

MEETING MINUTES

I. **Call to Order:** Chairman Mark Parker called the meeting to order at 7:02pm

II. **Roll Call:**

- a. **Members present:** Diane Wolff, Mark Parker, Marla Butts, William Rewinski, Michael Thienel, Wayne Durst
- b. **Members Absent:** None
- c. **Quorum Noted for the Record**
- d. **Others Present:** Tina Lajoie (Wetlands Agent), Russ Dowd, Paul Torcellini

III. **Appointment of Alternates:** None

IV. **Action on minutes of previous meetings – September 10, 2018 & October 1, 2018:**

M. Butts **MOTIONED** to **MODIFY** the 09/10/2018 meeting minutes regarding the approval of application 07-18-13 Stephen & Lorraine Gabriele, Crystal Pond Rd. to state as follows:

The application be approved as applied for with consideration of the factors for decisions set forth in the Agency’s regulations, with the following conditions: 1) A set of plans signed and sealed by a professional Engineer licensed to practice in Connecticut must be submitted prior to the initiation of any construction and 2) prior to the initiation of any construction the Commission must receive in writing, from the Northeast District Department of Health (NDDH) that it has approved the design of the proposed septic system as shown on plans entitled “Sub Division Plan – Overall Site Plan, prepared for Stephan G. Gabriele and Lorraine E. Gabriele, Crystal Pond Road, Woodstock, Connecticut, Dated July 2, 2018, revised to September 7, 2018, prepared by KWP Associates, said plans submitted to the Inland Wetlands Commission on the meeting of September 10, 2018.”

W. Rewinski **SECONDED. MOTION CARRIED UNANIMOUSLY**

W. Durst **MOTIONED** to **ACCEPT** the 10/01/2018 meeting minutes as printed;

W. Rewinski **SECONDED. MOTION CARRIED;** M. Butts and M. Thienel **ABSTAINED.**

V. **Old Business:** None

VI. **New Business**

Changes and additions to the agenda’s order of New Business sub items were made:

Beginning with item “c”; item “a” delayed; item “d” application 11-18-27 added; item “b” last

- a. **10-18-23 Arthur & Christine Dimock, 153 Laurel Hill Drive – Landscaping within 50 feet of lake (Request for Agent sign-off)**

T. Lajoie requested delaying discussion of application 10-18-23 to the end of the meeting because Arthur & Christine Dimock, nor their contractor are present. T. Lajoie explained the application; the commission members discussed and determined that no work would be done in the water or wetlands.

M. Parker **AFFIRMED** this application to be a Wetlands Agent sign-off.

b. 10-18-22 Mark & Katherine Logee, Rte 171 (Map 7274, Block 45, Lot 06C – previously approved subdivision 08-07-63 Lundin) – Modification, movement of driveway per DOT requirements (Review of Agent Sign-off)

T. Lajoie explained the modification of subdivision was presented to PZC, however wetlands approval was needed prior to PZC sign off. The DOT standards had changed taking this out of the property owners' hands.

M. Parker spoke to Darcy Winther who recommended placing this item on the IWWA agenda and that it should be recognized as a simple modification and have an Agent sign off on the record. M. Butts commented that there is no work being done in the wetlands. D. Wolff asked if NDDH has signed off on this application; T. Lajoie replied there was approval from the original application in 2007.

M. Butts noted the 2 discharge pipes from the yard drain is in the upland review area which should be included in the authorized activity. She added there needs to be adequate erosion control from the outfalls.

M. Parker **AFFIRMED** this application to be a Wetlands Agent sign-off.

c. Complaint of water diversion at 692 Rte 197 – Review

W. Durst read into the record a letter of complaint from Mr. Dowd, whose property abuts 692 Rte 197 belonging to Mr. Freudenburger. Mr. Dowd's letter and photographs describe the water diversion problem he is having at the western most lot of his property caused by a brush pile located on Mr. Freudenburger's property. He states that the brush pile diverts the excessive rain water runoff through his lot, which also runs through and is damaging the stone wall. Mr. Dowd is asking for some type of action to be taken for removal of this brush pile, so the water can return to its normal flow and stop further erosion of his land.

The commission members discussed, noting that if the water were flowing from more than just a storm incident it would classify as a watercourse, if it has erosion, a channel, banks, etc. M. Butts commented that there must be evidence of a regulated activity that has occurred, which a brush pile would be if it is within 100 feet of a wetland or watercourse. The photographs become important as evidence of a violation if one has occurred.

The commission members reviewed aerial maps with Mr. Dowd using MapGeo to verify the natural water direction of flow. It was agreed that more information is needed, including determining if this issue is occurring within 100 feet of a watercourse, and if the commission does have jurisdiction (i.e is this area designated as wetlands).

Mr. Dowd gave his permission for commission members to access his property; The IWWA will seek BOS approval to authorize T. Lajoie and M. Butts to do a site walk.

d. 11-18-27 Paul Torcellini, 47 Walker Lane – repair/replace unstable retaining wall at lake edge.

M. Butts **MOTIONED** to **ADD** application 11-18-27 Paul Torcellini 47 Walker Lane – repair/replace unstable retaining wall at lake edge to the agenda. D. Wolff **SECONDED**.
MOTION CARRIED UNANIMOUSLY.

M. Butts and the commission members requested photographs of the current area, three different angles, and asked Mr. Torcellini the height of the current retaining wall; he replied 3 feet. There are questions on height of blocks and how they lock together and details on the stability of the wall, water elevation and how far down below grade will the wall be keyed down into the subgrade. Depth clarification is needed; Mr. Torcellini said he would provide a new cross section for this information. Detail notes indicate "Perforated drain pipe as specified by Engineer". No engineer has been consulted per property owner. Drain behind the wall to be installed to keep the water out of the soil behind the wall so in freeze / thaw situations, the pushing of the frost action will be minimized. He added that he would like to make this dock removable and modular; the grade on that side of the lake gets deep quickly and the legs on the dock tend to freeze. M. Butts suggested using an anchoring system away from the wall to help the dock withstand wave action on the lake and not add pressure to the wall.

The commission members noted that pictures and additional information would be needed for the piping and cross-sectional details, dock anchorage alternatives should be considered.

Mr. Torcellini explained that he added erosion control to his plans due to a problem with debris getting carried down the steep hill when it rains. D. Wolff asked how far away from the wall the low lake level is; Mr. Torcellini replied 2 -3 feet.

M. Butts **MOVED** to **ACCEPT** application 11-27-18 for consideration with a request that additional details be provided regarding the extent of land disturbance, details on the cross section and the wall, alternatives for the new dock construction and attachment to the land, and photographs of the existing property conditions, to be provided by next month's meeting. W. Durst **SECONDED**. **MOTION CARRIED UNANIMOUSLY.**

VII. Wetlands Agent Activity Report

T. Lajoie said there were 3 agent sign-offs:

(October) 4 Nightingale Road
(October) 283 Prospect Street
(November) 1641 Route 169

VIII. Citizen's comments / other topics

a. Discussion on moving meeting dates to 2nd Monday of month due to recording secretary conflict

M. Parker noted a correction in the agenda item (2nd Monday to 3rd Monday). The commission members discussed changing the IWWC meetings to the 3rd Monday of the month, determining the bylaws would need to be updated to reflect the change in the regular meeting days. M. Butts read the procedure into record (item 17, page 7), and asked that T. Lajoie review the 2019 calendar for holidays and provide a 2019 meeting schedule for the next meeting on December 3, 2018.

M. Butts **MOTIONED** to **AMEND** the bylaws at the next meeting, Section 8-A, stating "regular meetings shall be held on the third Monday of each month" (replacing "first" with "third"). W. Durst **SECONDED**; M. Parker **TABLED** the item for the month, for consideration in writing at next month's meeting.

M. Butts talked about the letter she drafted to the BOS explaining why the Wetlands Agent was needed at the meetings, noting that there was unexpended money in various areas of the budget and would pursue requesting funds from the BOF to enable having Tina Lajoie attend the IWWC meetings.

M. Parker said he was told by the BOS they were trying to keep the town hall staff hours from exceeding 31.5 hours per week, though with T. Lajoie as both ZEO and as Wetlands Agent that it might not be possible for T. Lajoie to attend the meetings. He added that the BOS said they would be taking a closer look at things and for now would be going on a meeting by meeting basis. M. Butts said they need to approach the BOS and request that they support the added time T. Lajoie would need.

M. Parker suggested adding the funding as a line item request for next years budget. T. Lajoie and the commission members discussed the Wetlands Agent hours and time needed per week, noting that wetlands hours are currently not being covered budget wise. The commission members also discussed the appropriate procedure for approaching the BOF and BOS.

M. Parker suggested a letter of thanks to the BOS for allowing Wetlands Agent T. Lajoie to attend this meeting as her input was beneficial and going forward for next year's budget, request for her to be allowed 2 additional hours per week and attend the IWWC monthly meetings; adding the awareness of monies possibly being available for this to be implemented immediately, and the commissions intent is to include this need as a line item in next year's budget to cover the expenses.

W. Durst said a request for this issue to be added to the BOS agenda needs to be made to aid in its resolution. M. Parker made an **EXECUTIVE REQUEST** of the IWWC secretary to draft this letter to the BOS.

W. Durst announced his resignation from the IWWC stating the next meeting on December 3, 2018 will be his last meeting of attendance. He suggested a replacement from a group that had previously dealt with a Crystal Pond related application.

The commission members discussed the time allocation of the new recording secretary amongst the various town boards. M. Butts asked about the timing of the new budget requests, T. Lajoie said it needs to be submitted by January 26, 2019. It was confirmed the item should be on the IWWC agenda for December 3, 2018.

M. Parker and commission members briefly discussed the number of board members needed for the IWWC. M. Butts verified the Authorizing Ordinance states the commission shall be composed of 7 members and 3 alternates, and 4 members for a quorum.

IX. Adjournment

M. Thienel **MOTIONED** to **ADJOURN**; W. Durst **SECONDED**. **MOTION CARRIED UNANIMOUSLY**.
The meeting was **ADJOURNED** at 8:37pm

Respectfully submitted by Terri Lasota, Recording Secretary

DISCLAIMER: These minutes have not yet been approved by the Woodstock Inland Wetlands & Watercourse Commission. Please refer to next month's minutes for approval/amendments. Please note that the audio record is the legal record of the meeting.