TOWN OF OTIS

CONSERVATION COMMISSION

8/25/2026 MEETING MINUTES

Location: Otis Town Hall, One North Main Road, Otis & Via Zoom

Conservation Commission Members present: Dave Sarnacki, Bruce Wall, Jeff Laramy, Domenic Battista, Chris Chaffee, Fred Ryon (Alternate) & Admin Assistant - Candy Chaffee

Opening items/Introduction of Commission members and staff. Dave opened the meeting at 6:00 p.m. and noted that the meeting is being recorded. Dave introduced the members of the commission, and asked everyone to turn off/down their cell phones for the duration of the meeting. The Next meeting will be Tuesday, September 15th, 2026 @ 6:00 PM. The deadline for applications for the September 15th, 2026 meeting is Wednesday, September 2nd, 2026 by 3:00 PM. Office hours will be the 2nd & 4th Thursday of each month from 11:00 am to 1:00 pm. Assistance will not be available outside of office hours.

Minutes: Dave made a motion to approve the minutes from July 21, 2026 Meeting Minutes; BW 2nd the motion and the Commission voted unanimously to approve the minutes for the July 21st, 2026 meeting.

CERTIFICATES OF COMPLIANCE:

Request for COC – Submitted by Matt Puntin, SK Design Group, on behalf of D&J Development, LLC, for properties associated with Map 15 Lots 76-1 & 77, Map 16 - Lot 43, Map 16B Lots 1 & 3, regarding the request for COC for work completed under DEP# 254-0419. The completed work included the Snack Shack, pump house, six-unit residential building, septic, water lines and associated work. The applicant confirmed the work under the original Order of Conditions was complete and requested closure before proceeding with new projects. The Commission reported no concerns from the site visits. Dave made a motion to grant the COC; the motion was 2nd and the Commission voted unanimously to grant the COC.
PUBLIC HEARINGS:

Public Hearing – RDA – D & J Development, LLC – Submitted by Matthew Puntin, SK Design Group, on behalf of DNJ Development, LLC, 1367 Reservoir Road Map 15 Lots 76-1 & 77, Map 16 - Lot 43, Map 16B Lots 1 & 3. regarding construction of a farm winery, barn, cabin and associated site work within buffer zones to Otis Reservoir and Bordering Vegetated Wetland (BVW). Matthew explained that the farm winery and associated parking/site work would be located near Route 23, the barn would primarily be used for storage, and the cabin/house would be located closer to the reservoir on the opposite side of the road. The previously delineated BVW will remain unchanged. Existing public water infrastructure will serve the project. The

cabin is proposed to connect to the septic system serving the existing residential units; the barn will not require septic service; and the winery septic system will be located outside the buffer zone. Erosion controls/wattles are proposed along the limits of work. Dave made a motion for a -3 Determination with standard conditions; BW 2nd the motion and the Commission voted unanimously to approve.

Public Hearing RDA - Bruce Wall – 38 South Lake Avenue, Map 18A Lots 51 & 52, regarding repair of a fallen rock wall and removal of overgrown vegetation within the buffer zone of Otis Reservoir. Bruce recused himself from discussion and voting. The existing stones that have fallen from the wall will be replaced on the existing wall and overgrown vegetation will be cut back. Members who conducted the site visit reported no concerns. Dave made a motion for a Negative 3 Determination with standard conditions; the motion was 2nd and the Commission voted unanimously to approve.

Public Hearing RDA - Robin Cutts – 155 Kibbe Road, Map 17C Lot 67, regarding removal of stumps from previously removed trees, removal of boulders and regrading within the buffer zone of Otis Reservoir. The Commission discussed the large stones located around the stumps, which prevent the stumps from being ground and will require excavation. Erosion controls were shown on the plan. Dave made a motion for a Negative 3 Determination with standard conditions; the motion was 2nd and the Commission voted unanimously to approve.

Public Hearing RDA – Mark & Ann Sheister – 20 McLean Beach Road, Map 12B Lot 11, regarding removal of old concrete steps, installation of four new granite steps, installation of a handrail and removal of dying trees, all within the buffer zone of Big Pond. The Commission reviewed erosion control measures. No excavated material will be stockpiled and erosion controls will be provided as needed to protect the resource area. Dave made a motion for a Negative 3 Determination with standard conditions; the motion was 2nd and the Commission voted unanimously to approve.

Public Hearing RDA - Ian Leonard – Submitted by Charles Loring, Loring Property Services, on behalf of Ian Leonard, 462 Lion Hill Road, Map 11E Lot 26, regarding leveling of the existing lawn with fill/topsoil, seed and hay within the buffer zone of Big Pond. The Commission requested additional information regarding the type of fill to be used beneath the topsoil and how the proposed grading/elevation on the right side of the property will be handled to prevent runoff or discharge onto the adjacent property, including whether a berm will be necessary. Dave made a motion to continue the RDA pending receipt of the requested information; the motion was 2nd and the Commission voted unanimously to continue the matter. Candy will notify the applicant of the information required.

Public Hearing RDA - Dorothy Rakowski – Submitted by Mike Cooling, Berkshire Engineering, on behalf of Dorothy Rakowski, 51 Pine Grove Ridge Road, Map 15 Lot 98, regarding reconstruction of an existing septic system within the buffer zone of Otis Reservoir.

The proposal is to remove the existing tight tank and install a JET treatment system with a pump and disposal area located closer to the road and outside the buffer zone. The existing tight tank will be removed from the property and the area backfilled. Erosion controls are proposed on either side of the house. Dave made a motion for a Negative 3 Determination with standard conditions; the motion was 2nd and the Commission voted unanimously to approve.
Amended RDA – 35 Poplar Lane – Submitted by Michael Lecori on behalf of the property owner, 35 Poplar Lane, Map 16B Lot 16, regarding rebuilding an existing stone wall within the buffer zone of Otis Reservoir. The application was amended because the stone wall was not shown on the original plan. The wall will be rebuilt in the same location, footprint and size with no lengthening of the wall. Dave made a motion for a Negative 3 Determination with standard conditions; the motion was 2nd and the Commission voted unanimously to approve.

Public Hearing NOI - Anna & John Jax – 256 Brookline Drive, Map 18C Lot 31, regarding removal of the existing concrete/stone deck area and replacement with composite decking within the buffer zone of Otis Reservoir. The applicants explained that the existing structure is collapsing and will be removed using a mini excavator. Erosion controls will be installed and the removed material will be taken off site. Work is anticipated during drawdown. The applicants also requested replacement of the deteriorated walkway from the house to the dock. Because the walkway was not shown on the submitted plan, the application was amended to include a paver walkway 42 to 48 inches wide from the house to the dock. The deck posts/piers will rest on concrete or granite blocks. Dave made a motion to grant the Notice of Intent as amended, including the walkway and the condition regarding the deck piers; BW 2nd the motion and the Commission voted unanimously to approve.

REQUESTS FOR EXTENSION:

DEP# 254-0445 – Hayes Pond North – Submitted by Ryan DeLevi regarding removal of local/native vegetation within the buffer zone of Hayes Pond. The Commission discussed the allowable extension period and confirmed that the scope of work has not changed. Dave made a motion to grant an extension for a period of three years; CC 2nd the motion and the Commission voted unanimously to approve the extension.

RDA Extension – Craig Tighe – Wolf Drive, Map 15 Lot 51, regarding the proposed new house, well and disposal system location within the buffer zone of Watson Pond. The Determination was originally issued in September 2023 and the scope of work has not changed. Dave made a motion to grant an extension for a period of three years; CC 2nd the motion and the Commission voted unanimously to approve the extension.

CONTINUED / FOLLOW-UP PUBLIC HEARINGS:

NOI – James & Audrey Hunter – Submitted by Ryan Nelson on behalf of James and Audrey Hunter, 313 Brookline Drive, Map 18C Lot 26, regarding reconstruction of an existing seawall and yard improvements within the buffer zone of Otis Reservoir. The existing block seawall is deteriorating and will be replaced in kind within the same footprint with no work proposed in the

water. The existing gazebo will be relocated within the yard near the fire pit. Two trees near the house are proposed to be removed and cut flush to the ground. Existing vegetation along the wall will remain in place. Dave made a motion to grant the Notice of Intent with standard conditions; the motion was 2nd and the Commission voted unanimously to approve.

Amended NOI – Barbara & Robert Albertson – 57 Northgate Island Road, Map 17C Lot 28, regarding amendment of the existing Notice of Intent to include additional work previously completed involving stone and dock-related work that was not included in the original NOI. The Commission discussed the well drilling work and erosion controls for the slurry pit. The Commission requested notification when the well rig is operating so that the slurry pit and erosion controls can be observed for compliance. The applicant stated that a berm and wattles had been installed and agreed to send photographs to Candy. The applicant also stated that when the trench from the well to the house is opened, the area where the existing pipe connects will be exposed so the pipe can be removed. The Commission requested notification when this work occurs. Dave made a motion to grant the amended Notice of Intent as submitted; the motion was 2nd and the Commission voted unanimously to approve.

OTHER BUSINESS:

Commission Member – Dave recognized Jeff Laramy and noted that this was Jeff's final meeting with the Conservation Commission. The Commission thanked Jeff for his service.

Commission Stipends/Mileage – Dave reported on his discussion with the Select Board regarding Conservation Commission stipends and mileage. At this time, the Commission will not use the previous point system. A flat-rate stipend structure for Commissioners and a separate flat rate for the Alternate was discussed. Bruce stated that he intends to raise the issue again at a future Special Town Meeting or Town Meeting warrant, if possible, regarding unpaid stipends from the prior fiscal year.

NEXT MEETING:

The next meeting will be Tuesday, September 15th, 2026 at 6:00 PM at Otis Town Hall and via Zoom. The deadline for receipt of applications is Wednesday, September 2nd, 2026 by 3:00 PM. No exceptions. Office hours are the 2nd and 4th Thursday of each month from 11:00 am to 1:00 pm.

ADJOURNMENT:

Dave made a motion to adjourn; BW 2nd the motion and the Commission voted unanimously to adjourn at 7:00