

City of Shelton, Conservation Commission
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Minutes should be considered a draft version until approved by CC at their next meeting.

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Call to Order

Present: Tom Harbinson, Chairman
Bill Dyer, Vice-Chairman
Jim Tate, Commissioner
Joseph Welsh, Commissioner (arrived at 7:10 PM)
Edward McCreery, Commissioner (arrived at 7:35 P.M)

The Commission currently has 6 active members.

Also Present: Teresa Gallagher, Conservation Agent
Marianne Chaya, Clerk
Ed Conklin (former member of the Conservation Commission)

Pledge of Allegiance

Chairman Harbinson called the meeting of the Conservation Commission to order at 7:05 p.m. All in attendance recited the Pledge of Allegiance.

Public Portion

None

Trails Committee Report

Vice-Chairman Dyer reported as follows:

Planned Projects for 2007

Rec Path – Phase I

There has been a lot of enthusiasm generated recently about getting on with the Rec Path and setting a date to get it done. We would like to immediately start with getting a contractor in to do Phase I, from Pine Lake to 108. We all agree that this is a project that we could get LOCIP funding. We need a specification to be able to make an award to an engineering firm so that we would be able to get bids to get the work done. I am willing to spend time with Purchasing to get this moving but I am not capable of writing a spec. If there was a spec for some project that we have already done or there is another town that has done the same type thing, I could take it and cut and paste and put the right nouns in place but I don't know the verbs and the adjectives.

Chairman Harbinson asked, didn't Bob Kulacz's office help us with the spec that we developed for on top of the dam or the piece that went through the Intermediate School campus?

Commissioner Tate asked if it is going to be paved?

Vice-Chairman Dyer stated that this Commission or Trails has yet to come up with a definite answer. We all agree that from 108(towards Huntington Woods) on, it shouldn't be. Phase I is up to 108.

Chairman Harbinson stated that this is divided up into a couple segments. There is the segment that is Pine Lake to Meadow Street, which is 1A, and then there is the "Missing Link" from the end of the paved section to Constitution Blvd.

Commissioner Tate asked if we have a rough idea what it costs to do the Pine Lake to Meadow Street (A section)?

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Vice-Chairman Dyer answered that we know it cost \$100K to do the part that was done by Brennan. That was paved and had a shoulder of crushed stone. I would prefer that the processed aggregate surface, like the Monroe path.

Commissioner Welsh said that he thought we had made the decision on the paving a long time ago and we were going to go with a certain type of material and use it through the whole Rec Path.

Agent Gallagher said that we never formally voted on it.

Commissioner Welsh asked if we were to make this decision or is that we have to make a recommendation to the City?

Commissioner Tate said he felt that we would have to make the recommendation to the City and we are in the best position to do that because we've had the experience. We have the choice of a processed aggregate or asphalt pavement.

Agent Gallagher said she wanted to make clear that this is the type of crushed stone, which is a stone dust, like the Monroe path. It is very smooth.

Commissioner Tate MOVED to recommend on Section A, Phase I of the Rec Path (Pine Lake to Meadow Street), that we proceed with a specification preparation or contractor bid of a 10' width processed aggregate/stone dust surfacing, with adequate base and drainage, to allow for the maximum user profile. We will follow through with the contractor to implement that. The parking lot should be paved. Wetland permits have been obtained. 2nd by Vice-Chairman Dyer for discussion.

Vice-Chairman Dyer said that to me the Missing Link to Constitution should be exactly the same.

Commissioner Tate said that is on the school property you are talking about. That would go under a little bit of a different jurisdiction. We have a little bit of an issue with that one. We would have to go through a little bit of a different process on that.

A voice vote was taken, all were in favor; MOTION PASSED.

Commissioner Tate MOVED to recommend on Phase I, Section B, from the existing paved Rec Path (Missing Link) to Constitution Blvd. This is under Board of Education jurisdiction and approval. We recommend the standard match the Phase I, Section A specs., using the processed aggregate/stone dust surfacing, 10' wide path with adequate base and drainage to allow for the maximum user profile. Wetland permits have been obtained. 2nd by Vice-Chairman Dyer.

Commissioner Welsh commented that we really need to specify what the aggregate is going to be, because everyone is going to have their own idea of what it is.

Vice-Chairman Dyer replied that the design engineer would does that for us.

A voice vote was taken; all were in favor, MOTION PASSED.

Commissioner Tate MOVED to recommend Phase 1, Section C, Constitution Blvd. to Route 108 intersection, for a 8'-10' wide path using the same specifications as Sections A & B. This involves the crossing of the newly fenced dam sections and bridge section. Wetlands permits have been obtained. 2nd by Vice-Chairman Dyer. A voice vote was taken, all were in favor; MOTION PASSED.

Chairman Harbinson noted that we would be pursuing LOCIP funding for the three sections.

Vice-Chairman Dyer commented that Jim and Terry volunteered to get me a spec to start with and I will be following through with Purchasing.

Commissioner Tate asked when does he need the spec?

Vice-Chairman Dyer responded that he would like to get it done by the end of August so it could go out for bid just after Labor Day.

Commissioner Tate suggested that Vice-Chairman Dyer touch bases with Bob Kulacz relative to the drainage issues.

Rec Path – Phase 2

The City-owned house at the corner of 108 and Nells Rock Rd. is now vacant and they have chopped up the tree limbs and mowed. This fall we will develop the route across Route 108 around the house up towards where the Rec Path will be.

There was discussion where the path would traverse.

Trail at the old Master's site, Route 110 & Far Mill River – status

The same company that is doing the work at the old Master's site and the driving range is cooperating with us and as of the last visit there had not been any progress behind the driving range.

Well Springs Estates Trail – Far Mill River Trail status

They have finished their buildings and there was some question in the project whether they were required to build a gravel walk or path. I will check with Jim Swift on that.

Connect Blue Dot Trail to Shelton Lakes

Chairman Harbinson stated that Ed Conklin, who is here tonight, was on the Conservation Commission when the subdivision was approved at Mayflower Lane.

Mr. Conklin stated that this application approval happened around 1997. That was brought before Open Space and Conservation Commission and the proposal showed the trail, as you look down Mayflower Lane, being run on the right hand side of the property. The reason we asked for that and fought for that was that when a market piece would come available we would have the option to widen the trail to combine the open space and allow a wider trail and provide a buffer on each side. I went to the Planning & Zoning meeting and the developer gave us a real hard time during the development process. He didn't want to give open space; he wanted nothing to do with this. I believe this was a Tice project, if I remember correctly. We had a workshop with Planning & Zoning and he was told flat out that it had to be done. I went to the meeting because I had a bad feeling and the whole plan he showed to everybody was completely changed. The plan to shown to everybody did not show the open space and conservation easement. He came in with an extra house on top of it, moved it to the other side, and it was 28' wide, which was half the width we were hoping for plus the other side. We were shooting for 50'.

Agent Gallagher commented that the adjacent property was going to be developed at some point in the future you could have put in another strip and had a wider strip.

Mr. Conklin said that he made sure at the Planning & Zoning meeting that it was stated that this was for the Blue Dot Trail or the Paugusset trail and that it was put on the public record. This was so that if an issue of this magnitude came forward and someone came to P&Z or anybody it would be known that it was intended since day one that we intended to get this property, fought to get that strip for the express purpose of putting the trail through.

Vice-Chairman Dyer stated that he was asked to look at alternatives.

Chairman Harbinson explained that this is to back up for everyone because the neighbors came to our meeting and then the Mayor had a little meeting in his office with some of the neighbors and Vice-Chairman Dyer, myself and some others. They expressed their concerns again and the way it was left at the end of the meeting is that we would look at some alternatives in that help. This is what the Trails Committee has done.

Vice Chairman Dyer said they came up with 4 alternatives that only impact City property that now exists. There are two others, one being in Owl Hill, which has restricted open space – restricted to Owl Hill residents only. The other way doesn't appear to have any way to get out to Meadow Street. The alternate routes were pointed out and detailed for the Commissioners.

Mr. Conklin pointed out a parcel, which Blakeman owned, was also acquired for the reason of a trail.

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Vice-Chairman Dyer commented that options 3 & 4 involve going on Sinsabaugh Road.

Mr. Conklin also pointed out that the properties along Mayflower Lane that the open space was deeded to the City.

Vice-Chairman Dyer commented that the residents complaining now say they were not the first owners and wasn't aware.

Mr. Conklin stated that when he was on Conservation he noticed that some of the games developers would play is to hold on to the property until after the lot was sold and then they were deeding it over. Thinking of this from a legal point of view, if you look at the deed you are getting shows that the developer still owns the property behind you. It doesn't say its City owned property.

Commissioner Tate said that there may be a property owner buying one of the properties second or third round and missed the dialog. Most of these owners were well-informed and when they were here were very well informed about the history of what's happening. Now they collectively get together and decide it's not in their best interests.

Chairman Harbinson commented that he met with about 20 of the neighbors in 2002. We also had the former Conservation Agent, Jim Pjura, go out there and instructed some of the homeowners to remove play structures and sheds off of the City property. They are well aware of this and yet they still mow it as if it was their backyard.

Commissioner Tate stated that he still feels we should put up a fence for delineation.

Commissioner Tate MOVED to recommend to the Board of Aldermen to put a 2-split-rail fence (matching the type constructed at Lane Street) along the open space boundary along lots #2, 6, 10, 14, 18, 22 & 38 Mayflower Lane for the purposes of delineating City owned property. Funding is to come from the Conservation budget. SECONDED by Commissioner McCreery. A voice vote was taken, all were in favor; MOTION PASSED.

Commissioner Tate commented that for the record, we've analyzed all the alternatives and we should formally respond and to comment that the first step is a delineation of the City owned property.

Vice-Chairman Dyer showed the report that he has prepared for the Mayor.

Chairman Harbinson commented that the report didn't have any conclusions but should now indicate the first conclusion about the split-rail fence delineation. The other is to report that the Commission finds that alternative #1, the original routing, is outlined throughout all our plans and the approvals of the subdivision, is the preferred route.

Commissioner McCreery pointed out in the big picture of things we are still all volunteers and an advisory agency of the City. The Trails Committee is an ad-hoc committee of the Conservation Commission. There is a process to get things done in the City and certain times things need approval and people don't

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approve things that we want to happen. I think it's totally inappropriate for factions to be making comment or letters to the editor.

Vice-Chairman pointed out that we not talking about that topic yet.

Chairman Harbinson concluded that we were asked to make a report to the Mayor, it has been prepared and emailed to all the Commissioners, and we have made a recommendation of the alternatives. We did our due diligence.

Agent Gallagher asked if she should prepare a letter from the Conservation Commission referring to report.

Commissioner Welsh asked, we don't know what is happening with this parcel here (pointed out); are there any alternative routes that may work if it comes through? Is there something to look at in the future if it is ever developed?

Chairman Harbinson pointed out that you have to look at where it crosses Meadow Street and the point is to connect towards Stratford and the open space we have. If you had a sliver here or some strip on this side that was open space you are going to be down Meadow Street now where you have to walk back up to come through the Wiacek property. It may not be alternative for the long-term because it doesn't cross properly into the Wiacek property. Also, at some point the school campus is going to expand their ball fields. That was one of the points we made of why it was a worthy purchase.

Commissioner Welsh said he would comment based on the existing properties that we have to work with that if the Markut property ever came available we could look at alternatives.

Vice-Chairman Dyer said that is all well and good but the instructions given to me from the last meeting was to write a report of things that we could do with property the City controls.

Chairman Harbinson continued concluding that a letter will be written from the Conservation Commission summarizing or using Vice-Chairman Dyer's report as our endorsement, which is the first alternative.

Letter to Editor – draft

Vice-Chairman Dyer presented a copy of the letter they would like to send to the Huntington Herald. The Commissioners read the letter.

Tape 1, Side B

Vice-Chairman Dyer commented that the Trails Committee feels uncomfortable with things being put in the paper that make it sound like the trails are purposefully going through people's back yards. We feel it's important to be proactive and respond. If we want to leave out any reference to the Paugusset trail, that would be ok. We will just be responding to the article, which never mentioned the Paugusset trail.

There was discussion of whether to send the letter from the Trails Committee or coming from an individual or not.

The consensus was to leave out the reference to the Paugusset trail.

The members discussed some maintenance issues of the bridges and trails and the funding requirements that should be reviewed at budget time.

Review of P&Z Applications for Subdivisions and/or Development

Old Applications

None

Any Pending

None

New Applications

Twisted Vine Estates, PZC #07-38, 26-lot subdivision of land abutting Birchbank Mountain Open Space, Fox Hunt Road, Okenuck Way, Poe Place and Dickenson Drive (Map 174, Lot 11) by EVR Joint Venture.

Ken Schiable, representing EVR Joint Venture

Mr. Schiable commented that this proposal is for 63 acres land. About 1/6 is open field up at the topside. The rest is moderate to heavily wooded. There are some slopes and wetland corridors that come through it. Our intent is to try and match up the open space areas to the existing open space.

The proposal was accepted at the July 10th P&Z meeting and is also on the agenda for the July 12th Inland Wetlands Commission.

The proposal is for 26 homes with approximately 22 acres of open space, with city water and septic.

Chairman Harbinson pointed out the orientation of the parcel and Mr. Schiable pointed out the land that Mr. McEwen would be retaining.

Agent Gallagher pointed out the area where she did a field walk and took photos and a video that was posted on the Google site.

Commissioner McCreery asked about the stream corridor and the close proximity to the lots. Mr. Schiable pointed it out and stated that they would have to place wetland placards for any new subdivision.

Mr. Schiable pointed out the proposed open space parcels. The majority is in one large parcel and then a smaller parcel.

Agent Gallagher pointed out the area of the Birchbank Mountain open space that abuts Indian Well. There is a very scenic location that you can see in the video and that is now accessed by Okenuck Way. She pointed out the way to access the public access. She also pointed out the trails.

Commissioner McCreery pointed out the area he would like to see as a Conservation easement.

The Commissioners discussed the access to open space.

Commissioner McCreery commented that Agent Gallagher is now investigating a situation where the drainage from a new subdivision is dumping into City open space is causing quite a bit of erosion. This looks like it will carry a lot of stormwater drainage.

Mr. Schiable responded that the design engineer is now working on the detention and drainage calculations. Most likely it will be a small detention pond with a regular outlet structure that is rated for different storm events.

There was discussion about the area around Okenuck and the fire pit area and Mr. Schiable reported that the police have broken up about 2 parties of a 100+ kids since we've been involved with this.

Commissioner McCreery also requested to be able to reincorporating some of the stone walls. Mr. Schiable commented that they looked at that as well. The problem is with all the cuts and fills we will have the wall will be obliterated.

It was suggested using the stone walls as delineation or to use it as an entry feature or a border wall.

Commissioner Welsh commented regarding the twisted vines, if when you clear them if you don't treat them they will grow back tenfold.

Commissioner McCreery MOVED to address a letter to Planning & Zoning and Inland Wetlands Commissions regarding application #07-38, Twisted Vine Estates, proposed by EVR Joint Venture. The Conservation Commission has reviewed the proposed 26-lot residential subdivision entitled Twisted Vine Estates and recommends favorable approval of the applicant's proposed plans with the following suggestions: 1) The applicant should utilize the biodegradable siltation fencing to avoid the City having to go out and insure that the silt fence has been removed at the end of the construction. 2) Designated setbacks from the stream corridor as it passes through proposed lots 14, 15, 20 & 21 to be delineated to prevent clear-cutting within the setback designated by the Wetlands Commission. 3) The P&Z Commission to encourage the applicant reusing the stone walls onsite that would otherwise be destroyed by the proposed road grading and lot layout. 4) The Wetlands or P&Z Commission require a more detailed delineation of the stormwater drainage outlet/detention basin to the rear of lots 15 & 16 to avoid erosion of the future City owned open space. 6) The P&Z Commission require the applicant to consider a no-clear-cut of any trees greater than 6" in diameter conservation easement along lots 23, 24, 25 & 26 where they abut open space for a depth of at least

a building setback line so there is no clear-cutting right up to City open space. 7) The P&Z Commission impose a requirement that the Conservation officer first be allowed before clear-cutting to be able to go out and mark some significant specimen trees that are 35-40" or more Red Oak and White Oak trees that the Conservation officer has observed and thereby after being marked the applicant would be requested to try and incorporate these specimen trees into the design layout for preservation if at all possible. SECONDED by Vice-Chairman Dyer.

There was discussion of the size of the trees in the conservation easement where it would pertain to no-clear cutting. Commissioner Welsh asked if this parcel was ever considered for purchase for open space and Chairman Harbinson responded not that he was aware of.

A voice vote was taken, all were in favor; MOTION PASSED.

Mr. Schiable thanked the Commission and commented that he and his daughter enjoyed the Me & My Guy hike. They said it was a good turnout and Alderman Panek said that it was the first time he and his daughter did the hike as well. Mr. Schiable also said he is looking forward to hiking along Mayflower Lane.

Open Space Plan

Some of the Commissioners said they reviewed the action plan and have made comments back to Agent Gallagher.

Agent Gallagher asked about the 15% goal and what classifications of the open space should be included in it.

Commissioner Tate gave a brief history of how the 15% number was determined in that at the time the attitude was that nothing was being dictated in open space. There was the idea that 10% should be set aside for subdivisions and PRD's. At the time there was a lot of discussion about cluster housing types and how do you save the land. There were all the mechanisms of PRD's and subdivisions which were collectively used. Getting down to the detail and trying to figure out what the collective percentage of how to preserve the land in raw form; PRD's was in it, 10% of a subdivision, wetlands, steep slopes, etc., were all wrapped in to trying to get to perceived open space. At that time there was no inclination that golf courses would be open space. That was considered private development just under some use; regardless if it was green or not. Cemeteries were not considered either; it was a land use that was developed. At that time we considered what land were not developed and not in use that would not go into houses.

In terms of the 15% number, how did you get to that number, honestly there had to be some goal that came to based on the 20,000 acres of Shelton. It was 3000. This was a concept for people to easily understand it and it came up when we went to referendum. When we spoke to people to say we wanted to get to

15%, nobody asked what the 15% composed of. When we bought Shelton Lakes there was about 490 condominium units proposed. Things have changed radically because people were looking for something that would pay tax dollars back. Back then the concept was that you don't do a public expenditure without getting a private dollar back. In other words, you don't build a river walk unless you're going to attract business. Now we are buying land and people don't expect anything back. This is how much people value the open space now.

Chairman Harbinson concluded that it's 15% of the land base of the City as permanently, protected public open space.

Agent Gallagher asked if conservation easements would be included and Chairman Harbinson said he would not include it. I would include purchased development rights, or agricultural easements.

There was a continuation of discussion of what is included in the 15% open space.

End of Tape 1

(tape malfunction – no additional recording)

Communications

Chairman Harbinson reported on the following:

- i. Girl Scout expenditures for native species – Needs approval. Agent Gallagher passed around pictures
- ii. Printing invoice for approval
- iii. American Farmland Brochure
- iv. Regarding Jones Family Farm purchased development rights. Commissioner McCreery recused himself from discussion. This appraisal was done over a year ago and it appears from this correspondence that there may be some deficiencies and the appraisal may have to be redone. It was to be done according to “yellow book” standards. Chairman Harbinson will review the comments in the correspondence from the USDA reviewer. Terry Jones received this notice. There are three issues that this auditor says is wrong.

Conservation Agent Report

Agent Gallagher reported on the following:

Open Space Inventorying and Mapping:

No new progress.

Community Resource Inventory Committee

No new progress.

Open Space Trust Account

As of June 30, 2007, the Trust Account balance is \$177,303.98. A deposit of \$250,000 is being made this month.

Rec Path Grants Status

Laurie Gianotti, who has replaced Leslie Lewis at the DEP, is coming down for site visit Thursday, July 12. I am still waiting for estimates from Engineering Dept. and Parks & Rec for their services "in-kind"; once received I can submit for reimbursement.

Shelton Family Farm, USDA monitoring report

The USDA requires an annual monitoring report be submitted for properties acquired via an FRPP grant. The State NRCS office requested our report by June as they were about to be audited by the USDA – noncompliance reduces the chances of receiving future FRPP grants. I used the GPS receiver to track my route through the property and compile an aerial map for the report. I also took pictures of 12" trout, Baltimore Orioles, and Yellow Warblers while onsite (loaded onto my open space blog).

Encroachment issues:

New Encroachment Issues

ENC 07-03, 433 Shelton Ave, OS 120.01. An area that was historically lawn around a man-made pond was deeded as open space during a subdivision. The original owner wants to keep it lawn and has asked the City to maintain it as such. Survey pins have been located.

Old encroachment issues: follow-up and status.

- a. ENC 06-12, 6 Oak Valley Road, OS 27.03 (Ecklund), dirt bike, lawn debris. Letter sent to homeowner.
- b. ENC 06-13, 2 Oak Valley Road, OS 27.03 (Ecklund), removal of OS signs, installation of 'no trespassing' signs, ATV trail. Letter sent to homeowner with map showing open space. Owner responded that builder told him his property extended extra 200 feet to pin that is in open space.

- c. ENC 02-01 thru 02-04; 2, 6, 10, and 14 Mayflower Lane, OS 48.08, lawn. Lawns continue in open space. Action? Suggest a 4x4 post with open space sign on property line, one for each house, so any new owners cannot say they didn't know the open space was there.
- d. ENC 07-02, OS 94, Birchbank Mtn, widespread ATV, airsoft games, paintball. The open space has been signed with brown park entryway signs. Sunday, June 3, I noted ATV activity but no airsoft games. Received call from Dave Solleck, Monroe Police, who say he made several ATV arrests along the RR tracks and all but one had come Shelton. I have the names and addresses.

Sediment and erosion controls (silt fence) left on open space: Discussion of draft letter to IWC and PZC.

Potential Animal Shelter relocation onto City property.

Animal Shelter Relocation Committee is looking for a new location to build an animal shelter, and wants to know what open space properties might be appropriate. There is a committee to look into the new location. When the study was done of the WPCA expansion (done by WPCA) it was determined that it would have to be where the current animal shelter is. The animal shelter committee asked our Commission if we knew of any parcels we would recommend for the new site. Chairman Harbinson recommended they stay in the area they are currently at. There is no need for a centralized area. If it was put where there is passive recreation, such as the vacated house on Route 108/Nells Rock Rd., it may not be a good location. Another possible site may be near the Transfer Station.

Commissioner Tate suggested that the process should be consistent of a site selection. They need to take all factors into consideration. The Committee should be encouraged to go through the process and give us feedback of what the parameters are so we would be able to give suggestions.

Quality of Life - Executive Session

Vice-Chairman Dyer MOVED to go into Executive Session for the purposes of discussing possible land acquisitions at 9:15 PM. SECONDED by Commissioner Welsh. All were in favor, MOTION PASSED.

At 9:28 PM Vice-Chairman Dyer MOVED to return to regular session. SECONDED by Commissioner Tate. All were in favor, MOTION PASSED.

Vice-Chairman Dyer MOVED to authorize the appraisal of the property discussed in Executive Session. SECONDED by Commissioner Welsh. All were in favor, MOTION PASSED.

Comments by Members

Commissioner McCreery MOVED to add 137 Beardsley Road, Craft property, Installation of a catch basin. SECONDED by Vice-Chairman Dyer. All were in favor, MOTION PASSED.

IWC Application for 137 Beardsley Road – installation of curtain drain to Beardsley Road.

Commissioner McCreery commented that this is a new application submitted to the Inland Wetlands Commission on June 27th for the property owners Nelson and Bonnie Craft. The proposal is to install a curtain drain to Beardsley Rd. It would require constructing a catch basin, dumping into riprap and a plunge pool and exiting out into the wetlands, which is in City owned open space. This is in the area where we acquired it as a buffer to Pumpkinseed Hill. Is it appropriate that it didn't come to this Commission? Is it appropriate to dump into City owned open space?

Chairman Harbinson commented that we should have received a referral. Commissioner Tate stated that it is ok if you are putting clean water into a clean system. What happens if chemicals are dumped in there from the property? If it's a clean system it's ok to dump water into the wetlands. The biggest problem is sediment being washed into the basins. Maybe it should first be cleaned on the property.

Chairman Harbinson stated that we first have to find out if the Inland Wetlands Commission is accepting this proposal and then maybe forward this excerpt to John Cook.

Commissioner McCreery MOVED to write a letter to the Inland Wetlands Commission regarding the application (137 Beardsley Road) submitted to the IWC to the extent that a property owner is draining into open space that it would need a drainage easement and approval from the Board of Aldermen and comments from the City Engineer. SECONDED by Vice-Chairman Dyer. A voice vote was taken, all were in favor; MOTION PASSED.

Adjournment

Next regularly scheduled meeting will be Wednesday, August 1, 2007.

Commissioner McCreery MOVED to adjourn. SECONDED by Vice-Chairman Dyer. All were in favor, MEETING ADJOURNED at 9:40 PM.

Respectfully submitted,

Marianne Chaya
Clerk, Conservation Commission