



# TOWN OF PALMER CONSERVATION COMMISSION

Palmer Town Building  
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Palmer, Massachusetts 01069

conservation@townofpalmer.com

Sarah Brodeur, Chair  
Donald Blais, Jr, Vice Chair  
Peter Izyk  
David Cotter

Agent: Angela Panaccione

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## MEETING MINUTES

**TUESDAY JANUARY 10, 2017 @ 4:00 PM**

**Members Present:** Sarah Brodeur (Chair)  
Donald Blais, Jr (Vice Chair)  
Peter Izyk  
Dave Cotter  
Angela Panaccione (Agent)

**Members Absent:** All Present

**Also Present:** No Public Present

**Meeting Opens:** 4:00 PM – Sarah Brodeur (Chair)

### **4:00 PM Administrative Matters: Minute Approval – December 20, 2016**

**Motion made by Donald Blais, Jr to approve the minutes from Tuesday December 20, 2016**

**Motion seconded by Peter Izyk**

**No further discussion – vote taken: 3-0-1 (Dave Cotter Abstains)**

### **4:12 PM Administrative Matters: Payable – Mileage \$187.38**

**Motion made by Donald Blais, Jr to approve the payable to Angela Panaccione in the amount of \$187.38, for the reimbursement of travel expense for December 2016, from the Con Com Town Bylaw Expense Account**

**Motion seconded by David Cotter**

**No further discussion – vote taken: 4-0-0**

### **4:15 PM Administrative Matters: FY 2018 Budget Request**

The Commission discussed the various reasons for requesting an increase in hours for the Agent position. The current 25 hours a week is not sufficient to deal with the large-scale project occurring in Palmer, and the Commission is requesting a full time salaried position for the Agent. The Conservation Department is the only active permitting department in the Town Hall without full time staff. Not only is the Conservation Commission responsible for permitting under the WPA & Town Ordinance, the Agent is also responsible to review all septic system plans within 100-feet of resource areas, any building permit that requires vegetation removal and/or

ground disturbance and any site plans at the request of the Planning Board. The Commission is also responsible for the management of over 800 acres of land in town.

The Commission reviewed a bench mark study of Conservation Agent positions across Massachusetts, which was conducted in 2015 by the Massachusetts Society of Municipal Conservation Professionals (MSMCP) in conjunction with the Massachusetts Association of Conservation Commissions (MACC) in order to demonstrate that other towns in Massachusetts with comparable populations & size do have full time conservation staff. It will be attached to the budget request submitted to Town Council.

**Motion made by Donald Blais, Jr to submit the FY 18 budget request for an increase in the Agents hours, from the current hourly position budgeted at \$28,250 to a full time salaried position budgeted at \$47,500; equal (comparable) to that of other employees in town who hold similar positions, have similar educational backgrounds and have been employed by the town for a similar amount of time**

**Motion seconded by Peter Izyk**

**No further discussion – vote taken: 4-0-0**

**Next Meeting Date:** Tuesday January 24, 2017 at 4:00pm

**Meeting Adjourned:** 4:45 PM

**Motion made by Donald Blais, Jr to adjourn at 4:45 PM**

**Motion seconded by Peter Izyk**

**No further discussion – vote taken: 4-0-0 – Motion Carries**

Sincerely Submitted,  
Angela C Panaccione, Conservation Agent