

**SOUTH HADLEY CONSERVATION COMMISSION  
VIRTUAL MEETING MINUTES**

**July 14, 2021**

<https://vimeo.com/575533559>

**As Approved**

**Present:** Bill DeLuca, Chair; Neva Tolopko, Vice-Chair; Bill Bacis, Member; Garth Schwellenbach, Member; Tom Dennis, Member; Mary Grover, Associate Member; Anne Capra, Director of Planning and Conservation Department; and Colleen Canning, Senior Clerk Planning and Conservation Department

Chair DeLuca called the virtual meeting to order at 6:00 PM and reviewed the protocols for virtual meetings. He explained membership changes and reviewed updates to legislation relative to remote meetings due to the Covid-19 pandemic.

**Agenda Item #1 – Open Public Forum**

No members of the public indicated their interest to speak during the open public forum.

**Agenda Item #2 --- Public Hearing Continuation for an Abbreviated Notice of Resource Area Delineation (ANRAD) filed by South Hadley Electric Light Department (SHELD) for 545 Granby Road/Route 202**

The hearing was a continuation of previous hearings to consider the submitted wetland delineation for the property at 545 Granby Road which was owned by the South Hadley Electric Light Department (SHELD). In June of 2021 staff attended a site visit with the applicant's wetland consultant and the Commission's peer-reviewer. As the site was complex and the submitted delineation was performed earlier in the season, different vegetation was observable which could alter the delineation as submitted. The applicant's wetland consultant and the Commission's peer-reviewer would need to attend another joint site visit to attempt to verify a refreshed delineation. This additional work would require the applicant to submit additional funds to proceed with the additional peer-review. The hearing needed to be continued.

**Motion:** Vice-Chair Tolopko moved to continue the public hearing to September 1, 2021 at 6:30PM. Commissioner Bacis seconded the motion. Five (5) out of five (5) commissioners voted in favor of the motion through roll call.

**Agenda Item #3 --- Public Meeting for a Request for Determination of Applicability (RDA) filed by Diane Rossini for installation of a fence at 27 San Souci Drive**

The applicant, Diane Rossini, was present at the meeting. She was seeking to install a fence in her backyard. The proposed fence location was within established lawn. A site visit was attended by the Director of Planning and Conservation to verify conditions.

**Motion:** Commissioner Schwellenbach moved to issue a Negative Determination #3 for fence installation at 27 San Souci Drive. Commissioner Bacis seconded the motion Five (5) out of five

(5) members voted in favor of the motion through roll call.

#### **Agenda Item #4 --- Corrected Certificate of Compliance #288-0431 for Rivercrest Condominiums LLC**

An incorrect deed reference was cited on the Certificate of Compliance (COC) issued by the Commission for DEP File #0431 which permitted the construction of Rivercrest Condominiums. This error was caught by an attorney representing a buyer of a condominium unit. As this was an administrative error, the Director of Planning and Conservation was able to issue a COC with correct deed information. No action was needed from the Commission.

#### **Agenda Item #6 --- Approval of June 30, 2021 Meeting Minutes**

Draft minutes of the June 30, 2021 meeting were sent to the Commission prior to the meeting.

**Motion:** Commissioner Bacis moved to approve the June 30, 2021 meeting minutes. Commissioner Dennis seconded the motion. Four (4) out of five (5) Commissioners voted in favor of the motion through toll call. Chair DeLuca abstained from the vote.

#### **Agenda Item #7 --- Administrator's Report**

Anne Capra reviewed the following items:

- *24 San Souci* – The Planning and Conservation Director performed a site visit to evaluate the restoration of the site which had been enforced against for woodchip dumping. The woodchips has been removed and vegetation was planted to restore the area.
- *56 San Souci*- The Planning and Conservation Director attended a site visit to follow up on an active enforcement order against the property. The property owner removed a number of trees and spread woodchips in and around the wetlands on his property. To remedy the issue, he retained a consultant to perform a delineation. He still needed to submit a restoration plan for Commission approval.
- *Permit Tolling*- Due to the impacts of the Covid-19 State-of-emergency, permit expiration deadlines had been extended. Staff had received guidance on how to determine new expiration dates.
- *Virtual Meetings*- Recent orders from the Governor allowed for virtual meetings to continue until April 2022. In person meetings could resume at the discretion of each community. Town Hall was currently not adequate to host in-person meetings. Therefore, virtual meetings would continue.
- *Conservation Administrator/Planner position*- Anne Capra was recently appointed to Director of the Planning and Conservation Department. Therefore, the position of Conservation Administrator/Planner was vacant and advertised. She would function in both positions until a replacement was found.

#### **Agenda Item #8 --- Other new business**

- *315 Amherst Road*- The Commission recently acquired the property for conservation purposes. A sign was installed to satisfy requirements of the grant which helped fund the

acquisition. The property was currently unnamed and naming would require approval from the Selectboard. Chair Deluca recommended that management of the property should be included on a future agenda.

**Agenda Item #5 --- Public Hearing for Notice of Intent #288-0471 filed by Mass Department of Transportation (MassDOT), Highway Division for roadway improvements on Newton Street (Route 116)**

Robert Natario of MassDOT was present at the virtual hearing along with consultants Keith Lincoln and John Salisbury of Chappell Engineering.

As the hearing was a continuation, Anne Capra recapped the purpose of the filing and detailed how pending items had been satisfied since the previous hearing date. The Town Administrator signed the Notice of Intent as the project was partially located within Town property. The Director of Public Works had been given an opportunity to review the plans and met with the applicant's consultant regarding the project. The standard for a 'limited project' under the Wetlands Protection Act appeared to be satisfied as the work would be performed within the existing paved road; the dams would be improved which would mitigate potential for dam failure; and the applicant was proposing a plan to remove invasive species and reseed the area with native plants.

Robert Natario described the maintenance of stormwater structures within the right-of-way. During construction, the structures would be checked and cleaned weekly. Post-construction, the structures would be inspected and cleaned as needed yearly.

Kathleen Davis, 7 Saybrook Circle, addressed the Commission. She asked how the proposed sidewalk improvements for this project would impact the separate pedestrian improvement project at the intersection of Routes 116 and 33. The inquiry was outside of the Conservation Commission's jurisdiction and scope of review. However, Keith Lincoln stated that, if possible, interference would be avoided and coordination between entities would be sought.

**Motion:** Vice-Chair Tolopko moved to issue Orders of Condition to DEP file #288-0471 for roadway improvements on Newton Street (116) to include special conditions including: the submittal of an operations and maintenance plan for dam maintenance; and the submittal of as-built plans. Commissioner Bacis seconded the motion. Five (5) out of five (5) Commissioners voted in favor of the motion through roll call.

**Agenda Item #9 --- Other New Business**

- *Meeting Schedule-* The Commission discussed and agreed to change their normal meeting schedule to the first and third Wednesday of each month starting in September 2021.
- *Pioneer Valley Planning Commission (PVPC) Alternate Commissioner-* Staff noted a vacancy for the position of Alternate Commissioner to PVPC

**Adjournment**

Chair DeLuca adjourned the meeting at 6:56 PM.

Respectfully Submitted,  
**As Approved**  
Colleen Canning, Senior Clerk, Planning and Conservation Department

**Appendix**

<b>Document</b>	<b>Document Location</b>
Question & Answer Transcript	Attached
27 San Souci RDA	Conservation Project Files
DEP File #288-0471	Conservation Project Files

## July 14, 2021 Conservation Commission Meeting 'Question and Answer' Transcript

#	Question	Asker Name	Asker Email	Answer(s)
1	Hi, Colleen, Is there a manual/handbook for Commission members that I might have and review? thanks, Katkhy	Kathy	kdavis@educ.umass.edu	Hi Kathy! I'll email you some materials tomorrow
2	thank you, K	Kathy	kdavis@educ.umass.edu	