

**TOWN OF WINCHESTER**

**INLAND WETLANDS & WATERCOURSES COMMISSION**

**Town Hall, 338 Main Street, 2nd Floor – P. Francis Hicks Room, Winsted**

**November 16, 2022 – 6:00PM**

**Special Meeting Minutes**

**1. CALL TO ORDER:**

Chairman Steve Molinelli called the meeting to order at 6:04 PM.

Roll call was completed by Mr. Molinelli. Present at the meeting in addition to him were: Russ Davenport, Andrea Krawiecki, Jeff Lippincott, Mary Ann Marino, Jackie Mulvey, Frank Olivieri and Gary Paganelli.

Leanne Marvin was absent (excused) and arrived at 6:44 PM.

**2. Online Permitting Software.**

Agent Michael Stankov began the discussion of Online Permitting Software by showcasing the new permitting software to the commission. After the initial presentation, Mr. Stankov asking for feedback from the commission about information they would like to see in the application and any advice that they would like to give to applicants on the IWWC Permit Landing Page.

Discussion ensued concerning the collection of contractor information, including how it would be useful to collect the license number and type of license for contractors when one is retained for a project for wetlands, even if that project would not require a building permit. Conversely, it was noted that such information was not needed if applicants were doing the work themselves.

Further discussion concerned fees for permits. It was noted that currently, the Land Use department charges $215 for an Inland Wetlands Application and $90 for the modification of an existing permit. Questions were raised whether an agent determination fee could be lower, and Mr. Stankov noted that he would investigate the fee schedule for the Wetlands Commission.

**3. Discussion on Recommendations to Applicants.**

Discussion began with a recapitulation of many ideas that had been discussed before, with the commission in consensus on the level of detail that they would like to see for projects going forward.

* For lake wall rebuilds, it was noted that an as-built survey should be required to ensure that the wall is in the same place after construction that it was beforehand.
* An Engineered site plan was noted to be requisite for future projects that involve new house construction, full rebuilds, or substantial additions.
* Engineered systems were noted to be required for any plan calling for a rain garden or a Pervious Paver system.
* All paver systems will need to have a maintenance schedule filed with them and have reports submitted to the Planning Department noting when maintenance has occurred.
* All surveys must be accurate to field conditions, current, and have the surveyor’s stamp on them to be accepted going forward. If field conditions are found to not match a submitted survey, it must be updated.
* All narratives of the project should include not only the goal of the project but also the process by which the work will be conducted.
* Recommendations to protect trees should be written into the regulations or be given as advice to applicants going forward.

**4. Adjourn.**

**Motion:** Ms Marino, Mr. Paganelli second, to adjourn the special meeting. Unanimously approved.

The meeting was adjourned at 6:57 PM.