

Hampden Conservation Commission
Meeting Minutes of January 3, 2005

7:05 – The meeting was called to order in the town hall auditorium

In attendance were Phil Grant, Scott Rumpalik, Cynthia Connors, Charles Schmitt, and Pat Cote.

Operational issues were discussed.

- 1) **Use of Town Hall Copier.** There was some confusion as to the number of copies allotted to the Conservation Commission. John Flynn was in attendance and provided a code for the machine that would allow CC to operate it.
- 2) **Keys** to the files, office and Melville Room. Phil Grant provided the set of keys to Pat Cote who volunteered to have them copied at the Hardware store.
- 3) **Meeting change.** The members voted to change the meeting night to the 2nd Wednesday of each month beginning February 2005.
- 4) Former commission member Bonnie Geromini was present and provided her personal CC manuals for the new Commission's use. Those copies shall be kept in the CC office for perusals.
 - a. Bonnie also suggested that the new commission assign a member as liaison for the following: Forest Cutting Plans enforcement and inspections, and a team leader for each Sub-Division to efficiently use the human resources available.
 - b. Questions regarding open (NOI) issues: former commission members explained that the numbers corresponding to the NOI's are provided by DEP and are filed accordingly. Highest numbers are first.
- 5) Pat Cote suggested that we develop an agenda format – Bonnie and former Chair Mike Gerrard suggested we look at the format used by the former Commission and develop our protocol from that. Pat will follow up.
- 6) **Secretary and Clerk**, part time: Charlie had asked Ellen Bump, the Hampden librarian if she knew of any candidates. He reported that he had not heard any news from her on the query. Associate member Cindi Connors expressed interest in doing the work and it was felt that this would not represent a conflict as former associate members had served in this role. Former commission members believed that this would involve 8-10 hours per week.
 - a. The CC should develop a "Job Description" for this position outlining the specific duties expected.
 - b. Former commission members suggested trying the Sr. Center and using the Scantic Scribe to broaden the search.

Scantic Meadows was discussed in light of the report issued by the town's consultant Patrick Garner. Copies of the report were provided to former commission members and John Flynn of the Planning Board.

Pat Cote will fax the abutter's list to Charlie and he'll do the post card notification from his office. Phil Grant advised that on Monday morning he had requested that the Town Clerk publish this meeting in the local papers.

The Chairman composed a draft letter to the Planning Board, which was presented.

Pursuant to that:

- 1) Bullet point 3: It was decided that the Commission would visit the Scantic Meadows site at 9:00 AM on Saturday 1/8/05.
- 2) This would satisfy the Commission's duties and due diligence regarding this project and storm water management would revert to the Planning Board.

Training. Susan Gillian had contacted Charlie to schedule continuing training. Charlie will follow-up and advise members of the date and time.

8:30 pm a motion was made to close the meeting, seconded and passed.

Submitted by Phil Grant