

**Bolton Inland Wetlands Commission**  
**Special Meeting**  
**February 11, 2014 Minutes**

The Bolton Inland Wetland held a special meeting a special meeting on February 11, 2014 at the Bolton Town Hall. Members in attendance were Ross Lally and Holly Macdonald. Also present was Inland Wetland Agent Barbara Kelly.

Ross Lally called the meeting to order at 7:03 P.M. He noted that with only two members present, we did not have a quorum; therefore, this would not be a formal meeting. No members of the public were present.

**1. Approval of Agenda**

Holly, Ross, and Barbara agreed that we would proceed with our original agenda which was to begin a review of the town of Bolton's Inland Wetland regulations.

**2. Regulation Review Discussion**

They agreed that the best approach would be to start with the DEEP Inland and Wetlands and Watercourses model regulations as updated by Holly Macdonald to include the seven legislative updates. This document will be Draft 1. They will then update this baseline document to make it fit Bolton's unique needs. The rationale for this approach is to ensure that we are legally compliant with the state statutes when we begin.

To ensure that we track and manage updates consistently, Holly volunteered to own the document and enter updates. Ross will be her backup.

Holly will make a copy of Draft 1 calling it Draft 2. In Draft 2, she will accept the revisions to draft 1 and 2. Holly will also be removing the underlines and brackets as well as the revision list and introduction from the state's regulations. Ross Lally also asked Holly to remove pages 1-6 from state regulations and replace Bolton where town is listed. Ross would also like every major numbered section to start on a new page. He would also like to have tabs on each section in the final document to make it easier to identify each section.

Barbara Kelly identified the need for a supplemental document that explained how we actually carry out the inland wetlands regulations. This document would contain guidance on the application review cycle, fees, key reference documents, etc.

Barbara also felt it was important to keep a clear record of our review process so that we could explain it clearly to the public.

**Timeline:** Goal would be to approve the updated regulations at the commission's regular 9/23/14 meeting. Between 2/11 and 7/15, complete draft regulations. Holly needs to finish updates to State regulations by 2/25 before regular Inland Wetland Commission meeting. Send draft to DEEP by August 15<sup>th</sup>. Have town attorney review drafted regulations by July 15. A public

hearing needs to be scheduled at the August 26<sup>th</sup> regular Inland Wetland meeting. Ross will incorporate the timeline into simple project plan for discussion at our February meeting.

**Tasks:** They agreed that they should formally let other town Commissions and departments know that the Inland Wetland Commission is updating their regulations. The notice should go out by 2/18 asking if any Commission or department would like any particular item to be reviewed or have any input or suggestions on the new regulations. As chairman, Jim should draft and distribute the notice. The next step is having other members look at any issues that need to be reviewed, any language that needs revising. By 2/21, every Commission member needs to identify topics they want addressed in the updated regulations and send their list to Barbara Kelly so we can address them at the next regular Inland Wetland meeting. Regulation review also needs to be added to the agenda for the February 25, 2014 regular meeting.

### **3. Adjournment**

Adjourned at 8:02 P.M.

Respectfully submitted,

Corrine O'Brien  
Board Clerk

PLEASE SEE THE MINUTES OF SUBSEQUENT MEETINGS FOR THE APPROVAL OF THESE MINUTES AND ANY CORRECTIONS HERETO.