Town of SHELBURNE

Conservation Commission

MINUTES

Regular Meeting ~ February 13, 2018

Present: Norman Davenport, Ellen Jenkins, John Richardson, Allan Smith, Steve McCormick

Absent: None

Administrative Assistant: Faye Whitney

Guests: Lisa Davenport, Michael Carter, Linda Overing

Chairman Norm Davenport convened the meeting at 7 p.m. A quorum was present.

**Minutes**

A motion was made by Allan, seconded by Steve, to approve the minutes of January 9.

Voting to approve: Norm, John, Ellen, Steve, Allan

 Opposed: None

 Abstaining: None

**Organizational Matters**

The Commission discussed the budget for FY19. It was thought that the budget sheet presented from the Town Administrator for the FY18 budget was not accurate as it did not show any advertising expense. The Commission recommended a budget of $3,431 for FY19, which was the same as the current budget.

**Mail**

The DOT has asked for a Certificate of Compliance for the Route 2/Colrain Shelburne Road project. The Commission felt it could not issue a COC at this time of year. They need to wait until spring to be able to see if the project is in full compliance.

An email had been received with a notice of a CDBG hearing next week.

An email had been received from Jen and Tom Hale who would like to build an addition to their house, which is located quite close to Shingle Brook. They will be invited to come to the March meeting for an informal discussion.

**NOI Hearing – Deerfield Avenue Parking Lot**

The hearing was opened by Norm Davenport at 7:30 pm. Michael Carter, of GCG Associates, has been retained by the town to do the engineering plans for the reconstruction of the Deerfield Avenue parking lot. He was present to represent the town, which was the NOI applicant, and explain the project. According to Mr. Carter the town is applying for a CDBG grant to cover the cost of reconstruction. The project would include the area from the former Mole Hollow Candle building to the pump station. The project falls outside of the 100-foot area, but within in the 200-foot area. The project would involve rebuilding a portion of Deerfield Avenue, adding a sidewalk on the south side, adding some additional area to the existing parking area, improving the drainage, replacing the timber retaining wall, adding lighting, and maintaining the existing grass area. There will be no additional runoff from the additional pavement as the existing drainage will remain. The final grades will be within inches of the existing grades. Mr. Carter was asking for an Order of Conditions so the project, and the grant process, could proceed. When finished, there will be 23 parking spaces. A silt fence will be used. This work will only happen if the town received the CDBG grant, but the grant application requires that permits be in place. The work would not happen until spring or summer 2019. There will be no cutting or clearing so no replication will be necessary. About 950 square feet of impervious surface will be added. The Commission felt the plan as presented was well thought out. The hearing was closed at 7:55 pm.

A motion was made by Allan, seconded by John, to approve the project as presented and to issue an Order of Conditions.

Voting to approve: Norm, John, Ellen, Steve, Allan

 Opposed: None

 Abstaining: None

The Commission then worked on the Order of Conditions, which Faye will complete in a timely manner.

The next meeting was scheduled for March 13.

At 8:20 p.m. John, seconded by Allan, made a motion to adjourn the meeting. The vote in favor was unanimous.

Respectfully submitted,

Faye Whitney

Administrative Assistant