

**INLAND WETLANDS & WATERCOURSES AGENCY
REGULAR MEETING MINUTES
MONDAY, FEBRUARY 7, 2011 – 7:30 p.m.
WOODSTOCK TOWN HALL, LOWER LEVEL, ROOM B**

MINUTES

Present: Chair Mark Parker, Diane Wolff, Marla Butts, Dan French

Absent: Andrew Massey, Terry Bellman (Wetlands Agent)

Others present: Tina Lajoie (Clerk)

- a. **Call to order** – Meeting called to order by Chair Parker at 7:37 p.m.
- b. **Roll call** – Mark Parker, Marla Butts, Dan French, Diane Wolff
- c. **Designation of alternates** – None
- d. **Minutes** – December 6, 2010

MOTION TO ACCEPT THE MINUTES AS PRESENTED BY BUTTS/FRENCH. MOTION CARRIED UNANIMOUSLY.

- e. **Unfinished business**

(Items 1, 2 & 3 shown on agenda were moved to New Business.)

- f. **New Business**

1. #01-11-01 Eric Werstler, 119 Crooked Trail – Construction of barn

Mr. Werstler is present to answer questions. Property location is identified on the topographical quad map (Eastford). He is proposing a slight grade change because of the excavation for the foundation, frost walls and concrete slab. An A-2 survey and NDDH B-100 approval were provided. No plans for underground or above ground electric line to shed. Structure will be used for storage of lawn equipment, gasoline, etc., away from his home. The shed is 20 feet to the lake area, minimum required setback for zoning. Werstler plans on getting this started in the spring if possible. Photographs of where this barn will be constructed were requested for next meeting.

MOTION TO ACCEPT #01-11-01 FOR CONSIDERATION AT NEXT MEETING BY BUTTS/WOLFF. MOTION CARRIED UNANIMOUSLY.

2. #02-11-02 Joseph & Ann Selmelki, Rte 171 (Map 5785, Block 46, Lot 10A-1) – driveway

Paul Archer of Archer Surveying is present on behalf of property owner. This driveway crossing proposal is for access to the Selmelki's 12-acre lot on an abandoned road that has never been

officially discontinued by the town. If officially discontinued, then the ownership is to the abutting property owners, each owning half. The driveway is 12 feet wide and the plan shows two 30 inch pipes and a mostly paved driveway with some gravel areas. Application is complete. Archer will find out owner's intent with this property for the next meeting and file the watershed notification to Putnam, as required. If the intent is just to gain access, the wetlands agency would be looking to approve the most minimal crossing and impact to the area as possible. Is it really necessary to have shoulders included? The engineer should be prepared to provide documentation on why the design is good engineering practice. Butts would like to check if this area is located in the endangered species area on the natural diversity database map. Lajoie will check and provide information for next meeting.

MOTION TO ACCEPT #02-11-02 FOR CONSIDERATION AT NEXT MEETING BY BUTTS/FRENCH. IWWA is requesting Putnam watershed notification. **MOTION CARRIED UNANIMOUSLY.**

3. #02-11-03 Robert Brewster, 36 Dunleavy Drive - Addition

Mr. Brewster is present and representing himself. NDDH has approved B100. Addition will be 24' x 24', full foundation and one and a half story structure to include one bedroom, half bath and breezeway. Breezeway will be on elevated foundation to allow the water to continue draining as it currently does. It was recommended that a grid might be a good alternative with piping however the well line in the vicinity does not allow for this option. Reserve septic system has been identified. The grade changes will be minor. There will also be a garage placed where the existing shed is currently. The footprint will change a little and the measurements will be submitted at the next meeting. The plan is proposing silt fence for E&S controls but hay bales are recommended.

MOTION TO ACCEPT #02-11-03 FOR CONSIDERATION AT NEXT MEETING BY BUTTS/FRENCH. MOTION CARRIED UNANIMOUSLY.

g. Any other business

1. 2011 Nominations for officers

Tina Lajoie calls for nominations for Chair, Vice Chair and Secretary:

Marla Butts nominates Mark Parker for Chair and he accepts.

Mark Parker nominates Dan French for Vice Chair and he accepts.

Mark Parker nominates Marla Butts for Secretary and she accepts.

Parker/Wolff move that nominations be closed and that the recording secretary cast her vote accepting new officer nominations.

2. 2011 review of IWWA Bylaws

Agency interested in soliciting new members. Lajoie will follow-up with BOS and Town Clerk to get the word out to the Republican and Democratic Town Committees.

The following were the proposed changes in the bylaws:

- Review entire document for Secretary and capitalize when referring to IWWA officer and identify all references to clerk and amend to IWWA Clerk to distinguish from Town Clerk.
- Page 5, #10 d, amend to the Clerk instead of secretary;
- Page 2, #5, amend item ii to read: In the event that both the Chair and Vice Chair are absent at the start of a meeting and a quorum is present, the Secretary may be designated as acting Chair for the meeting and he or she will remain as Chair throughout the entire meeting. Amend 5. d to be consistent.
- Page 2, #6, amend item a to read: The Agency appoints the Woodstock Wetlands Officer as its duly authorized agent to carry out these specific functions and duties as prescribed by the Agency.
- Page 5, #10, amend item c to read: The Chair of the Agency shall preside at the public hearing. In the event of his or her absence, the Vice Chair shall act as presiding officer. In the event that both Chair and Vice Chair are absent at the start of a public hearing and a quorum is present, any regular member may be designated as acting Chair and remain as Chair throughout the entire hearing.
- Order of business – add Citizens' comments/other topics on agenda before adjournment
- Change staff reports on agenda to wetlands agent activity report
- On agenda under what is currently staff reports, add other administrative business and two subtopics (communications, bills).
- Page 3, #7, amend item c to read: A candidate receiving a majority vote from the entire membership of the Agency shall be declared elected and shall serve for one year beginning at the next regularly scheduled meeting and shall serve until his or her successor takes office.

3. 2012-2012 Review of budget

Lajoie has already submitted budget to the treasurer with all items remaining the same because it was due at the end of January.

4. Review of memo from Eric Thomas dated 01-28-11

h. Wetlands Activity Report

Terry Bellman is not present.

i. Correspondence & Bills

1. CT Land Use Law Education & Training, 03-12-11, Wesleyan Univ. 8:30 – 4:30 p.m.

Diane Wolff would like to be registered and it was authorized.

2. CT Federation of PZC Quarterly Newsletter

j. Adjournment

**MOTION TO ADJOURN AT 9:55 P.M. BY BUTTS, SECONDED BY
WOLFF. MOTION CARRIED UNANIMOUSLY.**

Respectfully submitted,

Tina M. Lajoie, Clerk
Inland Wetlands & Watercourses Agency