

## Acton Conservation Commission

Meeting Minutes

April 15, 2020

7:00 PM

Virtual Meeting

**Present:** Terry Maitland, Amy Green, Jim Colman, Tim McKinnon, Suzanne Flint, Carolyn Kiely, Zywia Chadzynska

Absent: n/a

Natural Resources Director and recording secretary: Tom Tidman

Administrative Assistant: Fran Portante

### Regular Business

#### Chairman Terry Maitland read the Open Meeting Law for remote settings:

*Included in materials list*

#### 7:10 Notice of Intent: 66 Harris Street (North Acton Fire Station)

*The Town of Acton is the applicant for a project at 66 Harris Street (town atlas plate C5, parcel 89 & 90-2). The proposed project is the construction of a new Fire Station, associated parking, utilities, septic, landscaping and new stormwater management system. Work will occur within 100 feet of wetlands.*

Steve Martel, from Samiotes Consultants, presented for the applicant. Mr. Martel noted that there are currently three structures on the site, two within the 100' wetlands buffer. The project proposal calls for the existing three-bay barn to be retained and used for Fire Department operations. At its nearest point, the three-bay barn is 25 feet from wetlands. Pavement around the existing barn is 22 feet from wetlands at its nearest point. All on-site drainage currently flows across paved surfaces and directly into wetlands. The 1.9 acre site is located in groundwater district 3.

The new Fire Station will be approximately 11,000 sq.ft. size. The parking lot will provide 21 car spaces, 18 of which are reserved for staff. Approximately 16,000 sq. of additional impervious surface will be added to the site.

A new stormwater management system is proposed for the site. Commissioners raised concerns that the amount of runoff to the wetlands pocket may increase if the peak flow duration is extended, increasing total volume to the forested wetlands. Mr. Martel noted that the soils in the area of the proposed infiltration system are sand/gravel with a good rate of infiltration.

Commission members discussed “like Structures,” concluding that the existing three-bay barn and new station meet the Commissions policy for like structures.

Commissioners expressed concern about where snow storage would be directed, asking that the applicant appoint specific areas for snow storage. Commissioners felt that the drain outfall structure was not consistent with their structure policy and should be moved

back to the face of the retaining wall. Mr. Martel stated that this may mean the retaining wall will need to be elevated, increasing the amount of fill necessary and the project cost.

Erosion controls (straw wattles) are proposed along the limit of work, and no construction equipment will be permitted within the 22 foot natural buffer. The Contractor will be responsible for the SWPPP; all slopes will be stabilized with a seed mix, to be agreed upon with the Conservation Commissions agent. Mr. Martel noted that the construction entrance will be located outside of the 100 foot buffer. All stockpiling during construction will occur outside the 100 foot buffer.

The Chairman asked the applicant's engineer, Mr. Martel, if he would be willing to continue the hearing to May 6<sup>th</sup> and the response was "yes." The chairman reiterated the points requiring greater explanation by the applicant's engineer at the next hearing: (i) show stock pile area for construction debris outside the 100 foot buffer, (ii) review stormwater calculation methodology, (iii) move stormwater discharge pipe to location near retaining wall, (iv) have a de-watering plan, (v) show snow storage locations, (vi) show planting plan, and (vii) review seed mix for slopes and buffer zone restoration areas.

Tentative time set was 7:15pm May 6<sup>th</sup>. Mr. Tidman mentioned a possible conflict on May 6<sup>th</sup> with the Board of Health, noting that that the ConCom meeting may have to start earlier on May 6<sup>th</sup>.

#### **8:35 Notice of Intent: 6 Partridge Pond Road**

Kurtis Platteel with Stamski & McNary presented for the applicant, Leda Ellis. Mr. Platteel noted that flags 5, 6 and 7 had been moved as a result of the Commission's site walk on March 3, 2020. He mentioned that Dave Crossman had gone back out to the site on March 9<sup>th</sup> with Commissioner Jim Colman and Tom Tidman. The plan being presented to the Commission tonight reflects the new flagging line.

Commissioners noted that the proposed driveway does not meet the 75' setback and that the new lot is a subdivision of an existing lot, thus creating the problem. Mr. Platteel noted that the wetlands line had been approved 8 years ago and that's the line that the driveway design was based. The Commissioners asked if the driveway could be moved outside of the 75 foot setback by having an easement created on the other lot. Mr. Platteel stated that he would look into the possibility of creating an easement for the proposed driveway.

Mr. Maitland asked if the applicant would be willing to continue the hearing to the May 6<sup>th</sup> meeting, Mr. Platteel agreed to do so. The Hearing was continued to 7:05 on May 6<sup>th</sup>. Mr. Tidman noted that the ConCom meeting may have to be scheduled for an earlier time on My 6<sup>th</sup> as to not conflict with the Board of Health meeting scheduled for 7:30pm.

#### **Special Business: None**

#### **Consent Items**

**Certificate of Compliance:** none

**Minutes:** April 1, 2020: pending

The meeting minutes from the Conservation Commission's March 15 meeting were reviewed and approved by a vote **of 7 to 0**.

*At 9:00 p.m., it was moved and seconded to adjourn the meeting.  
The motion was approved 7 to 0.*

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Terry Maitland  
Acting Chairman

#### **Documents and Exhibits Used During this Meeting**

- Notice of Intent , WPA Form 3 and associated plans and description for 66 Harris Street
- Notice of Intent, WPA Form 3, with associated plans and descriptions for 6 Partridge Pond Road
- Minutes of the April 1 meeting

These documents may be found here: <http://doc.acton-ma.gov/dsweb/View/Collection-11842>

- Remote meeting guidance for Virtual Meetings: (content to follow)

## **TOWN OF ACTON**

DRAFT REVISED 4/14/2020

472 Main Street

### **Town of Acton Board and Committees**

Acton, Massachusetts 01720

(978) 929-6611

### **SCRIPT FOR REMOTELY CONDUCTED OPEN MEETINGS**

[www.actonma.gov](http://www.actonma.gov)

Introduction to Remote Meeting:

manager@actonma.gov

Chair to State at the start of the meeting:

“Good morning/afternoon/evening. It is (list time). This Open Meeting of [Insert Public Body Name] is being conducted remotely consistent with Governor Baker’s Executive Order of March 12, 2020, due to the current State of Emergency in the Commonwealth, and the Local State of Emergency declared by the Acton Board of Selectmen and Board of Health due to the outbreak of the COVID-19 Virus.

In order to mitigate the transmission of the COVID-19 Virus, the Board of Selectmen have suspended all public gatherings, and in accordance with the

Governor's Order all members of public bodies are allowed and encouraged to participate remotely.

The Governor's Order, allows public bodies to meet entirely remotely so long as reasonable public access is afforded so that the public can follow along with the deliberations and/or Board/Committee votes of the meeting.

Ensuring public access does not ensure public participation unless such participation is required by law. This meeting [will/will not] feature public comment.

For this meeting, [Insert Public Body Name] is convening by [telephone conference/video conference via Zoom App] as posted on the meeting agenda Town's Website calendar identifying how the public may join.

For "Zoom" Meetings

Please note that this meeting is being recorded, and that some attendees are participating by video conference. Accordingly, please be aware that other folks may be able to see you and anything that you broadcast may be captured by the recording.

Meeting Materials

\*For Docushare Agenda-Supported Meetings: All of the materials for this meeting, except any Executive Session materials, are available in the public Docushare folder, and we recommend the members and the public follow the agenda as posted the Chair notes otherwise.

Meeting Business Ground Rules

We are now turning to the first item on the agenda. Before we do so, permit me to cover some ground rules for effective and clear conduct of our business and to ensure accurate meeting minutes.

- I/the Chair, will introduce each speaker on the agenda (if applicable). After they conclude their remarks, the Chair will go down the line of Members, inviting each by name to provide any comment, questions, or motions. Please hold until your name is called. Further,

- Please remember to mute your phone or computer when you are not speaking;
- Please remember to speak clearly and in a way that helps generate accurate minutes

- For any response, please wait until the Chair yields the floor to you, and state your name before speaking.

- If members wish to engage in colloquy with other members, please do so through the Chair, taking care to identify yourself.

- For Items with Public Comment:

After members have spoken, the Chair will afford public comment as follows:

- The Chair will first ask members of the public who wish to speak to identify their names and addresses only after first being recognized by the Chair, and will be afforded [announce time limit...eg: 3 minutes] minutes for their comment or question;

- Finally, *each vote taken in this meeting will be conducted by roll call vote.*