

**TOWN OF SHEFFIELD
CONSERVATION COMMISSION
NOVEMBER 13, 2017
FIRST FLOOR MEETING ROOM
7:00 PM**

Commission Members Present: Donald Ward, III, Chairman
Cheryl Blackburn
Theodore Pitman

Commission Members Not Present: Arthur Batacchi, Jr.
Jeffrey Collingwood

Others Present: Jill Hughes, Clerk
Members of the public (see sign in sheet)

Chairman Ward called the meeting to order at 7:00 pm.

Approval of Minutes: The Commission reviewed draft minutes from September 25, 2017. *C. Blackburn motioned, with a second from T. Pitman to approve the September 25, 2017 minutes as written. The motion passed 3-0.*

Reviewing Site Visit Procedures: The Commission had a discussion about the current procedure for scheduling site visits. During a recent Open Meeting Law training there was discussion about on-site inspections. The Commission decided that in the future they will space the timing of site visits to half hours and only have two members present at a time.

Discussion on the Areas of Critical Environmental Concern (ACEC) Regulations: The Commission briefly discussed ACEC and reviewed the map. The Commission would like someone from the State to come in and give a presentation to the Commission so there is a better understanding. Chairman Ward will ask Mark Stinson, MassDEP for guidance.

Bills Pending: The Commission approved a donation to the Housatonic Valley Association. The Commission read a memo from Jill Hughes regarding a proposal for a new procedure for bill paying. A discussion ensued. *T. Pitman motioned, with a second from C. Blackburn to allow Jill Hughes to sign off on the bills payable sheet and give a copy to the Board. The motion passed 3-0.*

Review of Forest Cutting Plans: There were no Forest Cutting Plans to review. Chairman Ward spoke about the forestry event that was held in September at the Town Park.

Upcoming Conferences and Mail: There are no upcoming conferences. The Commission read the Notice of Decision from the Planning Board regarding Berkshire Mountain Holdings, LLC.

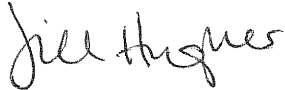
Public Comment: Chairman Ward spoke about a phone call he received from a resident concerned about the possibility of their neighbor threatening wetlands. The clerk read an email from Berkshire School about some upcoming projects they are asking for guidance on. Chairman Ward will contact them to discuss.

Adjournment: There being no further business before the Commission this evening, *D. Ward, III motioned, with a second from T. Pitman to adjourn the meeting. The motion passed 3-0.*

The meeting adjourned at 7:36 pm.

The following documents were reviewed during the Board's meeting and have been retained as required by the Massachusetts Public Retention Policy: Meeting agenda, Sign in sheet, Draft meeting minutes 9/25/17, Memo from Jill Hughes, Notice of Decision for Berkshire Mountain Holdings, LLC, 11/9/17 email from Berkshire School.

Respectfully submitted by:



Jill Hughes
Recording Secretary

Sheffield Conservation Commission

Date: November 13, 2017

Name – PLEASE PRINT

Street, Town

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____