

**Pembroke Conservation Commission
Minutes of the Meeting of
March 6, 2017**

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PEMBROKE TOWN CLERK

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.

Agenda – May include topics not reasonably anticipated by the chairman at time of posting of the meeting.
Open Meeting Law, G.L. c. 30A § 20.

Attending: Andrew Stevenson, Chairman; Robert Clarke, Agent; Richard Madden, Vice Chairman; Art Egerton, Member; Scott Glauben, Member
Staff: Robert Clarke, Agent; and Rachel Michael, Administrative Agent
Location: Town Hall, Planning Board office
Opened: 7:32PM

Mr. Andrew Stevenson, Chairman, opens the meeting at 7:32PM, names the members and staff in attendance and states the meeting is being recorded.

Administrative Business

Personnel

Approval of the agent's recommendation to hire Rachel Michael as administrative agent

Mr. Art Egerton asks why the entire commission did not have an opportunity to be more involved in the hiring process. Mr. Robert Clarke, Agent, explains that the commission gave him the authority to act on its behalf. He explains further that there were just three candidates that met the minimum requirements for the position - one of the three declined to interview; the second was the second choice candidate; and, Ms. Rachel Michael is the most qualified and the first choice. He states that she has worked as the interim administrative agent for three weeks and has been doing an excellent job learning her new role and working quite well with the other departments within town hall, as well as with external entities. Ms. Michael's qualifications far exceed that of the other applicants and is therefore the candidate recommended for the position.

Motion to hire Rachel Michael as administrative agent: Mr. Clarke

Second: Mr. Glauben

All in favor

Public Hearing

Continuation of Notice of Intent (NOI) 73 Taylor Street – Hashem (DEP file number SE56-978) – construction of a new roadway and infrastructure for 6 lot subdivision

Invitees and other attendees: Deborah Keller, *Merrill Engineers and Land Surveyors*; Tyler Nims, *Consulting Engineer*

Ms. Deborah Keller presents the draft Order of Conditions (OOC) to the members and informs them about the site walk at the property the previous day. Potential changes discussed during the site walk are as follows – a 25' buffer easement to be maintained for the abutters and the addition of a specific location for dewatering, outside of the 100' buffer. Pembroke Planning Board will be hearing the matter on March 27.

Motion to continue the matter to Monday, March 27, 2017 at 7:40PM: Mr. Clarke
Second: Mr. Egerton
All in favor

Motion to continue the OOC approval to Monday, March 13, 2017: Mr. Clarke
Second: Mr. Glauben
All in favor

Old Business

New(er) vehicle and mowing machine

Due to the current financial standing of the town, these requests will be postponed to a later time; however, concern is voiced about the state of the walking trails with regard to areas – specifically Bicentennial Trail and Tubbs Meadow, among others – that are in need of clearing/pruning. Mr. Madden volunteers to oversee the improvements at Bicentennial Trail. Mr. Glauben states that it would cost approximately \$600.00 for two DPW employees to perform the clearing/pruning work on a Saturday, with an 8-hour work day. He will return to the commission with an estimate of time it will take to complete the job. There is discussion about the proper methods of posting the date(s) the work will be performed so folks who use the parks will be notified in advance.

Motion to hire DPW employees for up to \$1,000.00 in total to perform a phase of clearing/pruning work at Tubbs Meadow: Mr. Egerton
Second: Mr. Madden
Vote: 4-0-1 For-Against-Abstain (Mr. Glauben abstains for potential conflict)

Chimney/woodstove at Herring Run Park

Mr. Egerton and Mr. Madden state they have started completing the paperwork necessary to obtain a cost estimate. Mr. Clarke reminds them that they will have to go through the proper channels regarding the paperwork process for authorization to complete the project.

Wild parsnip

Mr. Madden met a gentleman at the MACC conference who employs a steaming method to rid an area of invasive overgrowth such as wild parsnip. He would like to reach out to this gentleman to ask him to evaluate the overgrowth here in Pembroke. The members

agree Mr. Madden should seek opinions regarding the best method of removal of the wild parsnip. He will keep the commission informed with the information he receives.

Mattakeesett Street baseball fields

Mr. Madden would like to purchase 300-500 trees and plant them immediately. The members agree he should move forward with his ideas. He will return to the commission with pricing information.

Minutes of the meeting

Motion to accept and approve the minutes of the February 6, 2017 meeting as written:

Mr. Glauben

Second: Mr. Madden

All in favor

Mr. Clarke mentions that there are minutes missing from the commission's records and webpage. Mr. Egerton states he has the recording of one of the meetings in question. There is discussion about allotting additional work hours to the administrative agent to transcribe the minutes. Mr. Egerton will forward the recording he has to the administrative agent and she will either transcribe the minutes herself or find someone who is capable of doing it.

Documents signed

Certificate of Compliance for Lot 8, 21 Kennie Lane (DEP file number SE56-311)

Adjournment

Motion to adjourn the meeting at 9:03PM: Mr. Clarke

Second: Mr. Egerton

All in favor