Town of SHELBURNE

Conservation Commission

MINUTES

Regular Meeting ~ November 12, 2019

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

Absent: None

Administrative Assistant: Faye Whitney

Guests: Mark Shippee

Chair Norm Davenport opened the meeting at 7:02 p.m. A quorum was present.

Minutes

A motion was made by John, seconded by Ellen, to approve the minutes of October 8, 2019.

Voting in favor: Norm, Ellen, John, Steve, Allan

Opposed: None

Abstentions: None

The Commission continued their discussion from the previous meeting regarding how to react to complaints. It was decided that whoever receives a complaint should acknowledge that the complaint had been received. In a true emergency, the Chair or a designee, can act immediately, without a quorum. In matters of urgency an emergency meeting of the Commission can be called, without 48 hours notice, but it must be posted as soon as possible.

Commission members had all received a copy of the Open Meeting Law and a discussion was held on how to communicate between meetings and when not to.

**Highway Department RDA**

Highway Superintendent Mark Shippee explained that at the present time water runs down Frank Williams Road and into a small stream near the intersection of Skinner Road. Once Frank Williams Road is repaved the water will likely concentrate on one side of the road and cause erosion. Mark wanted to try to control the potential erosion by first installing a culvert to direct the water from the top of the hill to the north side of the road and then add a drop inlet and pipe, lower down the hill, to send the remaining water to the brook.

John cautioned that if water were to be directed on to someone’s property an easement would be required. Another concern is that concentrating the water that is directed into the stream might also cause erosion. The water will end up in the stream one way or another, but it was suggested that the outfall of the pipe should be protected by riprap to slow the velocity of the water. Allan asked if Mark could get some engineering help in designing the outfall area. The Commission needs a drawing showing the size of the riprap, the amount, and the area to be covered. Because more information was requested it was decided to continue the meeting. A motion was made by Allan, to continue the RDA Meeting on Frank Williams Road until January 14. This was seconded by Steve.

Voting in favor: Norm, Ellen, John, Steve, Allan

Opposed: None

Abstentions: None

Mark asked about a situation near Brook Road. A large tree has fallen and created a dam. If the tree lets go it would be a matter of safety and the road, or nearby bridge could be lost. The Commission agreed that this is an urgent matter and scheduled a meeting for November 26 to discuss it. That will allow Mark time to do an RDA application and get it legally advertised.

A letter had been received from Dick Muller regarding highway materials being stored in a buffer zone along Route 2. Steve agreed to look at the situation.

Letters were sent, following the October meeting, to Mark Cadran and Richard Ormond regarding a situation on Tower Road. Mark has since removed the construction debris on his property. Richard Ormond has removed the pile of chicken litter from his property. All parties are now in compliance with the Conservation Commission’s requests.

The next meeting was scheduled for November 26.

At 8:30 p.m. Allan, 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 October 8, 2019

RDA Application for Frank Williams Road

Letter from Dick Muller