

**City of Auburn  
Conservation Commission  
Meeting Minutes  
February 16, 2016 - 6:00 pm**

Chairman Pete Preble brought the meeting to order.

Members Present: Tizz Crowley; Maurice Keene; Pete Preble, Chair; Bob Sipe (arrived at 6:25), Jordan Tate, Nichole White-Matson

Others Present: Tony Beaulieu, City Engineer

**1. Minutes**

ACTION: Motion made by Jordan Tate seconded by Maurice Keene to accept the minutes of 1-28-16 as presented. The motion was unanimously approved.

**2. Subcommittee Reports**

**Parks Subcommittee – None**

There has not been a Parks Subcommittee meeting since the last Conservation Commission meeting. Their next meeting is 2-24-16. Tizz Crowley said the new recreation director was invited to the meeting and welcomed anyone who may like to come meet her.

**LACFB Update - None**

There has not been an LACFB meeting since the last Conservation Commission meeting. Their next meeting is 2/18/16.

**3. Public Comments: None**

**4. Old Business**

**Woodlot Ordinance Action By Council**

Tony Beaulieu said his understanding is after tomorrow's Transportation & Environment Committee meeting there will be recommendations and then it will be forwarded to the City Council for approval. It was suggested that the Conservation Commission members be present at tomorrow's meeting to demonstrate they are interested in working with them and to hopefully move the revisions forward. Tony will confirm whether or not the ordinance is being discussed tomorrow and will email the Conservation Commission. Tizz Crowley recommended copies of the draft ordinance be forwarded to them. Pete Preble will email Dave Griswold to let him know about the meeting as well.

**Status of Project Canopy and TD Bank Grant Applications**

Tony Beaulieu said they received approval from Jan Santere to move forward on the Project Canopy grant and an RFP is currently being put together for a consultant. As discussed last month, Tizz Crowley requested a press release be put out announcing the good work that the

City of Auburn, and Public Services if work was done by them, has done in creating a grant, that they were successful, and that an RFP will be coming.

NEXT STEPS: Tony will request the city manager's office put a press release together.

### **Woodlot Ordinance**

Under Section 7 – Prohibition. The reference to see Section 7 below was not corrected yet.

NEXT STEPS: Pete Preble will make sure Section 7 in the woodlot ordinance is corrected.

### **Parks Subcommittee Ordinance**

Tizz Crowley said the Parks Subcommittee would like the Conservation Commission to take action on the Parks Advisory Board ordinance and briefly reviewed it. She said that they removed any reference to recreation and updated the duties. They established a firm advisory board reporting to the Conservation Commission focusing on needs and works of parks, cemeteries, and open spaces. She said they also demonstrated that there is a need, interest, and lots of work to be done and would like approval for the Parks Advisory Board to be extended another 3 months.

It was noted that the ordinance as written states that the board should be appointed by the Conservation Commission but does not specifically say that this proposed advisory board reports to the Conservation Commission.

It was also pointed out that under Established; Membership there is a conflict; that under (b) it says the ex-officio member will be the city manager or his/her designee and under (d) it says the ex-officio will be the director of parks or his/her designee. They will delete (d) and add "The city shall provide minutes of the meeting" to (b) and renumber that section.

Both changes will be made before the next Conservation Commission meeting for a formal vote.

ACTION TAKEN: Maurice Keene seconded by Bob Sipe moved to encourage the Parks Subcommittee to move forward. The vote was unanimously approved.

Bob Sipe pointed out that the minutes of 1/28/16 states that the recreation director is attending the Parks Subcommittee meeting on 2/24/16. He said she was invited but had not yet accepted the invitation. ACTION TAKEN: Jordan Tate seconded by Maurice Keene moved to amend the minutes of 1/28/16 under New Business to read that the recreation director was invited to attend the Parks Subcommittee meeting. The vote was unanimously approved.

### **Parks Subcommittee Web Site Recommendations**

ACTION TAKEN: Bob Sipe seconded by Maurice Keene moved to recommend the web site changes as presented. The vote was unanimously approved.

NEXT STEPS: Pete Preble will forward the web site recommendations to Tony Beaulieu to forward to the city manager.

### **Barker Mill Dam – River Day**

There was discussion on the status of River Day. No one is aware of any plans. It was suggested that unless someone else is working on it to not have a River Day in 2016 due to insufficient time and resources to plan it correctly and that it be put on the calendar for 2017. Concern was expressed about how it would affect the relicensing of the dam. All agreed that they never received any further direction on what to focus on or what work to do after the discussion with the Mayor at the December 8 meeting and that they should reach out to him to clarify what they should be doing to push the relicensing favorably.

NEXT STEP: Tony Beaulieu was asked to find out what the charge is for the Conservation Commission for the Barker Mill Dam River Day.

There was discussion about how it is not clear to whom and how the Conservation Commission is suppose to communicate. ACTION TAKEN: Maurice Keene seconded by Bob Sipe moved to request clarification on what conduit and to whom the Conservation Commission should communicate any requests or recommendations? The vote was unanimously approved.

NEXT STEPS: Pete Preble will contact the assistant city manager for clarification on how and to whom they should be communicating.

## **5. New Business**

### **Partnering Opportunities**

A list of people/organizations the Conservation Commission may want to reach out to for potential partnering opportunities was suggested i.e. Lake Auburn Watershed Protection Commission, Androscoggin Land Trust, YMCA, Recreation Director, and Area State Parks. Since they discuss watershed often and the Lake Auburn Watershed Protection Commission is working on a land management document they all agreed to invite Lynn Richards to the March meeting. Tizz Crowley also suggested they let Lynn know they have an interest so she can add them to the communication distribution.

NEXT STEPS: Pete will contact Lynn Richards from the Water Department and invite her to the March Conservation Commission meeting and ask her to include them on the distribution list for any communication.

### **Annual Report**

An annual report needs to be submitted 30 days after the end of the fiscal year which would be July 30.

### **Policy & Procedure Document**

The policy & procedure document needs to get finished. The Planning Board is the only one that is close to done. It was suggested to use The Planning Board document as a guide. Pete Preble has an electronic version of it.

NEXT STEPS: Pete will email the electronic version of the Planning Board document.

It was suggested to divide the group in half to work on the annual report and policy and procedure document. Tizz Crowley, Bob Sipe and Pete Preble will work on the policy and procedure document. Maurice Keene, Jordan Tate, and Nichole White-Matson will work on the annual report

### **Appointment Terms**

There are several people whose terms expire June 1. Appointments should be open by March 1.

It was suggested that if the ordinance and/or policy does not include that the current member should automatically stay in the position until it is filled, that it be added.

### **6. Other Meeting Times**

The next meeting is March 15 at 6:00 p.m.

### **7. Adjourn**

ACTION: Tizz Crowley seconded by Jordan Tate moved to adjourn the meeting. The motion was unanimously approved.

Submitted by:  
Tammy Thatcher