

**TOWN OF SHEFFIELD  
CONSERVATION COMMISSION  
NOVEMBER 10, 2014  
DOWNSTAIRS MEETING ROOM  
7:00 PM**

Board Members Present: Don Ward, Chairman  
Howard Chezar  
Peter Stiglin  
Cheryl Blackburn  
James Collingwood, Sr.

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

Chairman Don Ward called the meeting to order at 7:08 pm.

Chairman Ward introduced Don Roeder who is interested in serving on the Commission in the future.

**Bundling of Municipal Highway and Road Maintenance Projects in a single Notice of Intent:** Chairman Ward spoke about the Highway Department filing a single Notice of Intent for routine highway maintenance. The Commission reviewed the list of work that Highway Superintendent Ed Lord had put together. A discussion ensued about the work description needing to be more specific, having the regulations listed for each item and about being notified by the Highway Department when work is to be done so the Commission could do a site visit. It was decided that H. Chezar will review the DEP regulations to see if any apply to the list of work, P. Stiglin will review the Town of Granby's Order of Conditions to see if it would be useful and Chairman Ward will speak to Ed Lord to see if he is aware of any State guidelines that would apply to any of the work. The Commission's secretary will contact Mark Stinson at the DEP to inquire about the filing fee. The matter will be discussed at the next meeting.

**Minutes:**

The Commission reviewed draft minutes from their October 27, 2014 meeting.

**H. Chezar motioned, with a second from P. Stiglin to accept the minutes of October 27, 2014 as written. The motion passed 5-0.**

**Upcoming Conferences and Mail:** The Commission reviewed an email they received from Mark Stinson regarding a workshop in Pittsfield on 11/10/14.

The Commission reviewed a letter from Gay Tucker asking if they would do a site visit and a discussion ensued. **H. Chezar motioned, with a second from C. Blackburn to send a letter to Gay Tucker asking her to submit a Request for Determination of Applicability and the Commission would review it. The motion passed 5-0.**

The Commission reviewed two Forest Cutting Plans on Ford Hill Road that are two separate ownerships.

The Commission reviewed and discussed an email from Curtiss Rand regarding the Enforcement Order for property on Cooper Hill Road. Mr. Rand has removed the pipe and restored the site per the order. The Commission's secretary will contact Mark Stinson at DEP to inquire about the process for closing the Enforcement Order and report back to the Commission.

The Commission reviewed the budget sheet.

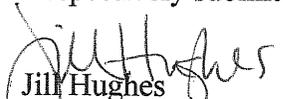
**Bills Pending:** There were no bills to approve.

**Adjournment:** There being no further business before the Commission this evening, *H. Chezar motioned, with a second from P. Stiglin to adjourn the meeting. The motion passed 5-0.*

The meeting adjourned at 8:24 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 from 10/27/14, List for highway bundle; Letter from Gay Tucker; Two Forest Cutting Plans; Email dated 10/31/14 from Curtiss Rand and budget sheet.

Respectively submitted by:

  
Jill Hughes  
Recording Secretary