Town of SHELBURNE

Conservation Commission

MINUTES

Regular Meeting ~ October 8, 2019

Present: Norman Davenport, Ellen Jenkins, Allan Smith (arrived 7:05), John Richardson

Absent: Steve McCormick

Administrative Assistant: Faye Whitney

Guests: None

Chair Norm Davenport opened the meeting at 7 p.m. A quorum was present.

**Minutes**

A motion was made by John, seconded by Ellen, to approve the minutes of September 10, 2019.

 Voting in favor: Norm, Ellen, John

 Opposed: None

 Abstentions: None

The Commission studied and reviewed a letter, drafted by Allan, to be sent to Mark Cadran and Richard Ormond. A few minor edits were made.

A motion was made by John, seconded by Ellen, to approve the contents of the letter to Mark Cadran and Richard Ormond, as discussed, and that the letter be sent to the two parties as listed.

 Voting in favor: Ellen, Allan, John

 Opposed: None

 Abstentions: Norm

A discussion was held on how to handle complaints. In the future, upon receiving a complaint, someone from the Commission will contact the person making the complaint if no emergency exists. If it is an emergency, the Commission can respond and issue orders right away. The Chair would declare an emergency and the Commission would meet at the site of the emergency. It is up to the Chair to decide if an emergency exists or not.

The next meeting was scheduled for November 12.

At 7:55 p.m. John, seconded by Ellen, made a motion to adjourn the meeting. The vote in favor was unanimous.

Respectfully submitted,

Faye Whitney

Administrative Assistant

**Document List**

Minutes of September 10, 2019

Letter to Mark Cadran and Richard Ormond