

Meeting Minutes February 14, 2024

Members Present: Joseph Venezia – Co-Chair
Roger deBruyn – Co-Chair
Jerry Knouse
Carol Platenik

Members Absent: Steven Phifer

Joseph Venezia opened the meeting at 5:34 p.m.

Payables:

MOTION: Carol Platenik made a motion to approve payroll for the Clerk in the amount of \$569.16 for the period of 01/25/2024 through 02/07/2024.

SECOND: Jerry Knouse

VOTE: All

Sherman Lake Extension Request:

There were questions regarding the Sherman Lake extension requests that required clarification. The Conservation Members discussed the expiration date and the specifics to add to the Order of Conditions, as allowed due to original language in the Conditions.

MOTION: Roger deBruyn made a motion to approve the extension for Sherman Lake until 06/30/2024 with conditions to be reviewed a month before the expiration date.

SECOND: Jerry Knouse

VOTE: All

48 Palmer Road – MASS DOT Work

Beth Parent from Tetra Tech sent an email to coordinate a site visit with the Commission Members at 48 Palmer Road. There was a discussion that a Notice of Intent (NOI) should be submitted as confirmed by Billie Li at the Department of Transportation (DOT). The clerk stated she had not received it at this time. Joe Venezia said he would reach out to DOT.

Conservation Commission Fiscal Year 2025 Budget

The clerk put forth a proposal to increase the clerk's hours from 10-15 to 18 hours per week. She explained the reason and presented a document to the Commission Members to justify the extra hours for specific tasks that need to be completed. She indicated that the office hours would remain in effect, and she would be in the office at other times if the workload required the extra hours. She said that if it did not, she would not work the additional hours if not needed.

She stated she would present this to the Finance Committee if the meeting on 02/27/2024 wasn't convenient for them to present. Roger deBruyn and Joe Venezia said they had other engagements but would provide a document supporting the increase in hours.

MOTION: Roger deBruyn made a motion to support the increase in hours for the Conservation Commission Clerk to eighteen (18) hours.

SECOND: Jerry Knouse

VOTE: All

Open Space:

The Clerk provided an update on the Open Space Plan. She indicated she contacted Angela C. Panaccione at Pioneer Valley Planning Commission to follow up on a Grant that Angela had mentioned last year. She informed the Conservation Commission that Angela would be filling out the Grant application for DLTA - District Local Technical Assistance next January (2025). This would allow Angela to update the Open Space Plan for Brimfield and to receive compensation for working on it.

Upcoming Permits:

The clerk informed the Commission members there were two permit requests submitted with the Public Hearings on March 13, 2024. She said one was a Notice of Intent (NOI) for 78 First Street to demolish a house and to build a new one. She stated the second one was a Request for Determination of Applicability at Warren Road, MAP 7-A Parcel 3.1. The Commission Members would coordinate Site Visits with the Clerk.

The Clerk said there was a request for a Certificate of Compliance for 117-0394 at 242 Brookfield Road. She will coordinate a visit with the Conservation Commission Members.

The clerk had a question regarding what would happen if Order of Conditions were never filed with the Registry of Deeds. The members agreed there would be no jurisdiction for the Conservation Committee, but the Department of Environmental Protection would. The Clerk stated that is a new responsibility to follow up on all permits within a month to ensure that the Orders will be registered. She said that if they were not, she would contact the applicant to have it done.

MOTION: Jerry Knouse made a motion to adjourn the meeting.

SECOND: Carol Platenik

VOTE: All

The meeting adjourned at 6:12 PM.

Next BCC Meeting: Wednesday, February 28, 2024, at 5:30 PM

Respectfully submitted by Patricia Plasse