

Town of Andover
Inland Wetlands & Watercourses Commission
Regular Meeting Minutes
Monday, August 7th, 2023 – 7:00pm
Location: Virtual Zoom meeting

Members Present: Jed Larson, Bill Munroe, Duncan Phyfe, Jan Maschi

Members Absent: Ed Smith

Wetlands Agent: Joe Wagner

Board Clerk: Marina Pandolfi

Public Present: none

1. **Call to Order** – Jed Larson called the meeting to order at 7:00pm
2. **Roll Call/Seating of Alternates** – Jed Larson performed roll call; no alternates sat
3. **Changes in order to Agenda** – Jed Larson MOTIONED to switch the order of agenda items 9a. and 9b. MOTION CARRIED 4:0:0
4. **Approval of Minutes**
 - a. **July 11th, 2023 Regular Meeting Minutes** – Jed Larson MOTIONED to approve the July 11th, 2023 Regular Meeting Minutes. Jan Maschi SECONDED. MOTION CARRIED 4:0:0
5. **Public Comment** – none
6. **Old Business – Discussion/Possible Action**
 - a. **Permit Application IWWC 23-07: William Nolette, 760 East Street-** Relocation of pond outlet and partial relocation and excavation of intermittent watercourse, which drains into tributary of Burnap Brook.

Agent Wagner provided update – walked property with owner, ensured consistency between all parties, observed dam that was put in and flow restored to stream. Commission discussion on property and permit application. Jed Larson MOTIONED to approve Application 23-07 William Nolette 760 E Street with the standard conditions of approval, and adding the additional condition that Agent Wagner be present to inspect the new channel before the dam is removed to release the water. Jan Maschi SECONDED. MOTION CARRIED 4:0:0
7. **New Business – Take Receipt/Discussion** -none
8. **Agent Report/Enforcement Actions**
 - a. **Agent Approval of Application #IWWC 23-08: Sean Maynard, 196 Lake Road-** Removal and reconstruction of an approximately 50-foot stone retaining wall and removal and reconstruction of a wood and gravel staircase along retaining wall within the 200-foot Upland Review Area of Andover Lake.

Agent Wagner reviewed information about property and application.
 - b. **Agent Approval of Application #IWWC 23-09: William Phillips, 79 Lakeside Drive-** Installation of a 1000-gallon concrete septic tank and a “Mantis” leaching system. Work is within the 200-foot Upland Review Area of Andover Lake.

Agent Wagner reviewed information about property, new septic and leaching system.

- c. Notice of Violation- William Nolette, **760 East Street**- Relocation of pond outlet and relocation of an intermittent watercourse without a permit (Application IWWC 23-07 submitted on 07.03.2023).

Agent Wagner provided update – violation should be resolved with approval of permit.

Additional properties being worked on: 31 Burnap Brook Road, applied for permit for carport – Agent visited property and will add to next month's agenda. Spoke with Ryan Fitch from Fitch Family Farm – cleaning brush and limbs from pond area.

Questions and discussion on 409 Lake Road – new house build, rain garden

9. Other Business

a. Election of Officers

Jed Larson nominated Bill Munroe as chairman of the Commission.

Discussion on bylaws, responsibilities, computer work, running meeting (can work with Agent Wagner before meeting), State Inland/Wetland training, agenda writing, and in-person meetings.

Jan Maschi SECONDED the motion. MOTION CARRIED 4:0:0

Jed Larson nominated Jan Maschi as co-chair and regular member of the Commission. Bill Munroe SECONDED. MOTION CARRIED 4:0:0

- b. Annual Report** – discussion, will review memberships, vote on next month

- c. Review of Bylaws** – reviewed on Town website, review and get ready for next month's meeting

- d. Membership and Recruitment for 2023-2025 term** - spots available for anyone looking to get involved/volunteer with the Town

10. Next Regular Meeting: Tuesday, September 12th, 2023 – 7:00pm – will be in-person in the Community Room at Town Hall

11. Adjournment – Jed Larson MOTIONED to adjourn the meeting at 8:15pm. Duncan Phye SECONDED. MOTION CARRIED 4:0:0