

**SPECIAL MEETING MINUTES**  
Inland Wetlands and Watercourses Commission  
Thursday, September 3, 2020 at 7:00 PM  
This meeting was held remotely, via ZOOM:

---

The meeting was held in accordance with [Executive Order 7B](#) part 1 and all speakers were required to identify their name and title each time they spoke.

**1. CALL TO ORDER:**

- Chairman Peter Bassermann called the Special Meeting of Branford's Inland Wetlands & Watercourses Agency to order at 7:04P.M.

**2. ROLL CALL:**

- **Commissioners Present:** Chairman Peter Bassermann, Clarice Begemann, Susan Botta,
  - Sandy Kraus entered the meeting via phone at 7:04
- **Commissioners Absent:** Rick Ross, Stephen Sullivan, Richard Greenalch
- **Staff Present:** Inland Wetland Agent Jaymie Frederick, Clerk-Kaitlin Piazza
  - After the roll call Chairman Peter Bassermann briefly thanked BCTV for recording.
  - IW Agent Frederick, at the request of Chairman Bassermann, reviewed the requirements of participating in a Zoom meeting and how to participate.

**3. ADMINISRATIVE DISCUSSION:**

- 1) Permit condition guidance document – feedback/revisions, discuss possible modification of standard conditions
  - IW Agent Frederick, at the request of Chairman Bassermann explained that she drafted a new document of the existing 2018 draft document the Commission has been using for standard conditions. The purpose was to source where conditions came from as well as updating and reframing to reflect current practices. She also outlined the new draft document sections for the Commission. Finally, she made initial recommendations for changes to the document.
  - Commissioner Bassermann requested clarification on the first page of the proposed document.
  - IW Agent Frederick explained the section of the first page being referenced are based on the regulation language and requirements.
  - The Commission then commenced a discussion regarding verbiage, definitions, separating out the need for regulation amendments and boiler plate language. The discussion then turned to the language required on the permit including incorporating section 11.11(a-e) of the regulations. The Commission also discussed permitting conditions and inspections.
  - IW Agent Frederick clarified the document was not intended to provide boiler plate language for all permits for a document the Commission can reference depending on the conditions and application type.
  - The Commission then discussed grouping of conditions by category/topic.
    - Eric Rose attempted to ask a question but due to technological issues withdrew his question. He entered questions into the chat which were read into the record, in part, by Commissioner Botta. He was then able to join the meeting through audio.
  - The Commissions moved to and discussed the remaining pages of the document including discussing conditions that may be redundant or unnecessary.

- Chairman Bassermann also noted that the boiler plate language for subdivisions will need to be included in this document or provided in a separate document. IW Agent Frederick agreed to have it prepared for the next session. Commissioner Rose suggested an additional document may be necessary to address stormwater management. Chairman Bassermann suggested that it be included in the regulations.
- The Commission concluded the conversation with the intent of having IW Agent Frederick work with Commissioner Rose to develop condition categories. The Commission also agreed to work through pages 5-8 during their next meeting.

2) Regulation/fee revision process – discuss process and content to assess/revise

- IW Agent Frederick stated that there is an existing document that reviewed that identified areas of revision and inquired if the Commissioners wanted to add any additional revisions. She also noted that section 9.5 references 8.3 where 8.2 should be referenced. She further said she had reached out to other Towns to review their fee schedules.
- IW Agent Frederick recommended a number of changes including adding the de minimis and subdivision fees.
- Chairman Bassermann suggested that due to the new members and recent receipt of the referenced document that the Commissioners review the document. He also suggested that IW Agent Frederick provide data from neighboring Towns.
- IW Agent asked if the Commissioners wanted to review any specific Towns fee schedules to which the Commissioners had no preference. Chairman Bassermann requested that the model regulations from DEEP be put onto the Town Dropbox. IW Agent Frederick agreed and requested clarification on next steps and reviewed the night's discussion.

**4. ADJOURNMENT:**

- Motion by Comm. Kraus
- Seconded by Comm. Botta.

**The meeting adjourned at 8:48pm**

Respectfully Submitted,  
Kaitlin Piazza