



Inland Wetlands and Watercourses Agency
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SPECIAL MEETING MINUTES
Inland Wetland and Watercourses Commission
Regulation Fee Review Committee

This meeting was held remotely, via ZOOM, on Thursday, May 20th, 2021 at 3:00 PM.

CALL TO ORDER:

Chairman Peter Bassermann called the meeting to order at 2:59pm.

ROLL CALL:

Subcommittee Members Present: Chairman Peter Bassermann and Eric Rose

Staff Present: Jaymie Frederick – IW Agent and Abby York – IW Associate

1. APPROVAL OF MINUTES:

a. April 29, 2021 meeting minutes

Comm. Rose made a motion to approve the meeting minutes from the special meeting of the regulation fee revision subcommittee on April 29th, 2021.

Chairman Bassermann seconded the motion.

The motion carried. (Y-N-A : 2-0-0)

2. DISCUSSION:

a. Discuss possible fee revisions for recommendation to full Commission

- The subcommittee reviewed the materials prepared for the meeting, including the findings in other towns' fee schedules as well as cost of historic projects in Town.
- The subcommittee discussed the rate for applications in comparison to staff time and questioned what an applicant needs to do in order to determine their fee. Staff walked the subcommittee through the application form and any calculations that would be done. Discussion was had regarding assessing fees per area of disturbance.
- Staff shared the proposed changes to the fee section of the regulations, noting where the “de minimis” fee has been added and potential language for definitions. The subcommittee discussed the wording of “de minimis” and “minimal impact activity”, then determined to remove “minimal impact activity” from the proposed changes for clarity purposes.
- The subcommittee asked staff thoughts on how individual lots in a subdivision should be approved. Staff said a new format could be created for assessing fees for subdivisions.
- The subcommittee discussed the cost of staff time in comparison to application fees. Staff commented that the Town has not given the directive for the Agency to recover costs, so that should not be the only consideration in how application fees are determined. The subcommittee stated they think the “de mimimis” fee should cover at least an hour of staff time. Staff said the CGS states that fees cannot be in excess of the amount of time it takes to process an application, and fees for larger projects shouldn't be designed to recoup costs of processing smaller applications.

- The subcommittee requested “de minimis” have a definitive definition in the regulations with a list of activities that would be considered “de minimis”. Staff shared a list of permitted activities that could fit into the definition [“Draft Potential Menu Items”].
 - The subcommittee noted it could be helpful to have required documents submitted with each application. Staff said requiring an A-2/T-2 survey is the Agency’s default, but that it can be waived, especially for “de minimis” applications.
 - Staff shared proposed new language defining “Total Area of Disturbance”. Discussion was had regarding how fees for activities outside the upland review area should be assessed.
 - Staff shared a draft fee schedule and asked for feedback from the subcommittee. They determined staff could rework the table and bring it back for discussion at the next meeting.
- b. Schedule next meeting
- Staff recommended that given the upcoming public hearing for the full commission and days out of the office for staff, the next meeting be scheduled in July, not June. It was decided that the next subcommittee meeting will be scheduled for July 15th, 2021 at 3pm.
 - Staff stated revised materials per today’s discussion will be sent out ahead of time and that since the subcommittee will likely need to meet in person, the basement conference room within Town Hall can be reserved for the meeting.

ADJOURNMENT:

Comm. Rose made a motion to adjourn the meeting.

Chairman Bassermann seconded the motion.

The motion carried. (Y-N-A : 2-0-0) The meeting was adjourned at 4:15pm.

NO OTHER BUSINESS WAS CONDUCTED.

Respectfully submitted,

**Abby York
Inland Wetlands Agent**