



**Town of Norfolk**  
**Inland Wetlands Agency**  
**Town Hall**  
**Monday February 7, 2022**  
**Regular Meeting 7:00 pm**  
**Minutes**

1. Call to Order – 7:05 pm
2. Roll Call – Mead (Chair), Webb, Kessin, Kwast, IWO Halloran
3. Agenda Review

Item 6A removed at applicant's request. Expect to consider next month.

4. Approval of Minutes – Approved unanimously
5. Public Comment – None
6. New Business –
  - A. Removed
  - B. #22-001 Town of Norfolk, Modify and repair existing drainage system on Maple Avenue.  
Work in the wetlands and in the upland review area.

Roy Seelye, P.E., senior project manager at Cardinal Engineering Associates, summarized the Town's proposal. In short, Maple Avenue and especially its intersection with Pettibone Lane is in need of extensive repair and renovation. The most significant water problem is that the downflow from Pettibone Lane floods Maple Avenue and nearby properties. The project would have minimal impact on already disturbed wetlands, and appears to have wide support. However, some property owners are concerned about a number of esthetic aspects of the proposal, especially two large concrete drains proposed to be adjacent to Pettibone Lane. The Town agreed these concerns were reasonable and would be addressed. In addition, the soon-to-be owners of Manor House have not expressed their views. After some discussion, it was decided that a public hearing was appropriate. Webb moved (Kwast 2<sup>nd</sup>) that a public hearing be held on March 7, 2022 and the motion was approved unanimously. In addition, Chairman Mead asked that cross sections of the plans on page 8 (distributed at the meeting) be included in the application, and pointed out that we need the relevant land owners' signed approval before we can move forward. Assuming

all concerns can be resolved, it is hoped that the project could begin in the summer of 2022 and completed by the fall. Work needs to be completed before winter, implying a July starting date at the latest.

- C. #22-003 Berkshire Engineering for Elizabeth Bucar 49 Gamefield Rd. Construct new septic system in an upland review area.

Stephen Latour, R.L.S., of Berkshire Engineering & Surveying, presented the proposal for a new septic system on land about 400 feet from Tobey Pond. The existing system is antiquated and probably not up to code. The new system will be "code compliant." The proposed work was approved by the Agency subject to the extension of the silt fences on either side of the proposed topsoil stockpile. Mr. Latour agreed with this condition.

- D. Discussion of wetlands budget.

Mr. Halloran proposed that the Agency ask the Town to hire a secretary to take and produce the minutes of our meetings. The current practice of having an Agency member act as secretary during a meeting makes it very difficult, especially when considering a complex issue, for that member to participate in the meeting and associated decisions. The Planning and Zoning Secretary has said that she would be the Agency's secretary for \$25/hour. It is expected that the annual cost would be about \$1,000. Mr. Halloran's proposal was approved unanimously.

- 7. Old Business - None

- 8. WEO Report

Mr. Halloran summarized the applications that he has approved so far in 2022.

- 9. Communications and Bills – None discussed

- 10. Adjournment – 8:05 pm

Respectfully submitted – Myron L Kwast