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**Pembroke Conservation Commission
Minutes of the Meeting of
October 16, 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; Arthur Egerton, Member; Scott Glauben, Vice Chairman; Richard Madden, Member; Sharon McNamara, Chairman (7:35PM arrival); Sandra Simon, Member; Mark Sotir, Member

Staff present: Rachel Keller, Administrative Agent

At 7:30PM, Mr. Scott Glauben, Vice 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. Madden and seconded by Mr. Sotir to accept and approve the minutes of the October 2, 2017 meeting. All in favor. Motion passed unanimously.

AGENT'S REPORT

Lots for auction

There are five lots in Great Cedar Swamp that are of interest to the commission. There are other lots that could be of interest to the commission, however, they are not of real use for conservation purposes.

Bristol Estates

By Wednesday, there should be hay bales/silt sock out and tree cutting should commence.

Materials or other exhibits used by the public body in an open meeting are available to the public, within 10 days, upon request.

Hobomock Street sidewalks

Curbs are in, Rip Wrap installed at the walkover by the pond and the first coat of asphalt has been put down.

Water Street site walk

DEP, conservation agent and administrative agent, engineers and abutters were in attendance. DEP unofficially decided the project will be returned to us. We await official direction from DEP and/or the applicant.

DISCUSSION**Change the start time for future meetings**

A motion was made by Mr. Glauben and seconded by Ms. Simon to begin all future meetings at 7:00PM. All in favor. Motion passed unanimously.

Change the frequency of meeting

There was discussion about keeping the meeting schedule as is -- every Monday during the winter months and every other Monday during the summer months -- or changing it to an as-needed schedule.

A motion was made by Ms. Simon and seconded by Mr. Madden to meet on an as-needed schedule. All in favor. Motion passed unanimously.

Lily pad removal at Gorham Mill Pond

Mr. Egerton asked why the lily pads were not removed from the pond when Furnace Pond was treated this past summer, as the commission transferred funds to the town for the treatment and requested that Gorham Mill Pond be included in the treatment (April 24, 2017 meeting). The agent explained that is likely Gorham Mill Pond was not included in the contract. The administrative agent was directed to contact the town administrator's office to inquire about the status of the request.

Business cards for members

Mr. Sotir mentioned his request for business cards for members. He stated that he believes it would be useful to have a business card to present while on site walks and/or at conferences. The chairman informed the members that no other town volunteers have business cards and no members of neighboring conservation commissions have business cards. Members agreed that the card offered by the town administrator's office is acceptable as a reusable identification card if the members' information and photos can be added with lamination.

A motion was made by Mr. Egerton and seconded by Mr. Madden to close the meeting. All in favor. Meeting adjourned at 9:02PM.

Materials and Exhibits

Draft minutes of the October 2, 2017 meeting
Payment voucher – Gatehouse Media for legal ads
Payment voucher – WB Mason nameplate for Mark Sotir
Payment voucher – WB Mason nameplate for Sandra Simon

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