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PEMBROKE TOWN CLERK

**Pembroke Conservation Commission  
Minutes of the Meeting of  
October 2, 2017  
Pembroke Town Hall, Veterans' Hall**

*Disclosure: These minutes are not verbatim – they are the administrative agent's interpretation of what took place at the meeting.*

All materials presented during this meeting are available in the Pembroke Conservation Commission office.

*Open Meeting Law, G.L.c. 30A § 22.*

**Members present:** Robert Clarke, Agent and Member; Scott Glauben, Vice Chairman; Richard Madden, Sharon McNamara; Sandra Simon, Member; Mark Sotir, Member  
**Members absent:** Arthur Egerton, Member  
**Staff present:** Rachel Keller, Administrative Agent

At 7:33PM, Ms. Sharon McNamara, Chairman, opened the meeting and asked the members to introduce themselves, and then stated that the proceedings would be made available to the public through video or audio broadcast on the PACTV Government Access Channel for broadcast at future dates and that all comments made in open session would be recorded.

**ADMINISTRATIVE BUSINESS**

**Meeting minutes**

A motion was made by Mr. Sotir and seconded by Mr. Clarke to accept and approve the minutes of the September 18, 2017 meeting. All in favor. Motion passed unanimously.

**DISCUSSIONS**

**Administrative approval of routine bills**

There was a discussion regarding the ability to authorize the agent and administrative agent to approve bills for administrative purposes without the signatures of the majority of commission members.

A motion, which was immediately amended, was made by Mr. Glauben and seconded by Mr. Madden to authorize the agent (amendment: "or any commission member, in the agent's absence") and the administrative agent to sign and process administrative bills up to \$300.00

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without the approval of signatures of commission members. All in favor. Motion passed unanimously.

**Funding for water lily treatment at Furnace Pond**

The agent explained the town is in need of emergency funding for treatment of the water lilies at Furnace Pond. Members voiced concerns about not having funds available in the town budget for the ongoing treatment of the ponds. The members agreed to pay this invoice for the emergency treatment.

**Drainage change at Mattakeesett Street and Furnace Lane**

The agent explained that when the route 14 project was in the planning stages, the commission members looked extensively at the plans to get the storm water as clean as possible before it going back into the pond. Town meeting approved funds for drainage systems (Stormceptors) for the area. Mr. Glauben described the catch basins (The Eliminator) that the DPW is now considering purchasing.

**Modification to Bristol Estates plan**

The agent explained we are in receipt of a new set of plans forwarded by the planning board. The changes include changing it from a 6-lot subdivision to a 7-lot subdivision.

**SCHEDULED MEETINGS/APPOINTMENTS**

**Mike McDonough to present Open Space Plan**

Mr. McDonough explained that the original plan, which was produced in 2007, has now been updated by the Conway School of Landscaping Design. He further explained that the update of the document makes Pembroke eligible to apply for certain grants. Once the document is complete, the committee will provide a copy to each department and ask for comments. He will provide an electronic copy to the administrative agent to upload to the town website for public viewing/comment.

A motion was made by Mr. Glauben and seconded by Mr. Madden to close the meeting at 8:46PM. All in favor. Motion passed unanimously.

**Materials and Exhibits**

Draft minutes of the September 18, 2017 meeting

Extension Permit for Orders of Conditions for MassDOT – DEP File # SE056-925

Payment voucher – Registry of Deeds filing fee for Luddam's Ford OOC

Payment voucher – administrative agent MACC fall conference registration

Payment voucher – Solitude Lake Management for Furnace Pond treatment

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