



Norton Conservation Commission
70 East Main Street
Norton, MA 02766
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conservation@nortonmaus.com

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**Thursday, September 21, 2017
6:30 pm
2nd Floor Conference Room
Norton Town Hall**

MINUTES

The meeting was called to order at 6:30 pm.

Attendance: Ron O'Reilly, Lisa Carrozza, Scott Ollerhead, Gene Blood, Dan Pearson and Conservation Agent Jennifer Carlino

Absent: Julian Kadish

Special meeting: to discuss wetland permit review processes

Packets: volume of information and distribution of information

- Keep the same as currently doing with the attachments and bulleted agenda.
- Gene will now pick up his agenda with Scott and Dan
- Ron will still accept electronic agenda/attachments
- Mail Lisa's agenda to her with Julian
- No tape on the envelopes for those mailed
- At hearing, review the bulleted points only, not read the whole letter or responses into the record.

Process for accepting new information and timely submittal of information and consulting reviews, number of copies

- If commission requested information from the applicant, we can receive it and deliberate on info prior to voting to approve or deny project. No need to redesign a project for an applicant or argue among commission members in front of the applicant. If applicant refuses to submit additional information on a particular topic, move on to the next topic or close hearing and vote based upon what was submitted.
- Applicants should meet in the office with Jennifer and commission's consultant to resolve issues rather than take up meeting time.
- Applicants must submit requested information a minimum of 1 week prior to the scheduled hearing

Agendas and Hearings

- Remove all specific hearing times. Advertise everyone for 6:30pm and follow agenda as posted.
- Read less into the record unless absolutely necessary
- Ron will read legal notice and collect Sun Chronicle bill fee



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- Commission (Gene) will itemize list for applicant to submit. At end of hearing Gene will reiterate the list.
- Dan will instruct the applicant to submit this requested documentation a minimum of 1 week prior to the scheduled hearing or the hearing will be continued to the following meeting.
- Jennifer will let commission know if information came in late and if she had time to review before meeting
- Scott will ask for Jennifer's comments after applicant's presentation, then ask each individual member for their questions/comments, then ask the audience

Project deliberations

- Ask MACC or town counsel
 - Is reading legal notice required at the meeting?
 - When do we vote on a denial? If we close hearing, then deliberate don't we need to vote so we know how to write the OOC?
 - What exactly are the motions?

OPEN SESSION (TOPICS NOT REASONABLY ANTICIPATED 48 HOURS IN ADVANCE)

The meeting adjourned at 8:00pm. Motion by Ollerhead, seconded by O'Reilly. Approved.

Minutes approved by the Commission on ____ January 22, 2018 ____ (Date)

Respectfully submitted,

Scott M. Oller (Signature) Chairman, Conservation Commission

Scott Ollerhead (Printed name)