAR) commissioner trainings. Once a calendar has been developed, Chairman Palazzi will explore whether other funding might be available to support training needs if the budget is exceeded.

e) Alternate Vacancy and Membership Status

Based upon the posted minutes from the July regular Board of Selectmen meeting, the Commission has inferred that all 2017-2019 appointments will remain in effect until new appointments are made. Commissioner Scott Warren has completed his term and does not wish to be reappointed. Therefore, the Commission currently consists of Chairman Palazzi, Carrie Crompton, Maryann Gile, and Meghan Lally, and Gary Gile (alternate). The Commission has proposed the BOS appoint Hank Gruner to the regular member seat vacated by Scott Warren. In addition, there remains a vacant alternate seat. Potential candidates for invitation to serve on the commission were discussed.

## 6. New Business

a) Trail Improvement Material Status

Chairman Palazzi reported that the 2018-2019 budget trails line item were successfully used to purchase crushed stone and other materials to repair the trails and parking lot associated with the Chamberlain Nature Pond recreation area, and, if additional materials remain, to improve

the Hop River rail trail parking adjacent Lake Road. The stone has been successfully delivered however there was a delay in the order for the fabric and honeycomb materials. These materials have since been ordered; the delivery date is dependent on warehouse availability which is currently unclear.

b) AES Trails Repair Work Day

It was noted that until all of the necessary materials are received the work day cannot occur. It was suggested a date be scheduled at the August regular meeting, noting that September would be the ideal time to conduct trail maintenance activities as October is typically a wet month. Bike Walk Andover will be updated on the project status by Commissioner Crompton.

c) Boundary Markers

Chairman Palazzi and Commissioner Lally reported that the remaining 2018-2019 budget trails funds have been used to purchase property boundary markers. The intention is to identify town lands and to install markers as resource inventories are completed on properties. Delivery is expected the first week of August.

d) BOS Approval Requirements

Chairman Palazzi reported that it was his understanding that the Board of Selectman would be interviewing each commission prior to making appointments. Interviews will include requesting the accomplishments of the commission over the past year as well as the goals for the upcoming year. A written invitation has not yet been received so it is unclear as to whether the commission should be prepared to deliver a report at the August 7 BOS meeting. Chairman Palazzi will contact First Selectman Maguire to confirm. It was noted that the board will be given the 2018 annual summary report, but that this does not include the following activities accomplished since January:

- invasive plant removal workday at the Chamberlain Pond Nature Area;
- Successful submission of a wetlands application to improve the parking and trails at the Chamberlain Pond Nature Area and purchase of the associated materials;
- Implementation of a Pollinator Pathway display and seed giveaway at the Library;
- Purchase of boundary markers to note the location of town lands, particularly open space/recreation area;
- Assistance with the coordination of and research into the potential donation of three parcels of undeveloped land to the town;
- Adoption of commission bylaws;
- Participation in the annual town cleanup/Earth Day event including successfully obtaining grant funding to support the event;
- Oversight of the C.A.R.T. program which diverts recyclable material from the town waste stream while also providing a source of funding for town organizations; and
- Expanding the current town natural resource inventory by coordinating with DEEP to conduct stream temperature monitoring and fish community surveys on streams in town.

e) Leadership Change

Chairman Palazzi continues to serve as Chair while appointments remain in limbo. He indicated that is willing to continue to serve as chairman for one additional year (2019-2020) to help the Commission transition to new leadership. It was agreed that have Chairman Palazzi continue on for another year would be critical to training the commission, and the future 2020-2021 chair on standard operating procedures for commission business. Once appointments have been made by the Board of Selectmen, the Commission will vote to formally elect a Chairman as well as a Vice Chairman and Bookkeeper as outlined in the new bylaws.

f) Procedure for Activities on Town Lands

It was discussed that the Board of Selectmen voted in July to rescind the procedure adopted by the outgoing BOS in June regarding coordination of activities on town lands. The July BOS meeting minutes note that Selectman Anderson and Selectman Person volunteered to work with the Conservation Commission and PZC to craft a new procedure. Chairman Palazzi will follow-up on this topic.

**7. Next Meeting: August 27, 2019 @ 7:00p (Andover Town Hall Community Room)**

Commissioner Crompton noted that she is unable to attend. Chairman Palazzi and Commissioner Lally are available; Chairman Palazzi will insure that either Commissioner M. Gile or Alternate Commissioner G. Gile will attend to insure a quorum is present.

**8. Meeting Adjourned**

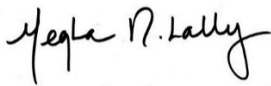
MOTION: Commissioner Crompton motioned to adjourn, SECONDED by Commissioner Lally.

VOTE: Motion passed 3/0/0.

Meeting adjourned at 9:16 p.m.

These meeting minutes are subject to approval by the Town of Andover Conservation Commission.

Respectfully submitted,

A handwritten signature in black ink, reading "Meghan N. Lally". The signature is written in a cursive, flowing style.

Meghan N. Lally