

**Town of Bristol  
Conservation Commission  
Wednesday, August 6, 2014  
Meeting Minutes**

**Call to order: 7:07 PM**

**Members Present:** Janet Cote, Sandra Heaney, Richard Batchelder.

**Others Present:** Wendy Costigan and Debra Denning

**Minutes Review and Approval:** Sandra Heaney Motioned to approve July 2, 2014 minutes as written. Richard Batchelder seconded the motion and it carried.

**Correspondence Review:** Info Requests, Wetlands Permits, Planning Board, Zoning Board, etc.

August and September Agenda updates were reviewed for Zoning and Planning Board Meetings.

No Wetlands or Shoreland Protection Permit applications or correspondence was received as of this meeting.

**New Business:**

**Meet Recording Secretary candidates - Debra Denning and Wendy Costigan**

Commission members were introduced to recording secretary candidates Wendy Costigan and Debra Denning. Chair Cote proceeded to discuss the purpose of the invitation to attend the meeting as an opportunity for each candidate to assess procedures, ask questions as well as giving an opportunity for other commissioners to meet each of the candidates. She went on to explain some of the typical meeting agenda items, the importance of some correspondence items typically noted in minutes and other meeting business conducted by the Commission. The candidates were invited to observe the meeting in process and ask questions if they had any.

**Old Business:**

**Ravine Road: Oil Spill Cleanup and Compliance** - Commissioner Cote let the Commission know that at last report from Land Use Officer, this site was cleaned up and in compliance.

**45 Lake Street: House Demolition Permit** - To date no further activity has happened at this site. More discussion took place regarding need to address demolition with the Wetlands Ordinance since the State was not requiring permits to do this activity within Shoreland Protection or Wetlands areas.

**Plankey Spring - Water Testing & Signage** - As of this meeting, no test results were available from Water Department. Ms. Cote was hopeful that this would mean the water testing would show no contamination and no closure would be necessary.

**Dollar General Project - Lake Street - Update** - Sandra Heaney updated the Commission regarding status of Zoning Board Re-Hearing for Parking Variance which is continued to September their September 2, 2014 meeting.

**Work Session: Continue purge and organization of files** - This was postponed until the fall.

**New Business Continued:**

**Recording Secretary Position Discussion:** With regular business done, Chair Cote asked Ms. Costigan and Ms. Denning if they had any comments or questions regarding the Commission, its meetings, or the recording secretary position. Each stated that they were all set so Ms. Cote explained that the decision would be made soon and they would be contacted regarding the selection for the position. The candidates were excused. Commissioners discussed the position and all felt either candidate would be a good fit. With Wendy's experience as recording secretary for other boards and committees it was decided that she would be offered the position. Chair Cote will follow up with Human Resources for procedural assistance with this.

**Next Meeting Logistics: Next scheduled meeting September 3, 2014**

**Individual Tasks Assignments:**

**Adjournment 8:15 PM**