

**REGULAR MEETING MINUTES**  
**WINDSOR INLAND WETLANDS & WATERCOURSES COMMISSION**  
**TUESDAY DECEMBER 6<sup>TH</sup>, 2022 7:00PM**

Online webinar, to join via computer please go to the link below  
<https://us02web.zoom.us/j/85435818689>

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Vice Chairman Schibley called the meeting to order at 7:00 p.m.

**I. ROLL CALL**

Present: Vice Chairman Schibley, Secretary Towers, Commissioners; J. Adamson, D. DeCarlo, C. Elkins, R. Williams and S. Fraysier.

Also present was Wetland Agent, Chloe Thompson.

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

No public communications.

**III. BUSINESS MEETING**

**a. MINUTES**

Commissioner Williams made a **motion to approve the minutes as amended for November 1<sup>st</sup>, 2022**. Commissioner Elkins seconded the motion. **Vote 7-0-0**

**b. OLD BUSINESS**

- Application 22-129: Baker Hollow Road Construction, Town of Windsor

Bill Anderson, P.E. from VHB addressed the commission as the Project Manager for this application. Bob Jarvis, Town Engineer was also present.

Vice Chairman Schibley asked if Bill Anderson could describe to the Commission any updates and responses to questions asked in the previous meeting. Vice Chairman Schibley noted that the Commission received the additional documentation from VHB.

Commissioner Fraysier asked if there was an elevation that the cofferdam needed to be installed up to in order to hold back the water as needed. B. Anderson stated that it will be maintained at least a foot above the elevation of the pond.

Commissioner Fraysier asked what changes had been made to the wetland disturbance and upland review area disturbance. B. Anderson stated that the disturbance area has increased on the application from 0.83 acres to 0.89 acres to account for both temporary and permanent impacts which now include additional area to the north of the culvert.

Vice Chairman Schibley made a **motion to approve application 22-129: Baker Hollow Road Construction, Town of Windsor**. Commissioner Elkins seconded the motion. **Vote 7-0-0**

### c. NEW BUSINESS

- Permit Transfer – 22-107: 500 Groton Road, Construction of Drainage Headwall and grading improvements. Northpoint Development -> Ryan Companies US, Inc.

Val Ferro from GEA addressed the commission representing this permit transfer.

Commissioner Towers asked if the additional trailer parking was going to have an impact on the regulated areas. W.A. Thompson stated that the impacts from the approved application remain unchanged. V. Ferro stated that the area of disturbance in regulated areas is exactly the same as the approved application, and the building itself is a couple hundred-thousand of square feet less than what was proposed.

Vice Chairman Schibley asked where the additional parking for trailers is located in relation to the wetlands. V. Ferro said the parking is on the opposite side of the building from the wetlands, and this detail was provided to the Planning Department pending site plan approval. Vice Chairman Schibley clarified and asked if the additional parking is to accommodate a larger flow of traffic which might have an impact on wetlands. V. Ferro stated that there is no net increase in traffic, and that the additional parking is to allow for more storage to cater to the new tenant's needs.

Commissioner Towers made a **motion to approve the permit transfer of application 22-107: 500 Groton Road, Construction of Drainage Headwall and grading improvements from Northpoint Development to Ryan Companies US, Inc.** Commissioner Williams seconded the motion. **Vote 7-0-0**

## IV. AGENT ACTION

Wetland Agent Thompson read the following agent approvals to the Commission.

- AA22-138: 48 Ashley Rd, Glenn Martin – Solar tracker installation
- AA22-139: 35 Hobson Ave, CT Permit Services – 25' x 12' Sunroom
- AA22-140: 16 Pine Dr., Jeimy Pacheco – Fence in backyard

## V. AGENT REPORTS

- Legal Training/Q&A Schedule

W.A. Thompson reminded the Commission of the Seminar on Wednesday and discussed the general schedule.

- Amazon Report – January Distribution

W.A. Thompson informed the Commission that the Amazon Wetland Restoration project will be reported on for the previous growing season efforts and status in the next meeting in January. This report will be included in their packets in preparation for any discussion.

- Violations:
  - Bounty Way

W. A. Thompson explained the details of a minor violation on Bounty Way, and that the contractor has since submitted an application for this activity. W. A. Thompson added that she is working with the contractor to ensure the riprap and placed material is all stabilized before the permit is issued.

Commissioner Towers added that this general area has always had a significant issue with steep slopes and erosion.

- Hunter's Ridge

W. A. Thompson explained the details of this violation, and stated that a "Notice of Violation" has been issued to 17 Hunter's Ridge. W.A. Thompson expressed that the main concern with this application is the discharge of water directly into a stream at a critical angle which has a high potential to be a source of erosion and sedimentation into the stream located on Town owned Open Space property. Another concern is that this pipe is located within the same trench as the sewer line, which is not a "best practice". Commissioner DeCarlo asked if it was too late in the season to be addressed before spring. W.A. Thompson stated that there is some time to do work this season as the ground hasn't had a chance to freeze just yet, but that this needs to be addressed before spring to avoid further impact.

W.A. Thompson added that after tracking the letter, she found it was sent back to the post office so an additional letter will be sent. Commissioner Towers asked what would happen if the home owner kept refusing the letter. W.A. Thompson stated that a State Marshall has been used to serve the letter to property owners in the past.

## **VI. PETITIONS FROM COMMISSIONERS**

Commissioner Fraysier noted that the acreage or square footage of wetland impact areas over certain amounts require different permitting from the State and/or Army Corps., so pushing applicants to be as accurate as they can with this metric is crucial.

Commissioner Fraysier added that it would be easier to evaluate/visualize the wetland impacts on applications if the area was converted to square feet rather than acreage. W.A. Thompson said she could accommodate this or add this as a field on the application.

**VII. ADJOURNMENT**

Commissioner Elkins made a motion to adjourn at 7:40pm. Commissioner Towers seconded the motion.  
Vote 7-0-0

I certify that these minutes were approved on

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Marlene Towers, Secretary  
Inland Wetlands and Watercourses Commission