

**TOWN OF EAST WINDSOR
INLAND WETLANDS WATERCOURSE AGENCY**

**Special Meeting
Thursday, August 16, 2012**

Inland Wetlands Training Workshop

CALL TO ORDER: The Meeting was called to order at 6:00 p.m. in the Town Hall Meeting Room, 11 Rye Street, Broad Brook, CT.

ESTABLISHMENT OF QUORUM:

Present: Regular Members Michael Koczera, Richard Osborn, Michael Sawka, Robert Slate, and Alternate Member Kathryn Roloff.

Unable to Attend: Regular Members Ron Savaria and John Malin.

Guests: Selectman Richard Pippin (Inland/Wetlands Liaison); Selectman Alan Baker; Kathy Pippin, Board of Finance.

Although no legal actions will be undertaken this evening a quorum was established as four Regular Members and one Alternate Member were present.

Also in attendance was Wetlands Agent/Zoning Enforcement Officer Robin Newton.

INLAND WETLANDS TRAINNG WORKSHOP:

Wetlands Agent Newton escorted the Commissioners through a Map Reading and Site Plan Review of the DEEP Municipal Inland Wetland Commissioners Training Program. The Session, which was a video presentation, gave an overview of Site Plan interpretation. The video was broken down into 13 separate capsules, each targeting a specific area of Site Plan review. The video walked in the shoes of a new commissioner, with each capsule educating the commissioner on the basics of Site Plan development – from identifying client information, to identifying signatures and credentials of the experts who have developed the plan, and then taking the commissioner through the steps of reading the information contained in a Site Plan, such as identifying the basic design symbols, reading and understanding the details of the plan, and reading the narrative notes contained on the plan to garner additional information pertinent to the development project.

Throughout the video the narrator offered various websites which offer topographic and geographic data on properties located throughout the various municipalities in Connecticut.

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At the conclusion of the video Wetlands Agent Newton took questions from the Commissioners, and gave them a synopsis of criteria to be used in making a decision regarding preservation of inland wetlands.

Wetlands Agent Newton also provided each Commissioner with a booklet she prepared which included several documents to be used as reference regarding approval or denial of a proposed project. The booklet includes sections identifying:

- Definitions
- Evaluating Regulated Activities, Considerations, Alternatives, Crossing and Impacts
- Site Plan Review Checklist
- DEEP Guidelines regarding Upland Review Area, its role related to wetlands, and examples of regulated activities affecting wetlands
- Sample language for motions, statement regarding decisions
- Sample permit language/conditions

PUBLIC PARTICIPATION:

No one requested to speak. Discussion at the conclusion of the video included audience members as well.

ADJOURNMENT:

The Meeting was ADJOURNED at 7:30 p.m.

Respectfully submitted:

Peg Hoffman, Recording Secretary, Inland Wetlands and Watercourse Commission
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