The meeting was called to order by Chair Eric Tunley at 7 p.m.

**MINUTES:** Eric Tunley made a motion to approve the minutes of November 2, 2016. Brian Silva second. Vote was four to approve, one abstain (Lloyd Hubbard)

**COTTAGE/LAKE STREET ROAD PROJECT**- Gordon says they need to see Stormwater and file a Notice of Intent with Conservation. We will await the Notice of Intent.

**34 PLEASANT STREET, CONCRETE BLOCK INSULATING**- Removal of contaminated soil. Received a Request of Determination last month. Wrote a letter stating we could not act on it until after they had gone before the Earth Removal Board and Board of Health and they must submit a Notice of Intent. Gordon DeWolf said this project was talked about in the Stormwater Meeting this morning and there may be money available to help him with his project by filing for a Brownfield Grant. He should contact Central Mass Planning. The area is in the flood plane. He should get a wetland’s engineer to delineate the wetland. Eric said the owner has had the soil tested and it is contaminated. The owner wants to clean up the contamination before tearing the building down. We will await the Notice of Intent.

**CERTIFICATE OF COMPLIANCE:** Susan Day, 67 Burrington Road. Eric made the site visit. Work has been completed. Issued a Certificate of Compliance.

**PUBLIC HEARING continued:** Board of Health-cutting trees in wetland. Board of Health Administrative Secretary Sarah Allen was present. She said the wetland’s engineer she hired is not going to be able to delineate the wetlands. She has contacted Scott Morrison, EcoTech to delineate the wetlands and map the area. Eric Tunley said that he had a call from Tim Nolan that the logger has cut 10-11 more trees after he was told not to cut any more trees until after the delineation of the wetlands. Eric has not seen the cuttings. Sarah Allen and Eric Tunley will make a site visit tomorrow. The Hearing will be continued until our next meeting on January 4, 2017.

Reviewed a letter from Ginger Hicks re Jim Dimaio of a forester plan for her.
E-mail from Lloyd Hubbard. The Commission was happy to hear that Lloyd is going to become an active Commission member. We provided him as well as all members with Conflict of Interest Law, State Ethics Commission Mandatory training, and Open Meeting Law Guide.

Discussed Guidelines for minutes taken from Environmental Handbook from Massachusetts Conservation Commission. The Guideline states that once the Commission has approved minutes, notes including tapes may be destroyed. The Commission agreed to destroy the notes after the minutes have been approved.

**ANNUAL REPORT:** The Commission will have the secretary write the Annual Report and submit to the Selectmen’s office by January 27, 2017.

**OLD/NEW BUSINESS:** Gordon DeWolf read to us some of the Farm Regulations and secretary will make copies for the members for the next meeting.

Eric Tunley made a motion to adjourn the meeting. Brian Silva second. The meeting was adjourned at 8:08 p.m.

Respectfully submitted,

Christine M. Long
Secretary