

**City of Auburn
Conservation Commission
Meeting Minutes
June 21, 2016 - 6:00 pm**

Chairman Pete Preble brought the meeting to order at 6:01 pm.

1. **Roll call**

Members present: Tizz Crowley, Maurice Keene, Chuck Lafean, Pete Preble, Bob Sipe

Absent was: Jordan Tate, Leroy Walker, and Nichole White-Matson

Others present: Dave Griswold of Forest Board and Tony Beaulieu, City Engineer

2. **Approve Minutes of 5/17/16 Meeting**

ACTION: Tizz Crowley seconded by Maurice Keene moved to accept the minutes of 5/17/16 as presented. The motion was approved 5-0.

It was requested that paper versions of the agenda be available if someone requests it like all other boards and committees.

3. **Subcommittee Reports**

Parks Subcommittee

- ❖ There was no quorum at the meeting.
- ❖ The Build Maine Conference is being held at Mill 1 on Wednesday and Thursday. The Parks Subcommittee is going to participate and will make a little park with a fountain and grass.

LACFB Update

- ❖ Arbor Week was successful. They had displays at the two city halls and the Lewiston Library (Auburn Library was booked).
- ❖ Chuck is working on an application for a contest for solicitation of photographs of special trees in Lewiston Auburn through the summer and fall.
- ❖ Last week Steve Murch, Dan Bilodeau, and Rick Shea put in the second year planting with volunteers from Proctor and Gamble at the Lake Auburn Community Center.
- ❖ There was some discussion regarding where trees are needed and/or will be planted. The results of the tree inventory will determine what is going to happen.

Transportation & Environment Committee

- ❖ It was requested that agendas be posted on a timely basis and an e-alert be sent.
- ❖ The Woodlot ordinance was approved by the Transportation and Environment Committee in March/April and is waiting for approval from the Council. Follow up is needed on the status of it. Dave Griswold asked the Commission to let the Forest Board know when it is scheduled for a Council meeting.

4. **Public Comments:**

The City Council tabled appointments for the Parks and Recreation Advisory Board in April and has not been made them yet. The Parks Subcommittee will reach out to Sabrina Best at their

next meeting and will offer to lend support and see if there is anything they can do to help with parks and recreation activities.

5. Election of Officers for 2016-2017

- a. Chair**
- b. Vice Chair**
- c. Secretary/Treasurer**

ACTION: Tizz Crowley seconded by Maurice Keene moved to keep the current slate of officers until the City Council appointments or reappointments the Commissioners whose terms expired in June.

Pete Preble is willing to stay on the Commission until his position is filled but would like someone to take over as chairman. He will reach out to Nichole White-Matson to delegate preparation of the July agenda as Vice Chairman if she is willing to fill that role. It was suggested that in the meantime the Commissioners offer assistance to Pete to help lighten his load.

Pete was asked to act as liaison for the Watershed Group when he is no longer a formal member of the Commission because his experience, depth of knowledge, and personal contact would be an asset. Pete said it is a possibility.

The vote was approved 5-0.

6. Old Business

a. Project Canopy Update

The tree inventory is 75% complete of the 2500 trees they will be inventorying. The Forest Board has not seen any of the details and that concerns them. Tony Beaulieu will send what information he has to Dave Griswold. The inventory should be wrapped up by July 1. The City will receive a deliverable from Davey Resource Group which will be tied into the City's GIS. Tony will send the data to Dave when he receives it.

b. Policies and Procedures Update

Bob Sipe and Tizz Crowley made suggested changes that were included in the agenda packet. The changes are color coded. BLACK: The changes everyone agreed on. GREEN: What Tizz Crowley added last minute that Pete Preble and Bob Sipe had not seen prior to this printing. LIGHT BLUE: Cut and paste of frequently used references in the Charter. RED: Something missing one of the members couldn't find. It was suggested that all the references in light blue be taken out and put as an addendum in the back so it's a solid document onto itself that can be referenced from within the text by a footnote or endnote. It was also suggested to include the ordinance for the Commission as an addendum.

Other changes include: adding “as” before the definition under Quorum & Voting, remove the reference to the “Planning Board” under the first bullet, and clarify the reference to “final action” in the last paragraph to be “final action on this specific item at this time”. Under Postponement Due to Time the time needs to be changed to 8:00 pm to match the time under No New Business. Add “(Bylaws)” to end of Policies and Procedures

Tizz Crowley will get the changes to Pete Preble and/or Tony Beaulieu by Monday to forward to the Commission for review. Any suggested changes need to be sent to Pete by Monday July 11 so that a final draft can be done and it can be voted on at the July meeting.

c. Annual Report Update

It was requested to have the draft of the final version sent to the Commission for review and for any suggested changes to be sent to Pete Preble by Monday July 11 so it can be voted on at the July meeting. Pete will contact Nicole White-Matson and ask her to send the updated copy.

7. New Business

a. Calendar

Bob Sipe created a draft calendar. He is working on making it a perpetual calendar. If anyone has any additions they can contact Bob. It was requested to add Arbor Week.

b. KEI Report

The KEI Report was included in the agenda packet. Since Jordan White-Matson is leading the charge on it they will wait until she is here next month for questions.

8. Other

a. Miscellaneous Correspondence – Utility Boxes

Bob Sipe sent information on painting utility boxes to everyone. He sent it to an artist in Lewiston who said he will take it up with the BMCU. It was agreed to gather more information, have everyone send comments and questions to Bob, and to discuss it in further detail at the July meeting. They will also get input from Sabrina Best at the meeting. Anyone with an interest is invited to attend.

Concern was expressed about not knowing in advance about the money given/budgeted to rehab one of the Basketball Courts, although they are glad it is being done.

b. Next Meeting:

The next meeting is July 19 at 6:00 p.m.

9. Adjourn

ACTION: Tizz Crowley seconded by Maurice Keene moved to adjourn at 7:34 pm. The motion was unanimously approved.

Submitted by:
Tammy Thatcher