**REGULAR MEETING MINUTES**

**WINDSOR INLAND WETLANDS & WATERCOURSES COMMISSION**

**WEDNESDAY SEPTEMBER 1, 2020 7:00PM**

**Meeting Location:** Online webinar, to join via computer please go to the link below

<https://us02web.zoom.us/j/82055847498>

To join via telephone please dial: +1 301 715 8592 then when prompted 820 5584 7498 #

Chairman Morando called the meeting to order at 7:06 PM.

**I. Roll Call (Chairman Morando reminded everyone to silence their cell phones.)**

Present: Chairman Morando, Vice Chair Paul St. Amand, Commissioners Richard Williams, Adam Schibley, Steven Fraysier, Dominic DeCarlo. A quorum was established.

Absent: Secretary Towers, Commissioners Ruth Jefferis and Kevin Washington

Also present was Inland Wetlands and Watercourse Agent Emily Perko.

**II. Public Communications** (3-minute limit on items other than Public Hearings)

 Public communications opened at 7:06 PM.

 There were no comments from the public.

 Public communications closed at 7:07 PM.

**III. Business Meeting**

1. **Minutes**

Commissioner Williams made a **motion to approve the minutes as corrected for July 7, 2020.** Commissioner Fraysier seconded the motion.

**Vote** 6-0-0

Commissioner Williams made a **motion to approve the minutes as corrected for June 2, 2020.** Commissioner Fraysier seconded the motion.

**Vote** 5-0-1

1. **New Business**

**Application 20-119\_362 Park Avenue – John White – Tree removal and grading**

E. Perko stated this application was originally a violation that was brought to her attention. She worked with the applicants to remedy the violation by creating a mitigation area along the intermittent watercourse at the back of the property. When the homeowners purchased the property they were not made aware their yard was considered a wetland and proceeded with removing trees, regrading and seeding.

Discussion occurred regarding how to make prospective homeowners aware of these establish neighborhoods that were built on wetland soils.

Chairman Morando asked E. Perko if she was satisfied with the work that was done on the property.

E. Perko stated she worked with the applications through the entire process and is satisfied with the end result.

Commissioner Fraysier asked where the property boundary is and if the mitigation area was done to one or both sides of the watercourse.

John White stated mitigation was done to both sides of the watercourse along with seeding to stabilize the area.

Commissioner Schibley asked about the watercourse.

E. Perko stated it is an intermittent watercourse that acts as a drainage ditch, receiving water from neighboring properties and flowing into a basin on an abutting property.

Commissioner Schibley made a motion to **accept application 20-119\_362 Park Avenue – John White – Tree removal and grading and be placed on the agenda for the next regularly scheduled meeting.** Commissioner Fraysier seconded the motion.

**Vote** 6-0-0

**Application 20-220\_100 Helmsford Way – Winstanley Enterprises, LLC – Parking lot removal and expansion.**

Commissioner Fraysier recused himself from this application.

Tom Cody presented the application stating this project repurposing a vacant warehouse to be used as a last mile delivery station for Amazon.com. No building expansion is proposed, there will be some site work and only a small amount of work is being proposed in the upland review area.

Matt Bruton, P.E. from BL Companies, presented the plans for the proposal. Giving an overview industrial zoned 24 acre site with varied topography. Wetlands delineation was completed by Davidson Environmental. No work being proposed will directly impact the wetland, it is all in the upland review area. Parking lot expansion is being proposed across the property. There are existing truck docks that will be partially utilized, the remainder will be converted to grass. The parking lot expansion closest to the delineated wetland is due to the need for a larger area for the trucks. A rip rap swale is also being added to the proposed stormwater management system that will capture discharge and outlet into the wetland. A new stormwater management system will be added to the site. To match drainage patterns, mitigate peak flows and provide 80% total suspended solid removal. This is being achieved through catch basins, hydrodynamic separators and a subsurface detention system. Overall mitigating peak flows and providing water quality that will be discharged into the wetland. Erosion and sedimentation control proposed are silt sacs in storm water structures, silt fence, construction entrance and truck washing area.

Commissioner Schibley asked why the extra impervious area is needed adjacent to the truck loading dock, the area closest to the wetland.

M. Bruton stated this is needed to safely get trucks in and out of loading bays. Overall the impervious area in the upland is being reduced with the removal of a section of pavement north of the loading dock.

Commissioner Schibley asked if alternate configurations to the parking layout were considered, specifically relocating the truck loading areas to the other side of the building.

M. Bruton stated alternate configurations were considered but would have resulted in a larger overall disturbance to the upland review area.

E. Perko asked M. Bruton about the amount of stormwater that will be received by the wetland, if there will be an increase or decrease to the amount of flow.

M. Bruton stated in the stormwater management report drainage patterns are matched to the existing patterns so the wetland does not dry out or receive too much water. In addition the system design will mitigate peak flows.

E. Perko asked how the hydrodynamic separator would be maintained on the property.

M. Bruton stated he cannot speak to the current status of the system but a maintenance schedule is included in the stormwater management report.

Vice Chair St. Amand made a motion to **accept** **Application 20-220\_100 Helmsford Way – Winstanley Enterprises, LLC – Parking lot removal and expansion and delegate it to the agent with standard conditions.** Commissioner DeCarlo seconded the motion.

**Vote** 5-0-1

1. **Old Business**

**Application 20-115\_500 Huckleberry Road –Town of Windsor– Four soil borings for geotechnical investigation.**

Commissioner Fraysier rejoined the meeting.

Commissioner Schibley asked if anything has changed regarding the application.

Phil Forzley, P.E. Fuss and O’Neil stated nothing has changed in the application.

Commissioner Schibley made a motion to approve **application 20-115\_500 Huckleberry Road –Town of Windsor– Four soil borings for geotechnical investigation with standard conditions.** Vice Chair St. Amand seconded the motion.

**Vote: 6-0-0**

**Application 20-116\_777, 1001, 903 Day Hill Road – Day Hill Dome, INC – Athletic fields and stormwater basin in upland review area.**

Commissioner Fraysier asked if anything has changed in this application

Phil Doyle stated the only change is part of the property in the proposed development has recently been acquired by Mark Greenberg, whom currently owns the other parcels.

Commissioner Schibley brought up concerns regarding the soil erodibility potential adjacent to the wetland.

Skip Alford stated temporary sedimentation basins would be installed. In addition a berm will be left in place that is adjacent to the wetland. These basins will be put in place prior to any construction of the fields. In terms of phasing trees will be cut, silt fence will be installed prior to stumping then the basins will be installed.

Commissioner Schibley made a **motion to approve application 20-116\_777, 1001, 903 Day Hill Road – Day Hill Dome, INC – Athletic fields and stormwater basin in upland review area with standard and NDDB conditions.** Commissioner Williams seconded the motion.

 **Vote: 6-0-0**

**IV. Public Hearing**

**V. Authorized Agent Actions**

E. Perko gave an over view of the three agent approvals that were granted since the last meeting. 691 Prospect Hill Road- Shed on gravel base in the upland review area. 465 Broad Street- Regrading in the upland review area. 112 Brook Lane- 10’ x 28’ deck in the upland review area. All applications took place at single family residence.

**VI. Agent Report**

E. Perko gave an overview on some of the wetlands mapping she has been working on, specifically creating an upland review area layer for the town as well as a NDDB map specifically for Windsor.

**VII. Petitions from Commissioners**

Commissioner Schibley requested the latest version of the regulations be updated on the website.

**VIII. Adjournment**

Vice Chair St. Amand made the motion to adjourn at 8:24 PM.

Commissioner Williams seconded the motion.

**Vote:** 6-0-0

I certify that these minutes were approved on

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Marlene Towers, Secretary

Inland Wetlands and Watercourses Commission