

THE COMMISSION HAS NOT YET READ
OR APPROVED THESE MINUTES

TOWN OF EASTFORD
INLAND WETLANDS AND WATERCOURSES COMMISSION
February 27, 2014 – 7pm

Regular Meeting

Members Present: Tom DeJohn, Chair; Deb Lee, Vice-Chair; Rob Torcellini, Denis Day, Craig Whitehouse and Marcia Day

Absent: None

Also Present: Susan Yorgensen, Wetlands Agent; Susan Welshman, Recording Secretary

Meeting called to Order at 7:01 pm.

Seating of Alternates: None.

Old Business: None

New Business:

- **File # 14-001 Pelletier Builders/Industrial Pallet, 27 Chaplin Road Eastford, CT. Construct an industrial use building, 11,800 square feet +/- to house a pellet mill. Application received: 2/27/14. Fee received: \$160.00. Decision or Public Hearing by 5/1/14.** Aaron Peterson and Eric Kemp of Pelletier Builders, Inc. attended the meeting to present the Commission with the application and current proposed plans. Also presented to the Commission at this time was a letter from Connecticut Ecosystems LLC stating that there are no regulated wetlands or watercourses on the property within 100 feet of proposed project as well as a copy of the Industrial Pallet, LLC Stormwater Pollution Prevention Plan (KWP Associates, Inc. dated October 30, 2011. These items were entered into the application file. Discussion occurred concerning drainage onto Route 198 from the property. Tom DeJohn noted an incident in 2011 in which water flowed freely off the property and down Route 198 during a heavy rain event. Jason Tanner, Vice President of Industrial Pallet, explained that the Stormwater Pollution Prevention Plan presented to the Commission was in response to that event. There have been no further occurrences of this drainage event. Jason Tanner also reported that there is now potential for the proposed new building to be located more adjacent to the existing building than shown in the current plan, lessening the amount of new impervious areas. The company is currently trying to address building code issues which would accompany this change of plan. There is no septic or water proposed for this new building.

Tom DeJohn and Susan Yorgensen stated that they would like to see a higher level of detail on the final plan concerning drainage issues including data and graphics showing how drainage will be affected by the final plan. Tom and Susan suggested that a final determination of new building location be determined and that the Stormwater Pollution Protection Plan be corrected and updated to reflect the placement of the proposed new building on the property. Peterson, Kemp and Tanner expressed a desire to expedite the process so that, upon approval, the construction could begin in order to be completed by the fall. Tom DeJohn asked the Commission if they would be comfortable remanding the application to Susan Yorgensen, Wetlands Agent, once the location of new building is determined and the plans are updated with the further requested detail.

MOTION (Day/Whitehouse) to remand this application to Susan Yorgensen, Wetlands Agent. APPROVED.

Approval of Minutes:

No current minutes to review.

Chairman's Report: None

Wetland Agent Report: Susan Yorgensen reported the following activities:

- Still River Café Property: Susan spoke with a realtor regarding an entity proposing to purchase and convert the property to a 25 cottage substance abuse clinic. Told realtor that the DEEP and an engineering company would likely need to be involved. This project would require IWWC approval.
- 33 Cove Road East: Susan corresponded with Scott Huri regarding a three car garage he would like to build on the property. Advised him an application for wetlands permit would be required.
- 27 Chaplin Road: Susan spoke with David Smith of KWP as well as representatives of Pelletier Builders regarding their proposed pellet mill project. Told them it would be useful to the application to include a letter from a soil scientist stating that there are no wetlands or watercourses within 100 feet of the proposed addition as well as there being no short or long term impacts to any wetland or watercourse downstream of the activity.
- 127 Lakeside Drive: Susan spoke with the President of the Ashford Lake Association regarding this property concerning a potential buyer. She reported to the President that they are aware that this is one lot and not three and that a potential buyer would need a new permit from the Wetlands Commission prior to any activity due to the previous permit expiring.
- 76 Pomfret Road: Spoke with Bernie Parent regarding a six acre lot of the Latham Subdivision. Susan told him that, although it had received subdivision approval, it would require a new wetlands permit as well as sedimentation and erosion control approval.
- Sign off: Susan signed off for Martinos at 118 Westford Road.

Planning Commission Report: Rob Torcellini reported no activity.

Correspondence:

- CT Department of Energy and Environmental Protection Training DVDs
- CT Federation of Lakes News Volume 18 Issue 3 Fall 2013
- CACIWC The Habitat Fall 2013
- CACIWC Membership Renewal Notice
- TRM Convergent Network Solutions, Notice of Exempt Modification for ATT Emergency Backup Generator at 35 Old Route 44, Eastford, CT.
- Hull Forestry, Notice of Timber Harvest at 119 Hartford Turnpike, Eastford, CT.
- Aquiron Water Company, 2014 Aquiron Environmental Champion Awards Communications Kit
- Connecticut Federation of Lakes, The Voice of Connecticut's Lakes Brochure
- CT Department of Energy and Environmental, Notice of Intent to Modify General Permit for Water Resources Construction Activities for Compliance with 2013 Legislative Changes.
- State of Connecticut Department of Transportation, Memorandum concerning Mill Bridge Project.
- The Connecticut Landscape Architect Fall 2013
- CACIWC, The Habitat, Winter 2014.
- Filtrexx Land Improvement Systems
- Letter from the Eastford Independent Fire Company #1 concerning fire suppression concerns arising from the Industrial Pallet proposed addition of a pellet mill.

Other Business: None

MOTION (Torcellini/Day) to adjourn meeting at 8:30pm. APPROVED.

Respectfully Submitted,

Susan Welshman, Recording Secretary

Approved: _____

THE COMMISSION HAS NOT YET READ
OR APPROVED THESE MINUTES

TOWN OF EASTFORD
INLAND WETLANDS AND WATERCOURSES COMMISSION
March 27, 2014 – 7pm

Regular Meeting

Members Present: Tom DeJohn, Chair; Deb Lee, Vice-Chair; Rob Torcellini, Denis Day, Craig Whitehouse and Marcia Day

Absent: None

Also Present: Susan Yorgensen, Wetlands Agent; Susan Welshman, Recording Secretary

Meeting called to Order at 7:01 pm.

Seating of Alternates: None.

Old Business:

- **File # 14-001 Pelletier Builders/Industrial Pallet, 27 Chaplin Road Eastford, CT. Construct an industrial use building, 11,800 square feet +/- to house a pellet mill. Application received: 2/27/14. Fee received: \$160.00. Decision or Public Hearing by 5/1/14.** Susan Yorgensen reported that after receiving requested updated information and data from applicant a permit was issued.

New Business:

- **File # 14-002 Paul Torcellini, 275 Eastford Road, Eastford, CT. Single family house, septic, regarding, agricultural pond and wetland crossing. Application received: 3/27/14. Fee received: \$160.00. Decision or Public Hearing by: 6/1/14.**

Rob Torcellini recused and removed self from the meeting.

Paul Torcellini was present to discuss application. The Commission reviewed application and site plan materials submitted by applicant. Discussion occurred concerning how to delineate proposed projects that may be found to have no jurisdiction such as the agricultural pond. It was found that the Commission has no authority to require the application be divided into separate applications therefore the application will be considered as a whole with decisions made based on the proposed individual projects within the application. Susan Yorgensen stated that she would like to see further grading detail for the wetland crossing area as well as the septic area. She would also like to see the plan reflect that the driveway is existing and not proposed. Further review of the application and site plans will be undertaken by the Commission.

Approval of Minutes:

MOTION (Day/Whitehouse) to approve the minutes of the February 27, 2014 Regular Meeting. APPROVED.

Chairman's Report: Tom DeJohn reported that ongoing discussion and research is occurring regarding the legality of Susan Welshman joining the Commission as a regular member given that she is a paid employee as Recording Secretary.

Wetland Agent Report: Susan Yorgensen reported the following activities:

- **49 Lake Road:** Susan was contacted by Deb Oftedal regarding a 10,x34, deck that they want to repair. Informed Ms. Oftedal that she will likely need a permit if any of the activity is within 100' or a request for a no jurisdiction ruling. An application is required in each case.
- **27 Chaplin Road:** Susan received a revised plan and storm water management plan. She subsequently issued a permit.
- **65 John Perry Road:** Correspondence with a realtor and Tom Latham concerning converting a building used as an office into a home.

Planning Commission Report: Rob Torcellini reported no activity.

Correspondence: None

Other Business: None

MOTION (Whitehouse/Day) to adjourn meeting at 8:30pm. APPROVED.

Respectfully Submitted,

Susan Welshman, Recording Secretary

Approved: _____

THE COMMISSION HAS NOT YET READ
OR APPROVED THESE MINUTES

TOWN OF EASTFORD
INLAND WETLANDS AND WATERCOURSES COMMISSION
April 24, 2014 – 7pm

Regular Meeting

Members Present: Tom DeJohn, Chair; Deb Lee, Vice-Chair; Rob Torcellini, Marcia Day

Absent: Denis Day, Craig Whitehouse

Also Present: Susan Yorgensen, Wetlands Agent; Susan Welshman, Recording Secretary

Meeting called to Order at 7:01 pm.

Seating of Alternates: None.

Old Business:

- **File # 14-002 Paul Torcellini, 275 Eastford Road, Eastford, CT. Single family house, septic system, re-grading, agricultural pond and wetland crossing. Application received: 3/27/14. Fee received: \$160.00. Decision or Public Hearing: 6/1/14.** Application tabled until next meeting.

New Business:

- **File # 14-003 Deborah Oftedal, 49 Lake Road, Eastford, CT. Replace existing deck/no alterations. Application received: 4/24/14. Fee received: \$180.00. Decision or Public Hearing by: 7/1/14.** After review of the application, the Commission decided to remand application to Susan Yorgensen, Wetlands Agent for agent approval. There were no objections.

Applications Received Post Agenda Filing:

- **File # 14-004 Prescott Huri, 33 Cove Road East, Eastford, CT. Build a garage. Application received: 4/24/14. Fee received: \$160.00. Decision or Public Hearing by: 7/1/14.** The Commission reviewed the application and site map and decided to remand application to Susan Yorgensen for agent permit. There were no objections.

Approval of Minutes: MOTION(Torcellini/Day) to approve the minutes of the March 27, 2014 Regular Meeting Minutes. APPROVED.

Chairman's Report: None

Wetland Agents Report:

- Still River Café Property: Susan advised realtor that no plans or applications have been submitted to the IWWC.
- 33 Cove Road East: Correspondence regarding garage project.
- 27 Chaplin Road: Susan issued a permit based on revisions made to storm water treatment plan. Pellitier Builders then advised Susan that the company wished to add a new maintenance building. She advised them to revise the plans as well as the storm water treatment plan. She had recently received these revisions and will issue a new permit based on these changes.
- 275 Eastford Road: The applicant submitted a revised set of plans. Susan stated that the issue before the Commission should be a determination of what needs a permit and what receives an agricultural exemption, if any.
- 49 Lake Road: Corresponded with Deb Oftedal, applicant, regarding proposed deck.
- 76 Pomfret Road: Susan informed realtor for this piece of the Latham subdivision that the property would require a new wetlands permit as well as sedimentation and erosion control approval.
- Sign Off:
 1. Sunroom for Beaudoin at 237 Chaplin Road.
 2. Shed for Sullivan at 79 County Road.

Planning Commission Report: Rob Torcellini reported no activity.

Correspondence: None

Other Business: None

Meeting adjourned at 8:25pm.

Respectfully Submitted,

Susan Welshman, Recording Secretary

Approved: _____

THE COMMISSION HAS NOT YET READ
OR APPROVED THESE MINUTES

TOWN OF EASTFORD
INLAND WETLANDS AND WATERCOURSES COMMISSION
May 22, 2014 – 7pm

Regular Meeting

Members Present: Tom DeJohn, Chair; Deb Lee, Vice-Chair; Rob Torcellini, Denis Day, Susan Welshman
Absent: Craig Whitehouse
Also Present: Susan Yorgensen, Wetlands Agent; Susan Welshman, Recording Secretary

Meeting called to Order at 7:06 pm.

Seating of Alternates: None.

Old Business:

- **File # 14-002 Paul Torcellini, 76 Weeks Road, Eastford, CT. Single family home, septic, regrading, agricultural pond and wetland crossing. Application received: 3/27/14. Fee received: \$160.00. Decision or Public Hearing by: 6/1/14.** Rob Torcellini recused and removed himself. Paul Torcellini, applicant was present to describe amended plan with additions. Also submitted into the file at this time were four additional plans from CME Associates, Inc. as well as a written description outlining each addition. The Commission reviewed all documents submitted and discussed each addition, options and possible alternatives. Susan Yorgensen and Tom DeJohn asked that the revised plan dated May 6, 2014 be modified to include the extension of the silt fencing to the area of the proposed hoop houses.
MOTION (Lee/Day) an exemption is granted for agricultural pond in upland review area as shown on sheet 4 area 3 dated 3/19/14. MOTION CARRIES. MOTION (Day/Lee) to approve application # 14-002 with modification. APPROVED WITH MODIFICATION.

New Business:

- **File # 14-005 Daniel Belanger, 218 Eastford Road, Eastford, CT. Removal of rocks, boards, brush pile, etc. Application received: May 22, 2014. Fee received: \$160.00. Decision or Public Hearing by: September 1, 2014.** Rob Torcellini returned to his seat at the Regular meeting. Mr. Belanger described plans submitted and reviewed with the Commission work that had already taken place. Tom DeJohn noted that section 4.1D of the Inland Wetlands and

Watercourses Commission Regulations states that activities such as wood pile removal and brush removal are not regulated activities and pertain to the “enjoyment and maintenance” of one’s property as long as no soil is disturbed underneath. Mr. Belanger confirmed that neither of these piles would be dug out. The Commission reviewed photographs taken by Susan Yorgensen as part of a site investigation dated May 8, 2014. Susan Yorgensen submitted her report of the site visit to the Commission. The Commission confirmed that an area lined by fist sized stones which were laid last year is now a watercourse but is not disturbed and is not diverting. The Commission concluded that removal of this line of stones may cause more damage. If a permit is granted, it will be for the placing of the rock line previously done as no other proposed activities are regulated per Section 4.1D of the IWWC Regulations. Application continued until the June Regular Meeting.

- **File # 14-006 Betsy DiQuatro, 10 Providence Pike, Eastford, CT. Construct a 12’x16’ shed. Application Received: May 22, 2014. Fee received: \$160.00. Decision or Public Hearing by: September 1, 2014.** Tom DeJohn reported that he had recently visited the site and described the submitted plan to the Commission. **MOTION (Torcellini/Day) to remand application to Wetland Agent. APPROVED.**

Approval of Minutes:

MOTION (Torcellini/Day) to approve the Minutes of the April 24, 2014 Regular Meeting as submitted. APPROVED.

Chairman’s Report: None

Wetland Agent Report: Susan Yorgensen reported the following activities:

Agent Permits: issued to 33 Cove Road East and to 27 Chaplin Road.

Future Projects:

- An addition for the Beaudoin Family at 27 Chaplin Road
- 10 x 16 shed at 75 County Road
- Remove and replace foundation and build house at 15 Ashford Road

Sign Offs:

- Pellet Factory and Maintenance Building at 27 Chaplin Road
- Deck at 403 Old Colony Road
- Garage for 33 Cove Road East

Planning Commission Report: Susan Yorgensen reported that a Sedimentation and Erosion Control Application was approved for 76 Weeks Road.

Correspondence: None

Other Business: None

MOTION (Torcellini/Day) to adjourn meeting at 8:46pm. APPROVED.

Respectfully Submitted,

Susan Welshman, Recording Secretary

Approved: _____

THE COMMISSION HAS NOT YET READ
OR APPROVED THESE MINUTES

TOWN OF EASTFORD
INLAND WETLANDS AND WATERCOURSES COMMISSION
June 26, 2014 – 7pm

Regular Meeting

Members Present: Tom DeJohn, Chair; Deb Lee, Vice-Chair; Rob Torcellini, Denis Day, Susan Welshman, Marcia Day
Absent: Craig Whitehouse
Also Present: Susan Yorgensen, Wetlands Agent; Susan Welshman, Recording Secretary

Meeting called to Order at 7:08pm.

Seating of Alternates: None.

Old Business:

- **File # 14-005 Daniel Belanger, 218 Eastford Road, Eastford, CT. Removal of rocks, boards, brush pile, etc. Application received: May 22, 2014. Fee received: \$160.00. Decision or Public Hearing by: September 1, 2014.**
It was stated by Susan Yorgensen that on a recent site inspection, both Susan and Susan Welshman observed site to contain wetlands activity in an upland review area. The applicant has concurred with this observation. Tom DeJohn proposed the question to the Commission as to any Commission Member needing to recuse themselves from voting on this application. The answer was no.
MOTION (Lee/Marcia Day) to approve activity already conducted in the review area since this area is now stable and that the applicant may remove debris but not disturb underlying soil during activity. APPROVED.

New Business:

- **File # 14-007 Dan Johnson, 76 Pomfret Road, Eastford, CT. Construct single family home. Application received: June 26, 2014. Fee received: \$160.00. Decision or Public Hearing by: September 26, 2014.**
Bruce Woodis of KWP Associates and applicant Dan Johnson presented proposed project plans to the Commission. Debra Lee and Denis Day suggested that the current regulated areas should be reflected on the plan as well as proposed top soil stock pile location.
MOTION (Day/Torcellini) to remand application to Wetland Agent for Agent Approval. APPROVED.

- **File # 14-008 Christine McVey, 15 Ashford Road, Eastford, CT. Demolition of existing home damaged by fire, reconstruction of new home. Application received: June 26, 2014. fee received: \$160.00. Decision or Public Hearing by: September 26, 2014.**

Bruce Woodis of KWP Associates presented the Commission with new site plans which now include topography and provided a description of the project. Susan Yorgensen and Tom DeJohn, Chair expressed concern that there was no information pertaining to the carting off debris resulting from the demolition. The plan needs to reflect where all materials will be stockpiled. Bruce Woodis to contact contractor to be able to show this information on the plan and to possibly have a narration done as to proposed procedures.

MOTION (Torcellini/Day) to remand application to Wetland Agent for Agent Approval. APPROVED.

- **File # 14-009 Stagecoach Properties, LLC, 175 Eastford Road, Eastford, CT. Addition to existing one car garage, addition to rear deck. Application received: June 26, 2014. Fee received: \$160.00. Decision or Public Hearing by: September 26, 2014.** Applicant was present to provide the Commission with proposed project description.

MOTION (Torcellini/Day) to remand application to Wetland Agent for Agent Approval. APPROVED.

Approval of Minutes:

MOTION (Lee/Day) to approve the Minutes of the May 22, 2014 Regular Meeting as submitted. APPROVED.

Chairman's Report: None

Wetland Agent Report: Susan Yorgensen reported the following activities:

- Training session which Susan Yorgensen was registered to attend was cancelled by the DEEP.
- Susan corresponded with engineer from CME engineering regarding the Old Still River Café property. Susan indicated to him that any proposed plan would need to go before the IWWC for review and would likely require DEEP and DPH approval as well.
- Susan communicated with Gordon Spink, contractor for 15 Ashford Road project.
- Susan was contacted by Michael Fanning of WMC Engineering Company regarding the Mill Bridge Road bridge replacement project. She forwarded him IWWC regulations and application forms.
- Susan received a copy of an email from Cheryl Chase of DEEP to Mark Branse requesting answers to questions and documentation of such.
- Sign Off's:
 - Pool for Beck at 164 Union Road
 - Pool for Hull at 4 Providence Pike
 - Replacement of stairs/entryway for Blanchette at 189 Eastford Road

Planning Commission Report: None

Correspondence: Susan Yorgensen submitted a copy of the General Statutes of Connecticut, Volume 8, Title 22a, Chapter 440, Sections 22A-36 through 22A-45.

Other Business: None

MOTION (Torcellini/Day) to adjourn meeting at 8:46pm. APPROVED.

Respectfully Submitted,

Susan Welshman, Recording Secretary

Approved: _____

TOWN OF EASTFORD
INLAND WETLANDS AND WATERCOURSES COMMISSION
July 24, 2014 – 7pm

Regular Meeting

This meeting was cancelled by Tom DeJohn, Chair

TOWN OF EASTFORD
INLAND WETLANDS AND WATERCOURSES COMMISSION
August 28, 2014 – 7pm

Regular Meeting

This meeting was cancelled by Tom DeJohn, Chair

THE COMMISSION HAS NOT YET READ
OR APPROVED THESE MINUTES

TOWN OF EASTFORD
INLAND WETLANDS AND WATERCOURSES COMMISSION
September 25, 2014 – 7pm

Regular Meeting

Members Present: Tom DeJohn, Chair; Deb Lee, Vice-Chair; Rob Torcellini, Denis Day, Craig Whitehouse, Susan Welshman

Absent:

Also Present: Susan Yorgensen, Wetlands Agent; Susan Welshman, Recording Secretary

Meeting called to Order at 7:04 pm.

Seating of Alternates: None.

Old Business: None

New Business:

Application Received Post Agenda Filing:

- **File # 14-010 George Jung & Associates, Corner of Ashford and Westford Road, Eastford, CT. Construction of five (5) duplex residences with on site drilled wells and septic systems. Application received: September 25, 2014. Fee received: \$460.00. Decision or Public Hearing by November 28, 2014.**
Tom DeJohn, Chair, addressed the Commission with an explanation of recent interactions between himself, the applicant, the applicant's excavation contractor, the applicant's engineer and Ben Shmidt of the Town of Eastford Public Works. A drive way permit had been signed off on and due to misinformation on the part of the applicant and his contractors, work began on the property prior to application for a Wetlands Permit. This work constituted an area of approximately 80'x80' being stripped of topsoil and the appearance of a resulting stockpile of soil. Ben Shmidt informed the applicant, engineer and contractor that the sign off pertained to a curb cut permit only. Excavation work on the site halted at this point. Norn Thibeault, Engineer with Killingly Engineering Associates, was present at the meeting to discuss application and plans with the Commission. Plans for the five duplex residences were presented. After apologizing to the Commission for the misunderstanding regarding the early start of the project, Mr. Thibeault went on to explain the applicant's current plan for the duplexes. Susan Yorgensen asked if there would be one condo association for all buildings. The answer was yes. Ms. Yorgensen stated that DEEP may need to take jurisdiction depending upon the gallon per day of flow expended. Susan noted that the stated

flagger of the Wetlands on the plan, Mark Sullivan, was incorrect. Mr. Thibeault will make the correction. Rob Torcellini asked the question of how much of the lot is being disturbed. Mr. Thibeault will get the exact percentage. Tom DeJohn noted that the letter from the soil scientist included with the application needs to be revised to reflect what is present within 100' of all activity. Tom DeJohn read aloud from the Inland Wetlands and Watercourses Regulation 9.1 regarding the Commission's responsibility in determining whether application should go to Public Hearing. **MOTION (Torcellini/Day) to propose a Public Hearing regarding this application to address possible public interest in this project. MOTION APPROVED.** Public Hearing is scheduled for October 23, 2014.

Approval of Minutes:

MOTION (Torcellini/Day) to approve the Minutes of the June 26, 2014 Regular Meeting as submitted. APPROVED.

Chairman's Report: None

Wetland Agent Report: Susan Yorgensen reported the following activities:

Westford Road Activity

Susan reported that she had corresponded with Killingly Engineering in mid July regarding developing a piece of property with multiple single family houses set up as a condominium development. Susan advised the engineer to meet with the First Selectman or the Board of Selectmen regarding the project. Susan told the engineer that since Eastford has no zoning, the project would need to go before the Planning Commission if the property were part of a subdivision. Regardless, the project would need to go before the IWWC for approval. Susan reported receiving a call from Tom DeJohn on Wednesday, September 24, 2014 in which he informed her that work had begun at project site and was ongoing. Susan contacted Ben Schmidt, Public Works Supervisor and also emailed Killingly Engineering Associates informing them that were not signed off on a permit to begin work. She was later advised that work had stopped and an IWWC Permit Application had been submitted that afternoon.

Crystal Pond

Susan reported receiving several e-mails from Tax Assessor Carol Crawford and from Tom Crocket regarding proposed work at a .17 acre area on Crystal Pond. Susan advised Mr. Crocket that she was not sure that the North East District Department of Health would allow the proposed work on the property. They would also not likely be able to put in a well due to the close proximity of neighboring septic systems. If approval was given by NEDDH, Mr. Crocket would need approval from the IWWC for the project. He would also need to contact the First Selectman's Office regarding the placement of a trailer on the property. Susan stated that the property is quite small and may have been intended as pedestrian access to the lake.

Sign Offs

Barn for Glen Barlow at 124 Old Colony Road

In-Law Addition for Harakaly at 128 Hartford Turnpike

Installation of water line for Platt at 18 Sprague Hill

Planning Commission Report: None

Correspondence:

- Decision letter from State of Connecticut Department of Energy & Environmental Protection outlining recommendations for the Commission as well as the statement that “ the recommendations stated above do not rise to the level of IWRD opting to institute a proceeding aimed at revoking the authority of the Eastford Inland Wetlands and Watercourses Commission”

Other Business: Denis Day asked Susan Yorgensen what would be necessary for documentation to obtain a sign off for an addition to his residence. Both pieces of required information were then presented to Susan for review.

MOTION (Torcellini/Day) to adjourn meeting at 8:30pm. APPROVED.

Respectfully Submitted,

Susan Welshman, Recording Secretary

Approved: _____

THE COMMISSION HAS NOT YET READ
OR APPROVED THESE MINUTES

TOWN OF EASTFORD
INLAND WETLANDS AND WATERCOURSES COMMISSION
October 23, 2014 – 7pm

Public Hearing

Members Present: Tom DeJohn, Chair; Deb Lee, Vice-Chair; Rob Torcellini, Denis Day, Craig Whitehouse, Susan Welshman

Absent:

Also Present: Susan Yorgensen, Wetlands Agent; Susan Welshman, Recording Secretary

Meeting called to Order at 7:01 pm.

Seating of Alternates: None.

File # 14-010 George Jung & Associates, Corner of Ashford and Westford Road, Eastford, CT. Construction of five (5) duplex residences with on site drilled wells and septic systems. Application received: September 25, 2014. Fee received: \$810.00. Decision or Public Hearing by November 28, 2014.

Tom DeJohn, Chair, declared the Public Hearing open at 7:01 pm. Craig Whitehouse stated for the record that he is an immediate abutter to the property and felt that he could vote fairly on the application. Norm Thibeault, engineer from Killingly Engineering Associates, presented the Commission with a modified set of plans containing the revisions entitled 'perc test data added' and 'wetlands removed' dated October 14, 2014. Also submitted a document entitled Drainage Report Prepared for Peppertree, LLC, Eastford, CT dated October 22, 2014. Mr. Thibeault began by giving the Commission an oral explanation of the project lot using the original site plan dated September 12, 2014 which included areas on the property delineated as wetlands. He explained that the original soil scientist who flagged these wetlands was Mark Sullivan. Mr Thibeault explained that a second and third soil scientist were hired by the applicant to investigate and report on the wetlands which may be present on this property. He stated that both the second and third soil scientist were present at the Public Hearing and would be presenting the Commission with a report of their findings. Mr. Sullivan, the original soil scientist was not able to attend the meeting. Mr. Thibeault stated that he and the applicant had been in frequent contact with Susan Yorgensen, Wetlands Agent, and he thanked her for her availability and input. He summarized by explaining that soil scientist number two and three found no wetlands on the property, however, the unit to be constructed closest to Westford Road is within 100' of wetlands located across Westford Road on the Whitehouse property.

Mr. Thibeault then went on to describe the drainage areas of the property. He stated that water drains to low spots on the property in three areas. The first two duplex units are in an area which drains to a low spot in the northwestern area of the site with the run off eventually permeating the soil. The second area of duplexes also runs down to a low area on the property. The third set of duplex areas drains down in a southwest direction to Westford Road.. He noted two culverts with one discharging across Westford Road but not directly into the Whitehouse property wetlands. The second culvert begins at the intersection of Westford/Ashford Roads and discharges south to a drainage ditch running along Ashford Road.

He then addressed comments previously received by Susan Yorgensen pertaining to percentages of temporary disturbances. He reported that the temporary area of disturbance is a little over 18% and that 60% of the property would be modified. Each unit has separate septic systems. Perc tests done were added to the plans.

The next topic that Mr. Thibeault addressed was the effect on downstream watercourses. He reported that there is a catch basin which discharges to a swale and goes approximately one half mile to Bigelow Brook and ultimately discharges at this point. He also stated that an Erosion and Sedimentation Project Control narrative had been added to sheet #3 of the plans.

Mr. Thibeault then summarized the Drainage Report dated October 22, 2014. He stated that the increase of drainage in the first area does not net any additional drainage offsite. The area which drains toward Westford Road he reported a minimal increase that would occur in storm events of between five and fifty years.

Mr. Thibeault introduced the soil scientists to the Commission. The first to speak was Thomas Pietras, Certified Soil Scientist, who submitted his resume and copies of his findings report. He stated that the property investigation took place on October 22, 2014. First evaluated was the area in the east central portion of the property. He stated that it was obvious to his observation that this area did not contain wetland features. The soils in this area clearly lacked the grey coloration indicative of wetland soil. This area also contained a predominance of upland vegetation. The second area investigated closer to the Ashford/Westford intersection produced soil samples clearly lacking the grey coloration indicative of wetland soil. He observed a mixture of upland and wetland vegetation in this area, however the soil failed to qualify as wetland soil. He stated that he saw no evidence of test holes dug by the original soil scientist for the project. Mr. Pietras then gave details as to his experience as a soil scientist including years in practice (33 years) and approximate number of test holes dug during his career (2,000).

Tom DeJohn asked what types of soil were found at the site. Mr. Pietras reported finding well drained Sutton fine sandy loam in the upper area. He reported finding moderately drained Sutton soil and well drained Charlton soil in the lower area.

Mr. George Logan, Certified Soil Scientist, was then introduced to the Commission. He submitted his resume and report findings to the Commission at this time. Mr. Logan stated that he has 26 years of experience in soils and wetlands. He reported that he was asked by Mr. Pietras to verify his investigation and findings as an independent observer. He reported that the upper site plan area which he referred to as site # 1 consisted of primarily upland vegetation. He observed that the lower site plan area referred to as site # 2 was a little more moist and consisted of a mix of upland and wetland vegetation. He stated that he felt that the first soil scientist, Mark Sullivan, may have based his findings

of wetlands on the observation of this wetland vegetation. He reported that the soil observed at these sites did not qualify as wetland type soils.

Attorney Janet Brooks, representing the applicant, stood and asked if Craig Whitehouse as a property abutter felt that he could or could not vote fairly on this application. Mr. Whitehouse confirmed that he said he could vote fairly. Attorney Brooks stated that property abutters has special status allowing them to bring an appeal to the decision and requested that he recuse himself from the proceedings for that reason alone. Tom DeJohn asked Craig Whitehouse if he was comfortable recusing himself from the proceedings and taking a seat in the audience. Mr. Whitehouse stated that he would recuse himself and then moved to a seat in the audience.

Attorney Brooks then requested that, for clarification purposes, the areas in question being investigated for the presence of wetlands be referred to as “ the areas formerly designated as wetlands” by all parties for the remainder of the Public Hearing. Ms. Brooks also stated for clarification that the the presence of wetland vegetation does not change the status of the soils. The soils ultimately determine the presence of wetlands. She stated that the Commission has a determination in front of them as to the impact of construction of one set of duplexes closest to the Westford Road/Whitehouse property. The other duplexes are outside of the 100’ area and pose even less impact. Attorney Brooks returned to her seat.

The applicants representatives then answered questions from the Commission pertaining to errors found on the submitted plans attributed to drafting mistakes made by engineering staff, the feasibility of a detention pond, the influence of vegetation coverage on presented calculations, provisions being made to continue the limit of disturbance past current property ownership, the placement of rain gardens, remedies taken for work previously done, possible phases of construction, issues of stabilization over time and CL&P power tie in areas.

Questions to the Commission were then opened to the Public.

Ken Brown and Mary Brown, 89 Ashford Road, asked if the soil scientists had dug samples on the edges or in the center of the areas of investigation. They also expressed concern about water run off and drainage issues east along Ashford Road and downhill. Karen Parry, 99 Ashford Road, commented on culvert direction on Ashford Road. Mary Roto, 149 Westford Road, expressed concern about lateral water flow to Bigelow Brook.

Greg Roto, 147 Westford Road asked if the Town could hire their own soil scientist to determine if the applicant’s on site soil investigation was correct. Asked if it was the Town’s responsibility to accept the applicant’s findings.

Susan LePalme, 160 Westford, asked why original soil scientist was not present at the hearing. She asked how Mr. Pietras and Mr. Logan were chosen. Atty. Brooks responded that she had recommended them to applicant. She asked if it were possible for soil to change from wetlands to nonwetlands and over what period of time that may occur.

Tom DeJohn stated that the applicant and his representatives will be given an opportunity to address all questions posed and noted at the end of the Public Participation Session.

Susan LePalme also asked who it is that can request a nonjurisdictional ruling and what that entails. She also asked if there were future plans to build beyond the presented five units possibly across the street. Susan then asked if changes would occur to the infrastructure of the intersection of Ashford/Westford Roads and expressed traffic safety concerns.

Alternate Commission member Marcia Day arrived and took her seat at the Public Hearing.

Michelle Palulis, 7 Providence Pike, asked what the historical timeline is of wetlands delineation for this property.

Sue Orcutt, 184 Westford Road, commented that there is a brook further down Westford Road. Asked to be shown where that brook is on the plans. Mr. Thibeault demonstrated that the Sibley Brook lies 1,200-1,500 feet further down Westford Road.

Effie Vinal, Chair of the Town of Eastford Planning Commission stated that she did not have a wetland related question rather she asked what the square footage of the individual units would be and also asked why the Planning Commission was not notified of this project.

Susan LePalme commented that the buildings being built on slabs concerned her.

Karen Parry asked for clarification as to how many wells and septic systems will go on the property. Mr. Thibeault responded that there will be five septic systems and five wells.

Georgianna Copley asked if an updated and corrected site plan could be submitted given all the clerical mistakes. Tom DeJohn stated that it is likely that the Commission will request these corrections as a condition of approval.

Greg Roto asked what kind of notification needs to go out to the public procedurally when a large subdivision development occurs. Tom DeJohn responded that the IWWC findings at last month's meeting which led to this Public Hearing were properly published according to State statutes and regulations. No distinction is made for the size of the project.

Ken Brown commented that he felt large amounts of water flowing into a basin that will run down the road into a stream constituted a wetlands issue.

Craig Whitehouse, 210-215 Westford Road stated that water runs down off of property through area in stone wall at the corner of Ashford and Westford and often freezes in the winter.

Art Brodeur, First Selectman, asked if it were correct to say that, given the identification given to this property as a single property and not a subdivision, the judgment of the IWWC would constitute a go for this project. Susan Yorgensen responded that, given there is permission from the Health Department, the answer would be yes.

Ken Brown asked if permitting for this project was just limited to Wetlands. Susan Yorgensen responded that legally, yes.

Deb Lee commented that because Eastford has no zoning and because the applicant tells us that this is not a subdivision, Wetlands Regulations are the only thing to be considered.

Greg Roto raised the question as to this property being a subdivision or not. Susan Yorgensen responded that division of property, according to subdivision regulations, into

3 or more parcels constitutes a subdivision. If another cut were to be made to this property it would fall under Subdivision regulations.

Effie Vinal commented that the septic reserves appeared very close on the plans. Asked how far they were from the leach fields.

Susan Yorgensen stated that the purpose of the Public Hearing was for the applicant to show what they are going to do, for the public to see this and offer comments, evidence or information toward the Commission. She stated that it may seem that the meeting is to allow the public to get questions answered however it is, in reality, for the Commission to get evidence in order to make their ultimate decision.

Tom DeJohn commented that the applicant and representatives understand that the questions they choose to answer are for the benefit of the Commission to aid in the Commission's decision making. The Commission is limited to what they hear in this Public Hearing.

Daren McNeal asked if the applicant was considering the installation of a reserve tank for fire fighting purposes.

Janet Brooks stood to address the questions noted by her. First question pertaining to what kind of wetland plants determine wetlands was answered with the statement that it is the soil which is the determining factor. How many holes were dug and where were they located? Answer: Mr Pietras reported that seven holes were dug in each area. These holes were dug in the interior of the investigation areas. How long have these areas been designated wetlands? Answer: Norm Thibeault responded that there is a misconception that these areas were on Town maps shown as wetlands but in fact there is nothing on Town maps showing this. When the survey for this site commenced, areas of the property were noted, investigated and subsequently flagged as wetlands by Mark Sullivan. Norm stated that Mr. Logan and Mr. Pietras were more experienced and that no holes were observed by them as having been dug by Mr. Sullivan. Can wetlands change? Answer: Mr. Pietras responded by saying that poorly drained soil takes thousands of years to change it's unique colorization that identifies it as wetlands. Conversely, formation of wetlands can take as little as five years. Reserve system and leach fields? Answer: Norm Thibeault responded that the Health Department only requires that the physical area to place the reserve system be present and shown. Is there such a thing as seasonal wetlands? Answer: Mr. Pietras responded that wetlands are not identified by wetness in the soil or temporary wetness.

Tom DeJohn asked Norm Thibeault to what extent he evaluated downstream laterals toward Bigelow Brook? Mr Thibeault responded that calculations done determined that there is not significant increase in flow for most storms and that rain gardens being installed to address roof drainage is an appropriate solution.

Tom DeJohn asked the applicant if they were pleased with their presentation. The applicant responded yes.

Tom DeJohn closed the Public Hearing at 8:47 pm.

Regular Meeting

The Regular Meeting was called to Order at 8:50 pm.

Old Business:

- **File # 14-010 George Jung & Associates, Corner of Ashford and Westford Road, Eastford, CT. Construction of five (5) duplex residences with on site drilled wells and septic systems. Application received: September 25, 2014. Fee received: \$810.00. Decision or Public Hearing by November 28, 2014.**

The deliberations for this application will be tabled until the November Regular Meeting allowing time for Marcia Day to review the recording of the Public Hearing.

New Business:

- **File # 14-011 Sterling Viets, 25 Lake Road, Eastford, CT. Construct a 30'x40' garage. Application received: October 23, 2014. Fee received: \$160.00. Decision or Public Hearing by: December 28, 2014.** After reviewing the application and submitted plan, the Commission determined that it was legally received however did not provide enough information for them to grant a permit or make a jurisdiction ruling. Susan Yorgensen to review and request more detailed information.
- **File # 14-013 Town of Eastford, Mill Bridge Road, Eastford, CT. Remove existing twin arch structure and replace it with a new bridge. Application received: October 23, 2014. Decision or Public Hearing by: December 28, 2014.** Initial review of application and plans. **MOTION (Lee/Day) to send application to Public Hearing on November 20, 2014. APPROVED.**

Approval of Minutes:

MOTION (Day/Lee) to approve the Minutes of the September 25, 2014 Regular Meeting as submitted. APPROVED.

Chairman's Report: None

Wetland Agent Report: Susan Yorgensen reported the following activities:

Agent Permits: Tom Hughes at 232 Old Colony Road for solar array installation.

Sign Offs:

- Parking area on the west side of Route 198 for the Cemetery Association
- Addition for Day at 283 Westford Road
- Solar array for Tom Hughes at 232 Old Colony Road.

Planning Commission Report: None

Correspondence: None

Other Business: None

Regular Meeting Adjourned at 9:45 pm.

Respectfully Submitted,

Susan Welshman, Recording Secretary

Approved: _____

THE COMMISSION HAS NOT YET READ
OR APPROVED THESE MINUTES

TOWN OF EASTFORD
INLAND WETLANDS AND WATERCOURSES COMMISSION
November 20, 2014 – 7pm

Public Hearing

Members Present: Tom DeJohn, Chair; Deb Lee, Vice-Chair; Rob Torcellini, Denis Day, Susan Welshman
Absent: Craig Whitehouse
Also Present: Susan Yorgensen, Wetlands Agent; Susan Welshman, Recording Secretary

Meeting called to Order at 7:01 pm.

File # 14-013 Town of Eastford, Mill Bridge at Mill Bridge Road, Eastford, CT. Remove existing twin arch structure and replace with new bridge. Application received: October 23, 2014. Decision or Public Hearing by: December 28, 2014.

Michael Fanning, Senior Engineer with WMC Consulting Engineers was present at the Public Hearing. He presented an overview of the application and plans to date. Mr. Fanning stated that the wetlands at the project site were flagged by HD Consoil. Approximately 325' of road is to be altered and two catch basins will be added. The project includes the construction of four wing walls. A precast concrete material will be used which will resemble field stone. Mr Fanning explained that the demolition of the existing bridge will have a plan submitted when a bidder/contractor is chosen. He submitted into the record a Notice to Contractor document which will be given to bidders outlining requirements to be met pertaining to environmental protection and clean up. Another document was submitted into the record at this time by Mr. Fanning pertaining to requirements contractor/bidders must follow pertaining to Water Pollution Control (Estimated Cost Plus). A discussion of permanent and temporary impacts took place as well as the discussion of a planting plan. Mr. Fanning estimated that the total sequence of demolition and construction to be approximately 10 months. Construction equipment, trailers, etc. will be temporarily stored on the part of Mill Bridge Road to be closed to traffic during the project. The project is slated to begin in the Spring of 2015 pending permit completion including Flood Management Certification. No questions or comments were offered from the Public when opened to the Public.
The Public Hearing was closed at 7:23 pm.

Regular Meeting

The Regular Meeting was called to Order at 7:26 pm.

Old Business:

- **File # 14-010 George Jung & Associates, Corner of Ashford and Westford Road, Eastford, CT. Construction of five (5) duplex residences with on site drilled wells and septic systems. Application received: September 25, 2014. Fee received: \$460.00. Decision or Public Hearing by November 28, 2014.** Tom DeJohn, Chair, stated that all application requirements for this proposed project had been met. He stated that at the Public Hearing of last month, the Commission heard impact information, heard that two soil scientists stated there are no wetlands present on the site, testimony to the impact off site and down stream is low enough to be handled by culvert and some discussion occurred as to the limits of disturbance.

MOTION (Torcellini/Day) to approve application with the following conditions:

1. **Plans entitled “ Property Survey, Detail Sheet prepared for George Jung, Ashford Road and Westford Road” prepared by Killingly Engineering Associates, dated September 12, 2014 to be revised.**
2. **Any technical revisions required by the Town Engineer or Staff shall be incorporated in the revised plans, including clerical errors, fine tuning the sedimentation and erosion control plans and the like.**
3. **Limit of disturbance shall be added to the plans.**
4. **Rain gardens proposed by the engineer at the October Hearing shall be incorporated into the design and a note regarding permanent maintenance be included on the plan as well as in the association documents filed on to the land records.**
5. **Since the area between the development and the roads and the developed portion of the property, as stated by the applicant’s engineer at the Hearing, should remain vegetated based on the storm water calculations to enhance absorption of surface run off, a note stating this should be placed on the plans and should be included in the association documents or document filed on the land records.**

MOTION CARRIES UNANIMOUSLY.

- **File # 14-011 Sterling Viets, 25 Lake Road, Eastford, CT. Construct a 30’ x 40’ garage. Application received: October 23, 2014. Fee received: \$160.00. Decision or Public Hearing by; December 28, 2014.** Tom DeJohn and Susan Yorgensen informed the Commission of phone contacts with the applicant and his contractor. Susan stated that she has gone out to view the site. Susan has requested a plan to scale for the file. No plan has yet been submitted.

- **File # 14-013 Town of Eastford, Mill Bridge at Mill Bridge Road, Eastford, CT. Remove existing twin arch structure and replace with new bridge. Application received: October 23, 2014. Decision or Public Hearing by: December 28, 2014.**

MOTION (Torcellini/Day) to approve the application with the following modifications:

1. **Consideration of wildlife friendly curbing i.e. Cape Cod Curbing.**

2. **The IWWC shall review all environmental submissions including construction staging, sedimentation & erosion control, sequence of construction, etc.**

MOTION CARRIES UNANIMOUSLY.

New Business:

- **File # 14-014 David Barlow, 22 Trepal Drive, Eastford, CT. Demolition of existing cottage and construction of new home with new well, septic and regarding of the lawn. Application received: November 20, 2014. Fee received: \$160.00. Decision or Public Hearing by: February 27, 2014.** Mr. Barlow presented the Commission with engineered plans to view. Plans and application were inspected and discussed. The demolition portion of the application was remanded to Susan Yorgensen with a new application to be submitted separately for the demolition.

Application Received Post Agenda Filing: None

Approval of Minutes:

MOTION (Torcellini/Day) to approve the Minutes of the October 23, 2014 Public Hearing and Regular Meeting as submitted. APPROVED.

Chairman's Report: None

Wetland Agent Report: Susan Yorgensen reported the following activities:

1. Mill Bridge: Susan reviewed the application. If approved, she suggests that prior to any construction a meeting be held with the contractor to be sure he has a copy of the Inland Wetlands and Watercourse permit and clarification of Sedimentation and Erosion Controls and maintenance as well as who is responsible for those controls.
2. Army Corps of Engineers: Susan received a copy of a letter that went out by the Army Corps to residents and notification of a site walk to be performed by them.
3. Information: Susan received requests for information regarding issues mentioned the minutes.
4. 25 Lake Road: After speaking with the Chair, Susan requested a plan to scale. She visited the Lake Road site. She reports that all activity seems to be outside of 100' from the Lake.
5. Barlow: Susan has been working with Mr. Barlow regarding his proposed project.
6. Sign Offs: Proposed mudroom, deck fireplace and chimney for Randy Chinnock at 47 Kennerson Reservoir Road with the conditions that the Sedimentation and Erosion Control should be installed as needed, any stock piled soil shall be stored outside of the 100 foot review area and protected from erosion.

Planning Commission Report: None

Correspondence: None

Other Business: None

Meeting Adjourned at 8:52 pm.

Respectfully Submitted,

Susan Welshman, Recording Secretary

Approved: _____

THE COMMISSION HAS NOT YET READ
OR APPROVED THESE MINUTES

TOWN OF EASTFORD
INLAND WETLANDS AND WATERCOURSES COMMISSION
December 18, 2014 – 7pm

Members Present: Tom DeJohn, Chair; Deb Lee, Vice-Chair; Rob Torcellini, Denis Day, Susan Welshman

Absent: Craig Whitehouse, Susan Yorgensen: Wetland Agent

Also Present: Susan Welshman, Recording Secretary

Meeting called to Order at 7:04 pm.

Old Business:

- **File # 14-014 David Barlow, 22 Trepal Drive, Eastford, CT. Demolition of existing cottage and construction of new home with new well, septic and regarding of the lawn. Application received: November 20, 2014. Fee received: \$160.00. Decision or Public Hearing by: February 27, 2014.** A memo from Susan Yorgensen regarding her observations and suggestions to the applicant was read aloud by Tom DeJohn, Chair. Updated plans were presented and reviewed by the Commission which included Susan Yorgensens suggestions. **MOTION (Day/Torcellini) to approve application as presented. APPROVED.**

New Business:

- **File # 14-016 Thomas Buell, 31 Lake Drive, Eastford, CT. Install stone wall and launch. Application received: December 18, 2014. Fee received: \$160.00. Decision or Public Hearing by: March 27, 2014.** Rob Torcellini stated for the record that he is a relative of the applicant and is able to vote without prejudice. Tom Buell reviewed application and site plans with the Commission. Tom DeJohn, Chair, read a memo from Susan Yorgensen regarding suggestions to applicant after her initial review. Discussion of application and questions followed. Mr. Buell informed the Commission that all excavated materials shall not be stockpiled but removed from site immediately. Tom DeJohn told applicant that the following modifications should be made to the site plan: reference to 50 foot buffer should be changed to 100 foot buffer, plan should indicate 100 foot upland review area, notes as to monitoring of sedimentation and erosion controls, excavation material removal, landscaping and erosion control, sequence of construction and time frame of construction should be added. An addition fee of

\$20.00 shall be required for activity within wetland or watercourse of 2,000 feet or less. Application tabled until the January Regular Meeting.

Application Received Post Agenda Filing: None

Approval of Minutes:

MOTION (Torcellini/Day) to approve the Minutes of the November 20, 2014 Public Hearing and Regular Meeting as submitted. APPROVED.

Chairman's Report: None

Wetland Agent Report: Susan Yorgensen reported the following activities:

1. 25 Lake Road: After speaking with the Chair, Susan requested a plan to scale. She visited the Lake Road site and all activity appeared to be outside of the 100 foot buffer from the lake. She received a plan and subsequently contacted the applicant's contractor to inform him he was all set to start.
2. 22 Trepal Drive: Susan did a preliminary review of the plan. A plan to deal with the trailings from the well drilling should be added. A sequence of construction should be added. She noted that Note #7 on the plan of sequence of demolition indicated saving some materials for reuse. A soil stockpile area should be shown as well.
3. 31 Lake Drive: Susan reviewed the preliminary plan and suggested that the referred to 50 foot buffer and 100 foot buffer should be revised to indicate 100 foot upland review area. A sequence of construction as well as a complete sedimentation and erosion control plan should also be included.
4. Agent Permit: Susan Yorgensen issued an agent permit for demolition only at 22 Trepal Drive.
5. Peppertree Westford/Ashford Road: Susan received and reviewed the final plans for the project. A set should be at the Town Office Building as well.
6. Sign Offs: Garage for Viets at 25 Lake Road.

Planning Commission Report: None

Correspondence: None

Other Business: None

Meeting Adjourned at 8:20 pm.

Respectfully Submitted,

Susan Welshman, Recording Secretary

Approved: _____

