

# BOLTON CONSERVATION COMMISSION

## Minutes

### Regular Meeting

Monday, June 6, 2016

7:00pm

Notch Rd. Municipal Center: Room 9

**Members present: Rodney Parlee (Chairman), Peter Wilkens (Vice Chairman), Brenda Cataldo, Sarah Davies**

#### 1.0 Preliminaries

**1.1 Call Meeting to Order-** The Chairman called the meeting to order at 7:12 p.m.

**1.2 Approval of Agenda-** A motion was made by Peter Wilkens, seconded by Sarah Davies to approve the agenda. The motion passed unanimously.

**1.3 Approval of Minutes from Regular Meeting on May 2, 2016 and Special Meeting of May 18, 2016-** A motion was made by Peter Wilkens, seconded by Brenda Cataldo to approve the minutes as submitted from the May 2, 2016 regular meeting. The motion passed with three ayes and one abstention from Sarah Davies.

A motion was made by Peter Wilkens, seconded by Brenda Cataldo to approve the minutes as submitted from the May 18, 2016 special meeting. The motion passed with three ayes and one abstention from Sarah Davies.

#### 2.0 Public Comment- None

**3.0 Correspondence-** The Chairman noted the following correspondence:

- Bolton Annual Report FY 2015-16: Rod Parlee shared the published conservation report
- Bike Walk Bolton Meeting Minutes: Rod Parlee reported on the purpose and goals of this new group
- E-mail from Inland Wetlands Commission: All minutes will be shared exclusively online at town webpage
- Spring 2016 edition of *The Habitat*: The group reviewed the following articles:
  - “Regulating ATVs, Snowmobiles, and Dirt-Bikes on Conserved Lands”
  - “Citizen Scientists Needed to Track Turtles throughout Connecticut”
- May 2016 article “Encounter a Porcupine Up Close” from *Hartford Courant*: Educational talk at 7:30 p.m. on June 14, 2016 in East Hartford

#### 4.0 Financial Report

**4.1 Capstone Project Funds \$213.96 Reimbursement-** Peter Wilkens reported materials are ready to be submitted.

**4.2 Balance of Funds for FY 2016-** Peter Wilkens reported balances.

**4.3 Appropriate Funds for RBV Equipment-** A motion was made by Peter Wilkens, seconded by Brenda Cataldo to appropriate up to \$100 from the professional development fund for RBV equipment. The motion passed unanimously. Sarah Davies ordered equipment and submitted receipt to Peter Wilkens.

**4.4 Appropriate Funds for New T-Shirt Design-** The group agreed to uphold the previous motion of the May meeting to appropriate up to \$150 from the Conservation Activity Fund for t-shirt purchases. The design and purpose of the order were discussed. More information will be presented at the next regular meeting.

#### 5.0 Unfinished Business

**5.1 Results of Family Day Tabling-** Rod Parlee submitted \$128 from plant and earth machine sales to the financial department.

**5.2 Photo Contest Winners – Prizes Distribution/2017 Calendar-** Brenda Cataldo reported that not all prizes were collected. The group agreed to send a final notice for pick up and donate all uncollected plants to town parks. The 2017 calendar is being prepared for print to be available for Heritage Day.

**5.3 Earth Machine Composter Sales-** Rod Parlee reported the number and condition of remaining composters. The group discussed the purpose of sales. It was agreed that the primary purpose of such sales is public education and that other methods of education could be more efficient. The group discussed creating educational pamphlets.

**5.4 BLWCA Meeting on May 5<sup>th</sup> – CT ECO Map Services Demo-** Rod Parlee reported on the meeting. The group discussed using ECO Map as a tool for creating an updated Natural Resource Inventory. It was noted that, as a primary responsibility of the group in the PoCD, this should be a priority.

**5.5 Results of Trails Day Hikes 2016-** Rod Parlee reported that approximately 31 people attended the noon event and approximately 21 attended the evening event. He reported feedback from events: great presentation, lots of information learned, and good time with family. Sarah Davies reported feedback from the noon event: hike began 40 min. late, lack of clear topic for educational speaking, too much talking, too many stops and incongruence with published information (more education than hiking).

The group discussed the importance of preparation, planning and teamwork to create informative, yet focused events. It was noted that advertisements must present events accurately and concisely. It was noted that attendance should be tracked and used for outreach. The group agreed that time should be spent, during meetings, to collaborate and plan upcoming events.

Matt Largess suggested an event in Herrick Park for Trails Day next year with a focus on chestnut trees.

**5.6 Results of Squaws Cave Presentation by Ray Hardy-** Rod Parlee presented the book on *Wunee-Neetunah* as a donation to the library on behalf of the Conservation Commission. Ray Hardy shared a map of local, historical Native American sites.

## 6.0 New Business

### 6.1 Integrated Water Resource Management

**a) Public Comment Opportunity for Preliminary Watershed Selections-** Rod Parlee presented an e-mail from Barbara Kelly. The group reviewed information regarding the watershed and management plans. It was noted that Hop River is listed as an impaired segment of the watershed for 3 miles.

**6.2 Proposed Natural Gas Main Extension into Bolton-** Rod Parlee presented an e-mail from Ray Hardy and an article about fracking waste bans.

**6.3 Proposed Natural Gas Infusion Station-** An infusion station is proposed for Andover. The group discussed the impact that this station would have on truck traffic traveling on Route 6.

**6.4 Bike Walk Bolton-** See 3.0 Correspondence.

### 6.5 Commission Member Responsibilities

**a) Meeting Protocol & Conduct of Business-** The group discussed the quantity of messages between meetings. It was reiterated that all official business should be conducted during commission meetings and that e-mail correspondence between meeting dates should be limited in compliance with the Freedom of Information Act.

The group agreed that the majority of decisions and tasks should occur during meetings. It was noted that in order to achieve this, meeting time would need to be used efficiently. Rod Parlee requested that members assist in creating succinct agendas. It was suggested that correspondence reports be limited to communications relevant to the town of Bolton and significant to the duties of the commission with such documents listed as line items.

Sarah Davies and Peter Wilkens requested that the group take time, in the future, to discuss the purpose of the commission and create a prioritized list of actionable items to work on.

**6.6 Outreach-** The group agreed that outreach should be a priority and line item on each regular meeting agenda.

**6.7 Commission Member Tasks-** The group discussed the importance of trusting each other to complete tasks responsibly. It was reiterated that most work should be collaborative and completed during meetings. The group agreed that updates on assigned tasks should be shared at subsequent meetings and not via e-mail. It was suggested that tasks be reviewed prior to adjourning each meeting.

**7.0 Approval of Clerk's Invoices-** A motion was made by Peter Wilkens, seconded by Sarah Davies and passed unanimously to approve the Clerk's Invoice as submitted for the June 6, 2016 regular meeting.

**8.0 Adjournment-** A motion was made by Peter Wilkens, seconded by Sarah Davies and passed unanimously adjourn the meeting at 9:17 p.m.

Respectfully submitted,

Melissa M. Wilkens  
Board Clerk

Please see the minutes of subsequent meetings for the approval of these minutes and any corrections hereto.

The next regularly scheduled meeting is Thursday, July 7, 2016 at Town Hall.

Originals Printed on 100% Recycled Paper – Earth Day and Every Day

