

## **Shutesbury Conservation Commission**

Minutes – July 10, 2025

Approved – July 24, 2025

*Virtual Meeting*

**Commissioners Present:** Beth Willson (Chair), Mare Fox, Scott Kahan, Bob Douglas

**Commissioners Absent:** None

**Other Staff Present:** Matteo Pangallo (Land Use Clerk)

**Others Present:** Tom Siefert

**Call to Order:** 7:05pm

This meeting is being recorded and all members are participating remotely.

### **Comments from the Chair**

With Janice Rowan not seeking renewal, the Commission is down one member and Willson has been in touch with a person who has expressed a potential interest in joining. She encourages the other Commissioners to spread the word about the opening.

### **Review and vote on minutes of June 12, 2025 and June 26, 2025**

Motion to approve the minutes of June 12 and June 26, 2025: Fox; second: Douglas. Vote: Kahan - Aye; Fox - Aye; Douglas - Aye; Willson - Aye. *The motion is approved unanimously.*

### **Site Visits Update**

Fox reports that there have been no site visits since the last meeting. She will be visiting 58 Lake Drive to confirm that the vegetation has been sufficiently restored for the Certificate of Compliance. Going forward, the Land Use Clerk will put Fox in direct contact with applicants so she can set up site visit appointments herself. Willson asks that new project site visits still be run through the Land Use Clerk so other Commissioners who are interested can attend, but she agrees that follow-up and compliance visits could be arranged directly by Fox with the applicant.

### **Land Management Update**

Kahan reports that he talked with Dave Grenier about the West Quabbin Conservation Area parking area and Grenier confirmed that the Highway Department will be doing that project next.

Kahan reports that Penny Jaques will be meeting with the contractor for the Top of the Lake invasives removal and should have an update next meeting.

Kahan met with the Town Administrator about the South Brook Conservation Area trail project and because it is over \$50,000 it must follow a process of soliciting bids. The Town Administrator will provide Kahan with some additional information about that process.

Willson raises the idea of trails in the West Quabbin Conservation Area and Kahan will look at the remaining funds in the CPA grant to see if that would be possible.

### **Draft Report of Lake Wyola Stormwater Erosion Task Force**

Willson reminds the Commission that July 25 is the deadline to submit comments to the Lake Wyola Stormwater Erosion Task Force about their report. She suggests that Commissioners submit any comments to the Land Use Clerk who can assemble a single document from the Conservation Commission. Douglas agrees that individual comments are the best way to go.

### **Administrative Approval Request for Subduing Knotweed Coalition**

Willson explains that the Town has submitted an Administrative Approval Request on behalf of work to be done by the Subduing Knotweed Coalition to remove knotweed on public property around Town. Because nobody from the Coalition or the Town is present to explain the Request or answer questions, Willson suggests continuing this agenda item to the next meeting.

Motion to continue: Douglas; second: Fox. Vote: Kahan - Aye; Fox - Aye; Douglas - Aye; Willson - Aye. The motion is approved unanimously.

### **Certificate of Compliance for Lot O-32 Restoration**

Willson reports that Fox did the site visit but no Certificate of Compliance request has been submitted yet.

Motion to table: Douglas; second: Kahan. Vote: Kahan - Aye; Fox - Aye; Douglas - Aye; Willson - Aye. The motion is approved unanimously.

### **Ratification of Emergency Certification for Baker Road culvert repair**

Willson explains that the Highway Department has reported a small culvert is popping up through the top of the road. The Department wants to make a deeper trench to bury it. Willson will be writing the Emergency Certification this weekend. For now the Commission can vote to issue it or can set up a site visit first. She saw the culvert and confirms that it was sticking up into the road. Douglas asks if it seemed like an emergency to her and she answers that it seems like

an emergency because a passing vehicle could crush the pipe and she notes that there is a similar problem on Montague Road that will likely need to be addressed soon. Douglas thinks it is important to give the Highway Department as much time as they might need.

Motion to issue the Emergency Certification for Baker Road culvert repair: Douglas; second: Fox. Vote: Kahan - Aye; Fox - Aye; Douglas - Aye; Willson - Aye. *The motion is approved unanimously.*

### **Bylaw Regulations Revisions**

Willson has not yet gone back through the draft regulations to identify those places where the Commission needs to finalize decisions about any changes. She will have that ready for the meeting on July 24 and they can set the public hearing date at that time.

### **Unanticipated Business**

There is no unanticipated business.

### **Adjournment**

Motion to adjourn: Douglas; second: Kahan. Vote: Kahan - Aye; Fox - Aye; Douglas - Aye; Willson - Aye. *The motion is approved unanimously.*

**Adjourned:** 7:30pm

### **List of Documents Used:**

- Draft minutes of June 12, 2025
- Draft minutes of June 26, 2025
- Draft report of Lake Wyola Stormwater Erosion Task Force