

# DETAILED CONSERVATION COMMISSION MINUTES

Date: Thursday, October 28, 2021

Time: 7:00pm

Place: This meeting will be held as a virtual meeting via Zoom.

Place: This meeting was held as a virtual meeting via Zoom.

<https://us02web.zoom.us/j/81477829237>

**With a quorum present**, the meeting opened at 7:00pm with Dan Green presiding as Chair.

**Members Present:** Dan Green, Susan Lunin, Jeff Zabel, Judy Hepburn, Leigh Gilligan, Kathy Cade, Ellen Katz, and Sonya McKnight (associate member).

**Members Absent:** none

**Staff Present:** Jennifer Steel

**Members of the Public:** not recorded due to remote nature of the meeting

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## DECISIONS

### I. WETLANDS DECISIONS

#### 1. (7:00) 0 Comm. Ave. (Lyons Field, The Cove) – NOI – Islington Force Sewer Main Replacement – DEP File #239-904

- **Owner:** Newton Parks, Recreation & Culture, Nicole Banks, Commissioner
- **Applicant:** Newton DPW, Ted Jerdee, Director of Utilities
- **Representative:** Weston and Sampson, Inc., Patrick Terrien
- **Request:** Issue an OOC for the proposed work.
- **Documents Presented:** Plans, site photos, draft OOC
- **Jurisdiction:** RFA, BLSF, BVW, Newton Floodplain
- **Project Summary**
  - Install a new HDPE sewer force main (taking sewage from the Islington Road area via the pump station on the east side of Ware's Cove) to a gravity sewer located adjacent to Lyons Field on Commonwealth Avenue.
- **Presentation (Ted Jerdee and Patrick Terrien) and Discussion**
  - The cast iron force main has experienced multiple corrosion related failures within the past 5 years. The station pumps sewer flow via a 56-year-old, 6-inch diameter, 865 foot long, cast iron force main from the Islington Road area to a gravity sewer located adjacent to Lyons Field. The force main is in an easement with portions in wetlands.
  - The applicant considered routing the new pipe up to Kaposia Street, but the hydraulics were not favorable.
  - The project is required to maintain public health but is not exempt under the Act.
  - The applicant hopes to bid the project immediately and undertake the work in the winter when there will be less foot traffic in Auburndale Park
  - During the replacement, sewer flow will be bypass pumped through fused HDPE piping up Kaposia Street to a gravity sewer located on Ware Road, approximately 525 feet away.
  - All work will take place in previously disturbed areas (lawn, dirt path, gravel path).
  - Open cut excavation is required. An average excavation depth of 6 feet will be required. The contractor is anticipated to use a mini excavator, backhoe, and small dump trucks.
  - There will be 1,300 square feet of temporary impact to BVW and 4,000 square feet of temporary impact to BLSF. The site will be returned to existing condition.
  - The area is susceptible to flooding, and portions of the pathway are regularly underwater.
  - No flood storage volume will be lost, so no compensatory storage need be provided.
  - All work within the Bordering Vegetated Wetland is temporary. The BVW will be restored to previous condition following project completion. The top 24 inches of topsoil will be



**Mayor**  
Ruthanne Fuller

**Director  
Planning &  
Development**  
Barney Heath

**Chief  
Environmental  
Planner**  
Jennifer Steel

**Assistant  
Environmental  
Planner**  
Claire Rundelli

**Conservation  
Commission  
Members**  
Kathy Cade  
Dan Green  
Judy Hepburn  
Ellen Katz  
Susan Lunin  
Jeff Zabel  
Leigh Gilligan

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carefully removed, and then used as backfill for the trench excavation top layer. This will ensure that the site will be returned to existing condition.

- A Construction Period Pollution Prevention and Erosion and Sedimentation Control Plan has been submitted.
- Compost filter tubes will be used to minimize impacts to the surrounding landscape. At the suggestion of staff, the applicant submitted revised plans showing a reduced extent of erosion controls.
- Vote: to close the hearing and issue an OOC with the following special conditions. [Motion: Kathy Cade; Second: Jeff Zabel; Roll-call vote: Lunin (aye), Hepburn (aye), Green (aye), Cade (aye), Katz (aye), Gilligan (aye), Zabel (aye); Vote: 7:0:0]
  - Review all conditions with all contractors and workers involved in on-site operations prior to the commencement of construction on this project. Any contractors and workers arriving after construction commences must also be apprised of these conditions. The project supervisor overseeing daily operations at the site must read this Order.
  - Excavation shall not be initiated in an area if the area is underwater.
  - Spoils from trenches may be side-cast IF there is room to do so on existing pathways or it may be placed in trucks. Spoils may not be side-cast or stockpiled in vegetated areas beside the pathways.
  - Materials may be stockpiled in existing pathways, but stockpiles must be wrapped with compost sock.
  - At the end of construction, pathways shall be returned to their initial grade and topped with a firm material appropriate for walking paths and not susceptible to erosion.
  - The 5-page Construction Period Pollution Prevention and Erosion and Sedimentation Control Plan has been submitted and shall be included in the OOC.

## **2. (7:25) Dunstan East 40B – Minor Plan Change Request – DEP #239-867**

- Owners: c/o Robert Korff, Mark Development, LLC
- Applicant: Robert Korff, Mark Development, LLC
- Representative: Rich Hollworth, VHB
- Request: Allow the proposed changes as “minor plan changes” rather than requiring an amended OOC.
- Documents Presented: Revised plan sheets
- Jurisdiction: RFA, BLSF, Newton Floodplain
- Presentation (Rich Hollworth) and Discussion
  - Mr. Hollworth presented the list of proposed modifications to the prior approved plans. Commissioners discussed (and modified slightly, as drafted below, the one regarding street trees):
    - Add the Safelite parcel (1157 Washington Street) to the Project Site. Note: it is entirely outside RFA.
    - Demolish the Safelite and Tennant Building and expand Building 3 and the associated courtyard.
    - Expand streetscape improvements along Kempton Place and Washington Street adjacent to the Building 3.
    - Add 24 street trees, the precise species within the Conservation Commission’s jurisdiction to be approved by the Chief Environmental Planner as part of the review of the final landscape plan.
    - Eliminate curb cuts, add sidewalk, and make minor changes to the sidewalk grading at Bldg 3.
    - Modify the configuration of the compensatory flood storage (and “park” area) to accommodate refinements of the building structural grid, accessible routes and stairs (the deck and stone dust walkway were expanded a bit). There is no meaningful change in the incremental flood plain compensation. The current design continues to provide an increase flood storage and retains the improved hydraulic conditions consistent with the original design. The applicant will provide final design drawings in accordance with the Order of Conditions.
    - Increase the size of subsurface sand filtration system #1 by 10%, in response to peer review comments.
    - Increase the capacity of sand filtration system #2 in Kempton Place by 60% to address site expansion.
  - Mr. Hollworth stated that all changes have been reviewed and approved by the ZBA and that the changes to the stormwater treatment system and the changes to the floodplain have been reviewed and approved by the City’s peer reviewer (Horsley Witten).
  - The proposed changes within the Commission’s jurisdiction appear to meet or exceed all relevant performance standards. The proposed changes, whether subject to or not subject to the Commission’s jurisdiction, will likely have no demonstrable adverse effects on the functions or values of the wetland resource areas on site and appear to add environmental protection and enhancement.
  - The proposed plan changes and mitigation efforts appear to adequately compensate for the increased density of development outside the Commission’s jurisdiction.

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- The increased number of street trees will capture rainfall, provide shade/cooling, and provide some habitat value. Commissioners noted their interest in having native species of trees planted within their jurisdiction (not Ginko) and in having species interspersed with one another. One Commissioner suggested Basswood (Tilia).
- Vote: to approve the presented modified plan sheets as new Plans of Record (issued via a Minor Plan Change Approval Memo) [Motion: Kathy Cade; Second: Susan Lunin; Roll-call vote: Lunin (aye), Hepburn (aye), Green (aye), Cade (aye), Katz (aye), Gilligan (aye), Zabel (aye); Vote: 7:0:0]
- Staff Recommendations: Vote.

### **3. (7:50) 409 Crafts Street – NOI – second story addition, walkway work, tree removal and planting – DEP file #239-906**

- Owner/Applicant: Chris and Carl Attardo
- Representative: Ian Ainslie of Meisner Brem Corporation
- Request: Issue an OOC approving the proposed work
- Documents Presented: Colored plans, site photos, draft DOA
- Jurisdiction: Buffer Zone, Riverfront Area
- Project Summary
  - Redevelop existing single-family home with second story addition, remove mudroom and some existing paved walkways, expand and re-pave existing driveway, remove 5 trees, plant new native trees
- Presentation (Chris Ainslie and Chris Attardo) and Discussion
  - Remove. No stump grinding is proposed.
  - The redevelopment portions of the project meet the performance standards in 310 CMR 10.58(5) – degraded area is being reduced (overall by 5 sf).
  - The driveway expansion falls under 310 CMR 10.54, but is permissible as it falls in the outer riparian zone.
  - The tree cutting: Trees 1, 2 and 5 were approved to be removed as dead & hazardous under a recent RDA. Cutting of Trees 3 and 4 is proposed to be compensated for.
    - Tree 1 – 20” Crimson Maple – damaged – REMOVAL PRIOR APPROVED
    - Tree 2 – 20” Black Locust – dead – REMOVAL PRIOR APPROVED
    - Tree 5 – 23” Norway maple – close to house – REMOVAL PRIOR APPROVED
    - Tree 3 – 10” Black Locust – leaning towards house
    - Tree 4 – 14” Black Locust – root system damaging driveway
  - Staff noted that the “existing tree to remain” on Albemarle Road is in poor health.
  - Staff and Commissioners noted: (1) the lack of biodiversity in the number and density of the proposed arbor vitae, (2) the non-native status and large size (4-inch) of the Japanese maples, (3) the large size (4-inch) of the flowering dogwood, and (4) the inappropriate placement of the proposed new trees.
  - Staff and Commissioners noted that the site is likely too small to accommodate all the caliper inches that the applicant is required to replace under the City’s Tree Ordinance.
  - Commissioners would like 30-40” of native trees planted and arbor vitae replaced with American holly, spruce, fir or Atlantic white cedar.
- Vote: to close the hearing and issue an OOC with the following special conditions once the planting plan has been revised to the Commission’s requirements above and to Staff’s satisfaction. [Motion: Susan Lunin; Second: Ellen Katz; Roll-call vote: Lunin (aye), Hepburn (aye), Green (aye), Cade (aye), Katz (aye), Gilligan (aye), Zabel (aye); Vote: 7:0:0]
  - Trees to be preserved must be protected by orange snow fencing at the drip line and with mulch and plywood over the roots prior to any work on site.
  - Mitigation planting must occur as shown on the approved plans; both oaks, all 6 Prunus nigra (Canadian plum) trees, both spruce trees, both mountain laurel, and 7 of the 10 arbor vitae must survive 2 growing seasons.
  - To protect wetland wildlife, exterior lighting shall be limited to “dark sky”, focused lighting. No spotlights or floodlights shall be directed at Cheesecake Brook.

### **4. (8:20) 791 Walnut Street/Newton Cemetery – RDA – “pond”**

- Owner/Applicant: Newton Cemetery, Mary Ann Buras
- Representative: EcoTec, Inc., Paul McManus,
- Request: Issue a DOA finding that there is no ConCom jurisdiction in the subject portion of the cemetery.
- Documents Presented: Colored plans, site photos, draft DOA
- Jurisdiction: none

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- Presentation (Paul McManus) and Discussion
  - The applicant laid out a clear case that the man-made and fully lined lagoon does not qualify as a jurisdictional wetland resource area. The “irrigation storage lagoon” was constructed between 1978 and 1994 under an engineered plan. The plan includes a detail that indicates the presence of a liner behind the ornamental stone perimeter and along the bottom. Photographs of the lagoon liner being installed were submitted. No hydrologic connections to the lagoon exist. The definition of “Pond” in 310 CMR 10.04 is “ ... the following human-made bodies of open water shall not be considered ponds: ...(b) swimming pools or other impervious human-made basins ...”
  - Staff showed photos of the site.
- Vote to close the meeting and issue a Negative 1 Determination noting that the “lagoon” shown on the Plan of Record is not a jurisdictional wetland resource area, and further, that the portion of the Newton Cemetery identified as the Northwest Quadrant contains no areas subject to the provisions of the Massachusetts Wetland Regulations at 310 CMR 10.00, or the Newton Floodplain Ordinance. [Motion: Judy Hepburn; Second: Leigh Gilligan; Roll-call vote: Lunin (aye), Hepburn (aye), Green (aye), Cade (aye), Katz (aye), Gilligan (aye), Zabel (aye); Vote: 7:0:0]

#### **5. (8:30) 130 Countryside Road – RDA – landscaping**

- Owner/Applicant: Chen Schor
- Representative: Tim McGuire, Goddard Consulting
- Request: Issue a DOA confirming: (1) the majority of the work (tear down/rebuild of a single-family house, driveway, pool and patio) is outside of buffer zone to an off-site BVW, (2) the proposed grading, removal of existing plants, and installation of native plants within the buffer zone is exempt under the Wetland Protection Act.
- Documents Presented: Colored plans, site photos, draft DOA
- Jurisdiction: Buffer Zone
- Project Summary (of work within the 100-foot Buffer Zone)
  - Remove existing vegetation, construct retaining wall (up to 3-feet tall), grade, install native vegetation
- Presentation (Tim McGuire and Chen Schor) and Discussion
  - The project proposal was reviewed, along with site photos.
  - Staff noted concern that there is insufficient space for grading & construction of the wall. The applicant stated there would be sufficient space.
  - Staff noted that erosion barriers must be staked, entrenched silt fence, since silt sock may not be sufficient where the grade changes will be significant.
  - The Commission discussed their interests in:
    - substituting the 3 proposed birch trees (which are all one clone) with native canopy trees with wildlife habitat value – 1 oak and 1 oak or maple
    - substituting the 8 proposed hemlocks (susceptible to wooly adelgids and scale) with 6 native trees (3 evergreens (spruce and/or fir) and 3 other trees).
    - Including one white pine tree.
- Vote to close the meeting and issue a negative 3 Determination (i.e., the Determination shall note that work is within BZ but will not alter the wetland) as soon as staff receive and approve revised planting plans reflecting the three interests above and with the following conditions. [Motion: Leigh Gilligan; Second: Susan Lunin; Roll-call vote: Lunin (aye), Hepburn (aye), Green (aye), Cade (aye), Katz (aye), Gilligan (aye), Zabel (aye); Vote: 7:0:0]
  - No grading or construction beyond what is shown on the referenced plans are hereby approved.
  - The erosion barriers within the 100-foot Buffer Zone must be staked, entrenched silt fence.
  - The approved landscape plans must be followed.
  - Photographs of the planting bed shall be forwarded to the Conservation Office at the time of installation.
  - All trees shown on the approved landscape plans must survive 2 growing seasons.

#### **6. (9:00) 31 Kessler Way – NOI – patio expansion – DEP file #239-905**

- Owner: Srikant and Ramya Rao
- Applicant: Jorge Oslan
- Representative: John Rockwood, Ecotec, Inc.; Joe Porter, VTP Associates engineer
- Request: Issue an OOC.
- Documents Presented: Colored plans, site photos, draft DOA
- Jurisdiction: Buffer Zone, Riverfront Area

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- Project Summary
  - Remove the existing 135 sf patio, safety fence, and 40 sf granite steps. Construct a new, expanded 293 sf patio with fence and 119 sf walkway, and install 7 native shrubs. New construction will be contained within retaining walls. The retaining walls will be 7' tall at the corner of the proposed patio and 1.5' tall along the proposed walkway. The increase in impervious surface is 277± square feet.
- Presentation (John Rockwood) and Discussion
  - This is a small project that will have no adverse impact on the wetland beyond the main/lawn retaining wall.
  - The proposed retaining walls are behind other retaining walls, so should not affect wildlife passage.
  - The proposed shrubs will add some native vegetation to the area.
- Vote to close the hearing and issue an OOC with the following special conditions. [Motion: Leigh Gilligan; Second: Jeff Zabel; Roll-call vote: Lunin (aye), Hepburn (aye), Green (aye), Cade (aye), Katz (aye), Gilligan (aye), Zabel (aye); Vote: 7:0:0]
  - Scheduling a pre-construction site visit
  - Submission of a concrete washout plan designed to limit and control any adverse on the wetlands resource areas or a signed statement that no concrete washout will occur on-site must be presented to the Conservation Office for review and approval prior to any activity on the site.
  - Submission of exterior lighting details, if applicable, shall be submitted to the Conservation Office for review and approval prior to installation.
  - Mitigation planting of 7 native shrubs (species and sizes at the time of installation must be approved by the Chief Environmental Planner) must occur as shown on the approved plans; all shrubs must survive 2 years.

**7. (9:15) 1 Riverside Road – NOI – pedestrian bridge and park improvements – DEP File #239-903**

- Owner: Mass DOT
- Applicant: Paul Jahnige, Mass. Department of Conservation and Recreation
- Representatives: Sam Campbell, Laura Krauss, and Brian Meyers, GPI
- Request: Issue an OOC.
- Documents Presented: Plans, site photos, draft OOC
- Jurisdiction: RFA, BLSF, Bank, LUWW, BVW, Stream Crossing Standards, Stormwater Standards, Newton Floodplain
- Project Summary: Improvement activities proposed within Newton include:
  - Demolition of the existing bridge, including removal of the existing northern abutment and northern pier;
  - Construction of an 18.2-foot wide, 195-foot-long bridge (approximately 97 feet in Newton), including installation of 6 bridge support piles (4 in Newton);
  - Installation of an approximately 300-foot-long 10-foot wide hot-mixed asphalt (HMA) shared-use path with vegetated shoulders connecting the bridge to the sidewalks on Riverside Road and parking lot;
  - Replacement of an approximately 150-foot-long paved path with two 5-foot-wide crushed aggregate foot paths with vegetated shoulders connecting the parking lot and the shared-use path to a companion/rest area space with park benches adjacent to the Charles River;
  - Milling and HMA overlay reconstruction of the parking area and sidewalk extensions;
  - Stormwater/drainage improvements: 4 deep-sump catch basins, gravel diaphragms, and water quality swale; and
  - Earthwork, tree removal, landscaping, and other activities incidental to construction of the rail trail.
- Presentation (Paul Jahnige and Sam Campbell) and Discussion
  - The responses to prior questions and concerns were summarized.
  - The flood elevation was confirmed to be at 38.0 feet.
  - Efforts were made to preserve the large oak, but construction requirements dictate its removal. In total: 3 dead, 10 invasive, and 9 native trees are due to be removed; 16 native trees are due to be planted.
  - All proposed impacts and alterations appear to meet all relevant performance standards.
  - Tree topping will not occur in Newton (only in Weston).
  - The restoration plan for along the Bank has been enhanced; many native shrubs will now be planted above the bank.
  - Test pits are not necessary, since in the models, the swale was not assumed to infiltrate..
  - Staff noted that invasive species control would likely be ineffectual if conducted only during construction. A longer-term management strategy should be provided to ensure that the restoration planting area will thrive. The applicant stated a willingness to have a 5-year OOC that would allow for more maintenance. The contractor will be



responsible for the invasive species management plan. Staff will be invited to the preliminary site visit with the contractor prior to his/her development of the invasive species management plan.

- A commissioner noted that standing dead wood snags were valuable habitat and should be maintained if possible. She also asked about including some evergreens, such as Atlantic white cedar, in the planting plan, but Paul Jahnige noted that there are very few evergreens in natural settings along the river.
- DCR will identify a site monitor to assist the Commission with oversight of tree cutting, invasive control, construction, and erosion control.
- Vote to close the hearing and issue an OOC with the following special conditions. [Motion: Kathy Cade; Second: Susan Lunin; Roll-call vote: Lunin (aye), Hepburn (aye), Green (aye), Cade (aye), Katz (aye), Gilligan (aye), Zabel (aye); Vote: 7:0:0]
  - This Order must be recorded prior to any demolition or construction operations on-site.
  - To ensure broad understanding of this Order and good lines of communication, the applicant must:
    - Must provide a signed Certificate of Understanding.
    - Provide contact information for those responsible for compliance with the Order on site. An emergency telephone number must be provided in the event that action is required during non-working hours.
    - Provide the anticipated timeline
    - Review all conditions with all contractors and workers involved in on-site operations prior to the commencement of construction on this project. Any contractors and workers arriving after construction commences must also be apprised of these conditions. The project supervisor overseeing daily operations at the site must read this Order.
    - Include this document in all contracts, subcontracts, and specifications associated with the proposed work and shall supersede any conflicting contract requirements. The Applicant shall ensure that all contractors, subcontractors and personnel performing the permitted work are aware of the permit's terms and conditions. Thereafter, the contractor will be held jointly liable for any violation of this Order. Nothing in this paragraph shall limit or restrict the liability of the Applicant for violations of this Order.
  - Prior to any demolition or construction operations on-site, the contractor must submit to the Conservation Office for review and approval:
    - Stormwater Pollution Prevention Plan prior to construction.
    - A construction phasing/site management plan designed to limit and control any adverse on the wetlands resource areas. At a minimum, it must address the following:
      - Anticipated phases/milestones with dates,
      - Erosion and siltation controls for different locations and/or phases of the project,
      - Parking and access for workers' vehicles and construction equipment,
      - Demolition and debris containment,
      - Turbidity control,
      - Staging and stockpiling for construction materials and equipment,
      - A dewatering plan designed to limit and control any adverse on the wetlands resource areas or a signed statement (with a locus and a detail).
      - A concrete washout plan designed to limit and control any adverse on the wetlands resource areas or a signed statement that no concrete washout will occur on-site.
    - An Invasive Plant Management Strategy (IPMS) plan.
    - A revised planting plan showing:
      - the inclusion of a few evergreen trees (such as Atlantic white cedar) and/or shrubs,
      - noting the desire to retain the standing dead wood snags along the river, if at all possible, and
      - the need to maintain native shrubs and saplings during the invasive removal efforts
  - The Conservation Agent shall be invited to attend the initial site visit with the contractor for the planning of the IPMS.
  - Tree protection must be installed around all trees to be preserved. Protection must include adequate protection of the roots (mulch and plywood), trunk (boards tied on), and branches (orange snow fencing near the drip line).
  - Prohibitions include:
    - a. Damage to any of the mature trees (branches, trunk, or roots) shown as to be protected.
    - b. Excavation near trees with heavy equipment.
    - c. Tracking of soil onto City streets.

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- Excavation (and “grubbing”) in close proximity to trees to be preserved shall be by hand or air-spade.
- Landscape restoration and planting areas within Commission jurisdiction must:
  - d. Be fully stabilized at the conclusion of the project
  - e. Be installed in compliance with the approved plans (desired changes must be approved by the Conservation office in advance)
  - f. Have a survival rate of 100 % of total number of trees (after 2 growing seasons)
  - g. Have a survival rate of 75 % of total number of shrubs (after 2 growing seasons)
  - h. Have a survival rate of 90 % aerial coverage of all other plants (after 2 growing seasons)
  - i. Mulch applications, if any, shall diminish over time and cease as ground cover species and shrubs spread.
- Invasive species control efforts shall:
  - a. follow the submitted, reviewed, and approved Invasive Plant Management Strategy plan (see condition 24.d.);
  - b. preserve native shrubs and saplings during the invasive removal efforts;
  - c. preserve the standing dead wood snags along the river to the maximum extent practicable;
  - d. address the initial removal of invasive species as identified on the approved plans;
  - e. follow best management practices for the disposal of each variety of invasive species addressed; and
  - f. be undertaken to ensure appropriate maintenance of the restoration areas following installation. To this end, DCR shall monitor the site twice per year for the period of this 5-year OOC and, should non-native species regenerate within more than 20% of the riverside restoration area, DCR will implement additional invasive controls.
- If any trees within the wetland or buffer within the project area “shown as to remain” die within 2 years of the start of construction or have been demonstrably harmed by construction activities, they shall be replaced at a ratio of 2:1 with native canopy saplings (of roughly 2 caliper inches).
- Compensatory flood storage must be provided in its entirety as per the plans and must be reflected in as-built plans.
- The stormwater infiltration system must be installed as per the approved plans.
- DCR shall seek volunteers to assist with the maintenance of the restoration planting area.
- As-built plans must clearly illustrate finished grading, utilities, etc.
- Letter from a landscaper certifying compliance with the approved planting scheme must be submitted.

#### **8. (9:15) Receipt of Materials Policy**

- Request: Approve an official “receipt of materials policy” for wetland cases.
- Documents Presented: Existing policy
- Staff Comments:
  - Hearings are held on Thursdays: date x
  - Packets/analyses are sent on Thursday: x-7
  - The January 25, 1996 Policy states: “All filings/applications must be complete and in the Commission office by noon sixteen days prior to the monthly meeting to facilitate the placement of the legal ad and to allow timely review by City departments in advance of the hearing.” and “Minor revisions (relocation of a driveway farther from a resource area, providing a planting list, etc.) must be in hand by the Tuesday noon (2 days) prior to the meeting. Major revisions (those resulting in additional impacts to resource areas or requiring engineering review such as drainage systems or compensatory storage calculations) must be received by the Thursday noon (7 days) prior to the meeting.
  - The May 27, 2010 policy states: “The current policy is that correct documentation must be in two weeks before the meeting (for a new filing, complete documentation must be submitted and it must be in the third Tuesday before the meeting. The policy going forward is that inaccurate filings will be considered to be incomplete.
  - A new policy should state. “To allow placement of legal ads, when necessary, and careful review by City staff, all applicants and inquirers under the Wetlands Protection Act, must submit (in hard copy and electronic form) complete materials as follows:
    - New applications -- by noon, Tues., 16 days prior to the hearing/meeting (9 days prior to packets);
    - Revisions -- by noon, Mon., 10 days prior to the hearing/meeting (3 days prior to packets).
    - Informal discussions -- by noon, Tues., 11 days prior to the hearing/meeting (2 days prior to packets)
    - Exceptions will be at the sole discretion of the Chief Environmental Planner.

- Vote to approve the new policy as stated and shown on the screen. [Motion: Dan Green; Second: Susan Lunin; Roll-call vote: Lunin (aye), Hepburn (aye), Green (aye), Cade (aye), Katz (aye), Gilligan (aye), Zabel (aye); Vote: 7:0:0]

## II. CONSERVATION AREA DECISIONS – none at this time

## III. ADMINISTRATIVE DECISIONS

### 9. (9:45) Minutes of 10/7/21 to be approved

- Documents Presented: Draft 10/7/21 minutes as edited by Ellen Katz
- Vote to approve the 10/7/21 minutes. [Motion: Susan Lunin; Second: Leigh Gilligan; Roll-call vote: Lunin (aye), Hepburn (aye), Green (aye), Cade (aye), Katz (aye), Gilligan (aye), Zabel (aye); Vote: 7:0:0]

## IV. ISSUES AROUND TOWN DECISIONS – None at this time.

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## UPDATES

### V. WETLANDS UPDATES

- 33 Greenwood Street – Regraded and replanted
- 942 Watertown -- Planted and completed but for the pipe caps.
- The Farm wants to bridge (culver the stream) and clear/wood chip a 3 ft wide path.
- PRC has a lot of work in the offing – we are due meet as staff to identify Conservation jurisdiction and concerns.
  - Fields: Albemarle, McGrath, Burr Elem., Oak Hill/ Brown middle schools, Forte, and Braceland
  - Synthetic turf replacements: both high schools
  - Field lights: both high school turf fields
  - Gath Pool at Albemarle
  - Community garden: Spears Park
  - Amphitheater: Newton Centre Playground
  - Crystal Lake: Left Beach, main beach

### VI. CONSERVATION AREA UPDATES

- Webster Conservation Area research efforts.
- Jennifer needs to get improvement projects underway.
- BC suit re Webster Woods taking is underway (in discovery)

### VII. ISSUES AROUND TOWN UPDATES

- “Climate Summit” 10/27/21 – City staff and resident activists met to review and develop new priorities.
- EnviSci may be adopted by Parks and Rec.

### VIII. ADMINISTRATIVE UPDATES

- A great candidate for Assistant Planner has been offered the position and is due to start Nov. 22. We had 62 applicants as of 10/20/21.
- OSRP Trails subcommittee will be formed after the elections.

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## OTHER TOPICS NOT REASONABLY ANTICIPATED BY THE CHAIR 48 HOURS BEFORE THE MEETING

**ADJOURN at 10:18.** Vote to adjourn. [Motion: Jeff Zabel; Second: Judy Hepburn; Roll-call vote: Lunin (aye), Hepburn (aye), Green (aye), Cade (aye), Katz (aye), Gilligan (aye), Zabel (aye); Vote: 7:0:0]