



## Inland Wetlands Board

### APPROVED/REVISED Minutes

These minutes are a general summary of the meeting and are not a verbatim transcription.

#### November 26, 2019

Members Present: Susan Baker (Vice Chair)  
Tim Bishop  
Tracey Miller  
Alan Pilch  
Kory Salomone (Secretary)  
Patricia Sesto (Chair)  
Dave Tatge

Also Present: Beth Peyser, Inland Wetlands Agent & Conservation Enforcement Officer  
Aarti Paranjape, Office Administrator/ Recording Secretary

At 7:31 p.m. Ms. Peyser, called the meeting to order.

#### PENDING ITEMS

- #2019-065-SR:** Summary Ruling Application per Section 7.5 of the Town of Ridgefield Inland Wetlands and Watercourses Regulations for expansion of a parking lot and associated activity within the regulated upland review area of wetlands, including landscaping, retaining walls for a property located at **Assessor's ID E15-0191** in the RA zone. *Statutorily received on September 24, 2019. Owner/Applicant: Town of Ridgefield. Authorized Agent: Jacob Muller. To schedule a site walk and Public hearing.*

Scheduling of the item was discussed under item number 4.

The site walk was scheduled on December 08, 2019 and Public hearing on December 10, 2019.

- #2019-070-SR:** Summary Ruling Application per Section 7.5 of the Town of Ridgefield Inland Wetlands and Watercourses Regulations for a pond dredging for a property located at **257 Peaceable Street** in the RAA zone. *Statutorily received on October 15, 2019. Owner: Robert Daher. Applicant: New England Aquatic Services LLC. To schedule a site walk and discussion.*

Scheduling of the item was discussed under item number 4.

The site walk was scheduled on December 08, 2019 and will be on agenda for discussion on December 10, 2019.

## **NEW ITEMS**

### 1. Election of Officers.

**Mr. Bishop motioned to nominate Ms. Sesto as a Chair to the new Inland Wetlands Board, Mr. Salomone seconded it. Motion carried 7-0**

**Mr. Pilch nominated Ms Baker as Vice Chair, Ms. Miller motioned and Mr. Tatge seconded it. Motion carried 7-0.**

**Ms. Sesto nominated Mr. Salomone for Secretary, Ms. Baker seconded it. Motion carried 7-0**

### 2. Recording Secretary

Ms. Peyser informed that Ms. Paranjape is available to be the recording secretary. Ms. Peyser will check with HR for any limitations. Ms. Peyser stated that Ms. White who is the current recording secretary for Planning & Zoning Commission, can fill as a Recording Secretary if the option of having Ms. Paranjape doesn't work.

### 3. Revision of By-Laws.

Ms Peyser said that each member has a copy of by laws in their information packet. She suggested board should send the edits to her.

The Board members suggested receiving the By Laws electronically so the members can review and update.

### 4. Set up meeting schedule for 2020- include site walks.

Ms. Peyser discussed with the members the schedule for the remaining 2019 meeting dates and the Sitewalk.

Ms. Peyser said Board has two pending applications for which the new Board members have to schedule the Sitewalk, The Board agreed to schedule the site walk for both the pending applications on December 08 and the Public Hearing for December 10, 2019.

Ms. Peyser talked about scheduling the 2020 dates for Inland wetlands Board meetings, Aquifer Protection Agency and the Site walks. She gave an overview of the meeting room availability for the 2020.

The Board members after discussion decided to meet twice a month for Wetlands meetings on Thursdays, however the Lower Conference room is booked for Police Commission on Second Thursdays. It was agreed that the Chair Ms. Sesto will reach out to the Police

Commission Chair for the swap of the room. The meeting dates will be finalized on December 10 meeting.

Site walks will be scheduled on Saturdays at 8:00AM.

Members agreed to keep the APA meeting schedule quarterly as it was done in the past. The members also discussed the deadline of the new applications to be submitted to the department, in order to add them on the next regularly scheduled meeting agenda which will then be received by the Board members at the meeting.

5. Schedule pending application for Site walk and discussion.

The discussion was held during the agenda item number 4.

6. Additional Administrative discussion.

Ms. Peyser talked about the DEEP training. She stated that the Charter requires all the members of IWB, should have the training. However she said that the website is currently not working. Ms. Sesto added that the DEEP is upgrading the site and it should be available for members in few months.

Ms. Peyser also informed about the Land Use Training available in January 2020 and recommended all new members attend.

Ms. Peyser told the Board members about the available budget to the Board. The Board has \$2,000 budget available for the 2019-2020 fiscal year. Currently \$900.00 balance is left until June 2020, which will also be used for the Recording Secretary.

Ms. Peyser asked the Board for additional administrative issues to be discussed.

The Board discussed the staff configuration. Ms. Sesto requested that she would like to get the Job description of Ms. Peyser and Mr. Baldelli.

The Board discussed about receiving the applications packets. The Board encouraged the submission of digital application. They also agreed that the applicant should submit large maps and site plans along with the applications, the 11"x17" plans are hard to read clearly. Ms. Sesto gave list of required documents to be submitted with the application.

The Board discussed the sitewalk for the two pending applications. The Sitewalk was scheduled at 8:30A.M. for both Peaceable Street and Governor Street on December 08, 2019.

The Board talked about the peer review process for a particular application. Ms. Peyser stated that the Board can decide to have a peer review and the applicant pays for the peer review consultant fees. Ms. Miller inquired about the process if the biological or ecological review is required for given application. Ms. Sesto stated that the Board can decide when the application is received at the meeting regarding the supplemental documents for an application.

Ms. Peyser talked about the FOIA highlights in the packet. She gave a brief overview of the FOIA requirements and stated that emails, phone calls, discussions between two and more members are subject to FOIA. She stated during the site walks the members cannot discuss the application.

## **BOARD WALKS**

**December 08, 2019**

- #2019-065-SR, Governor Street Municipal Parking lot, TOR
- #2019-070-SR, 257 Peaceable Street, Robert Daher.

## **REQUESTS FOR BOND RELEASES/REDUCTION**

## **CORRESPONDENCE**

## **MINUTES**

**For approval:**

**For distribution:**

## **PUBLIC HEARINGS**

**December 10, 2019**

- #2019-065-SR, Summary Ruling Application, Governor Street Municipal Parking lot, TOR

**Mr. Bishop motioned to adjourn the meeting, Mr. Tatge seconded. Motion carried 7-0**

Hearing no further discussion, the Chair Ms. Sesto adjourned the Meeting at: 8:46 p.m.

Respectfully submitted,

Aarti Paranjape