

TOWN OF WELLESLEY



MASSACHUSETTS

**NATURAL RESOURCES COMMISSION
MEETING AGENDA**

January 19, 2023 7 PM

Great Hall Wellesley Town Hall

525 Washington Street, Wellesley MA 02482

The meeting will be live on local cable TV Comcast 8/Verizon 40

Streaming: <https://www.wellesleymedia.org/live-streaming.html>

7:00 Welcome and Meeting Guidelines

7:05 Public Speak (non-agenda item)

7:10 Director's Report

15 Waterway Access Agreement Update

Town Meeting Business: Budget and Article 39, Wetlands Bylaw

7:20 Liaison Reports

7:25 Climate Emergency

7:30 New and Continuing Business

[Policy Review: Section 1](#)

8:20 Approve Minutes

January 5, 2023

8:25 Urgent Items Not Anticipated Prior to 48-hours of Posting

8:30 Schedule meetings

8:35 Adjourn

REMOTE MEETING PARTICIPATION PROTOCOL:

This meeting will be in person and live streamed on Wellesley Media <https://www.wellesleymedia.org/live-streaming.html>

A total of 15 minutes will be allocated for public comment, at which time residents who did not get to speak will be invited to send comments via email or comment at the next NRC meeting. Advance written comments are welcome, and can be submitted directly to the NRC Commissioners by emailing nrcmembers@wellesleyma.gov

*Agenda times are approximate and subject to change.

POLICY DEVELOPMENT

The Natural Resources Commission will develop policies and put them in writing so that they may serve as guides.

Adoption of new policies or changing existing policies is solely the responsibility of the NRC. Policies will be adopted and/or amended only by the affirmative vote of a majority of the members of the NRC. when such action has been scheduled on the agenda of a meeting. Except in an emergency where the situation requires immediate action, policies should not be adopted at the meeting at which they are initially introduced.

Policies will be effective upon the date set by the Committee. This date will ensure that affected persons have an opportunity to become familiar with the requirements of the new policy prior to its implementation.

POLICY REVISION AND REVIEW

To keep its written policies up to date so that they can be used consistently as a basis for NRC action and decision-making, the Committee will review its policies on a regular basis.

The Executive Director may also alert the NRC to any policies that are out-of-date or for other reason appear to need revision.

The policy review process may use to review any or all sections of the NRC's policies. Prior to initiating the review process, the Executive Director will ask Committee members to identify sections to be reviewed or will present a list of sections for review at an upcoming meeting.

To permit time for study of all policies or amendments to policies and to provide an opportunity for interested parties to react, proposed policies or amendments will be presented as an agenda item to the Committee in the following sequence:

1. Information item (notification of intent to review) - The policy section or document will be identified on agenda as up for review and posted as part of meeting agenda. Where specific sections have been identified, the public is encouraged to send comments so they might be considered in the discussion.

Ahead of the next meeting where the discussion will take place, all members will review assigned section(s) that will be discussed. Any proposed changes should be sent to the Executive Director no later than one week prior to review meeting. The Executive Director (or designated staff) will create Master Document with changes inserted and attributed to board member.

2. Discussion item (formal review/discussion of proposed changes) – The Master Document (with revisions proposed) is posted on the agenda as a discussion item and will be provided to the public at the same time. The Board will debate initial changes. Public Comment will be accepted as usual.

Positive intent will be assumed with respect to changes submitted. If disagreement between members cannot be solve through normal debate, chair will ask for a motion from proposing board member and solved through majority vote. After committee discussion, the Chair will provide directions for any redrafting.

At conclusion of Master Document discussion, changes agreed to will be accepted and a final version produced for final vote at next meeting (to allow for board and public to fully absorb).

3. Action item - discussion, adoption, or rejection. At this meeting, the public may also provide comment. The Board will debate any final changes. The Board may vote to accept changes in whole or part. Amendments to the policy at the action item stage will not require repetition of the sequence unless the Committee so directs.

This process may be repeated as frequently as necessary to review or update the policies as needed.

NATURAL RESOURCES COMMISSION
*Statutory Authority, Acts of 1978,
Chapter 555 Section 4*

Chapter 555 of the Acts of 1978 authorized the Town of Wellesley to adopt bylaws modifying Wellesley's governmental structure and procedures. One such change, embodied in Section 4, authorized the establishment of the Natural Resources Commission. The Commission was established by vote of Town Meeting under Article 43 of the town bylaws.

Commented [SB1]: See info here:
<https://malegislature.gov/Bills/189/H3883/House/Bill/Text>

SUMMARY OF MAJOR PROVISIONS

Section 4, Chapter 555 of the Acts of 1978

This authorizes the establishment of a natural resources commission consisting of five members elected for a term of three years with the powers and duties of conservation commissions, town forest committees, park commissioners, tree wardens, moth superintendents and superintendents of insect pest control under the General Laws. It authorizes the appointment of a director of natural resources, a wetlands protection committee to administer and enforce the Wetlands Protection Act (MGL Chapter 131 §40), a landscape advisory committee, a long range planning committee, and necessary staff.

The Commission is granted authority over:

- the use, acquisition, management, preservation and protection of conservation land, park land, and such other land as may be transferred to or acquired by the commission
- forest and tree nursery management
- insect pest and moth control
- administration of the conservation fund under MGL Chapter 40 §§5(51) and 8C.

The Commission is charged with:

- establishing general policies to be implemented by the Department of Public Works for the carrying out of work affecting natural resources
- proposing for acquisition those natural resources that the Commission deems useful or important to the town
- studying and making recommendations regarding the use, maintenance, management, preservation and protection of the natural resources of the town which are under the jurisdiction of other boards
- carrying out other related responsibilities.

Section 4 of Chapter 555 of the Acts of 1978 also specifies the terms of office, the initial organization of the Natural Resources Commission, and the termination of existing boards and committees.

*NATURAL RESOURCES COMMISSION
Table of Consolidated Functions*

OFFICES CONSOLIDATED UNDER NRC STATUTORY AUTHORITIES	FUNCTIONS
<p><i>CONSERVATION COMMISSION MGL Ch. 40§5(51) &8C MGL Ch. 131 §40</i></p>	<p><i>Protect, promote & develop natural resources Prepare Comprehensive Open Space Plan Manage Conservation Fund Manage conservation land Appoint Wetlands Protection Committee</i></p>
<p><i>PARK COMMISSION MGL Ch. 45 §1-11</i></p>	<p><i>Manage parkland for public benefit Exercise authority of Selectmen, Road Commissioners & Tree Wardens in parkland</i></p>
<p><i>TREE WARDEN MGL Ch. 87</i></p>	<p><i>Manage and control public shade trees Conduct public shade tree hearings Enforce laws for protection of trees</i></p>
<p><i>FORESTRY & PEST CONTROL MGL Ch. 132</i></p>	<p><i>Set policy for pest control & pesticide use Research & approve methods of pest control</i></p>
<p><i>TOWN FOREST COMMITTEE MGL Ch. 45</i></p>	<p><i>Protect watershed of Town Forest Manage the timber resource</i></p>

NATURAL RESOURCES COMMISSION
Town of Wellesley Bylaw Article 43

43.1 Natural Resources. For the purposes of this article, "natural resources" includes without limitation *lakes, ponds, streams, parks, athletic and playing fields, conservation lands, reservations, forests, watersheds, wetlands, wildlife, plantings, and shade and ornamental trees and shrubs, and other outstanding natural features.*

43.2 Membership. The Town shall have an elected Natural Resources Commission consisting of five residents.

43.3 Term. The term of office shall be three years.

43.4 General Duties. The Commission shall:

- a. Have overall authority and responsibility with respect to:
 - (i) the use, acquisition, management, preservation and protection of conservation land;
 - (ii) the use, management, preservation and protection of park land and such other land as may be transferred to or acquired by the Commission;
 - (iii) forest, park and street tree management;
 - (iv) insect pest and moth control; and
 - (v) administration of the Conservation Fund under Sections 5(51) and 8C of Chapter 40 of the General Laws.
- b. Study and make recommendations regarding the use, maintenance, management, preservation and protection of the natural resources of the Town which are under the jurisdiction of other boards.
- c. Establish general policies to be implemented by the Department of Public Works as provided in Section 29.3.d. for the carrying out of maintenance, tasks and work affecting natural resources as authorized by Section 43.4.a.
- d. Propose for acquisition by the Town those natural resources that the Commission deems useful or important to the Town.
- e. Carry out such other responsibilities as the Town may assign to it or as may be permitted or required by law.

43.5 Statutory Powers and Duties. The Commission shall have all the powers and duties of *conservation commissions, forest committees, park commissioners, tree wardens, moth superintendents and superintendents of insect pest control under the General Laws, particularly under Section 8C of Chapter 40, and under Chapters 45, 87 and 132.*

Wellesley Town Bylaw Article 43 (continued)

43.6 Director of Natural Resources. The Commission shall appoint a Director of Natural Resources who shall hold office at the will of the Commission and can be removed only with the consent of at least three members of the Commission. The Commission may delegate to the Director such duties as they deem appropriate. The delegation of major responsibilities shall be in writing. The Commission shall appoint such staff as it deems necessary.

43.7 Wetlands Protection Committee. The Commission shall appoint a Wetlands Protection Committee consisting of five residents. The term of office shall be three years commencing on July 1. The Commission shall delegate to the Wetlands Protection Committee the power and authority to administer and enforce the provisions of the Wetlands Protection Act, Chapter 131, Section 40 of the General Laws.

43.7b Future Appointed Committee.

Commented [SB2]: I don't see this in the official Town Bylaw

43.8 Landscape Advisory Committee.* The Commission shall appoint a Landscape Advisory committee consisting of three residents. The term of office shall be three years commencing on July 1. This Committee shall assist, advise and submit plans and recommendations to the Commission for preserving, improving and enhancing Town-owned natural resources and the beauty of the Town.

43.9 Long Range Planning Committee.* The Commission shall appoint a Long Range Planning Committee consisting of five residents. The term of office shall be three years commencing on July 1. This Committee shall assist, advise and submit plans and recommendations to the Commission pertaining to the long range use, acquisition, maintenance, protection and development of open space in, and natural resources of, the Town.

43.10 Plans. The Commission shall take into consideration all town and regional plans affecting the natural resources of the Town.

43.11 General Provisions. The Commission shall also be governed by Articles 2-7 of these bylaws and other provisions of these bylaws applicable generally to all boards, except as it is specifically directed by law or a provision of these bylaws to act otherwise.

* The Natural Resources Commission is currently handling these duties and appointing ad hoc committees as required such as (Playing Fields Task Force, Tree Planting sub-committee)

NATURAL RESOURCES COMMISSION
M. G.L. Chapter 40 §8C: The Conservation Commission Act
Duties of Conservation Commissioners

Chapter 40 §8C of the Massachusetts General Laws, known as the Conservation Commission Act, is the statute under which the Natural Resources Commission manages conservation land and administers the town's Conservation Fund.

SUMMARY OF MAJOR PROVISIONS

Chapter 40 §8C

A town may establish a conservation commission for the promotion and development of natural resources and for protection of watershed resources. Conservation commissions conduct research into local land areas and coordinate the activities of unofficial bodies organized for similar purposes. Commissions prepare and distribute books, maps, plans and pamphlets necessary for its work, including a conservation and passive outdoor recreation plan consistent with the town master plan and with regional plans relating to the area. The commission may appoint staff and consultants and contract for materials and services.

Section 8C specifies the establishment of conservation commissions, the terms of commissioners, and operational requirements, then continues as follows:

Conservation commissions may receive gifts of personal property or interests in real property, subject to the approval of the selectmen. They may acquire land in fee, water rights, easements or restrictions by option, purchase or lease. At their written request Town Meeting may exercise eminent domain to acquire such land or water rights.

Conservation Commissions manage and control conservation lands. They may adopt rules and regulations governing the use of conservation lands and waters and assess penalties of up to \$100 for violations.

Commented [SB3]: Will need to address this Needs to say of an amount of \$100

Towns may appropriate money to a conservation fund to be expended by the conservation commission for the purposes authorized by Section 8C. The establishment of a conservation fund is further spelled out in the Conservation Fund Act, MGL Chapter 40 §5(51).

Some of the Massachusetts environmental laws administered or locally enforced by conservation commissions are listed on the next page:

Some Relevant Statutes

Statutes Relevant to NRC's Duties as Conservation Commission	
MGL C. 21 A §16	Administrative Penalties Law
MGL C.260 §31, Acts of 1987; C. 564 §46	Adverse Possession
MGL C. 61A	Agricultural Land Assessment Act
MGL C. 132A §§11A-D	Agricultural Preservation Restriction Act
MGL C.214 §7A; C. 30A§10A	Citizen's Right of Action Laws
MGL C.40 §8C	Conservation Commission Act
MGL C. 40 §5(51)	Conservation Fund Act
MGL C. 184 §§31-33; MGL C.40 §5(70); MGL C. 44 §7(3)	Conservation Restriction Laws
MGL C. 44 §8C	Debt for Land Acquisition
Acts of 1990, C. 408	Endangered Species Act
MGL C. 61	Forest Land Assessment Act
MGL C.132 §§40-46	Forest Cutting Practices Act
MGL C.131 §40A	Inland Wetlands Restriction Act
MGL C. 30 §§61-62H	Massachusetts Environmental Policy Act
MGL C.266 §121A	Motorized Trespass Law
MGL C. 39 §§23A-C	Open Meeting Law
MGL C. 21 §17C	Private Landowner's Liability
Massachusetts Constitution Article 97; Opinion of the Attorney General	Protection of Public Land
MGL C. 66	Public Records Act
MGL C. 87	Public Shade Tree Act
MGL C. 61B	Recreational Land Assessment Act
MGL C. 21 §17B	Scenic Rivers Act
MGL C. 40 §C	Scenic Roads Act
MGL C.132A §§2B & 11	Self-Help Act
MGL C. 48 §16	Timber Slash Law
MGL C. 131 §40	Wetlands Protection Act

NATURAL RESOURCES COMMISSION
M.G.L. Chapter 45: Parks and the Public Domain
Duties of Park Commissioners and Town Forest Committees

Chapter 45 of the Massachusetts General Laws is the statute under which the Natural Resources Commission as Park Commission acquires land and establishes policy and regulations for town parks. It is also the source of statutory authority for Natural Resources management of Town Forest.

SUMMARY OF MAJOR PROVISIONS RELEVANT TO WELLESLEY

Section 1. Definitions

"Park" includes a town common used by the public without interruption for 20 years.

Section 2. Park Commissioners

This section states how boards of park commissioners are established and how commissioners may be removed.

Section 3. Taking or Purchase of Land for Parks

Park Commissions may exercise eminent domain to acquire land for parks by purchase, gift or otherwise.

Section 4. Connection of Parks with Other Sections of Town

Park Commissions may establish parkways between parks and have the same authority over parkways as over parks.

Section 5. Powers of Park Commissioners

Park Commissions may:

- Lay out and improve public parks
- Make rules for park use and government
- Appoint engineers, surveyors, clerks, police officers, etc.
- Conduct park programs and recreation activities
- Exercise the authority of boards of selectmen, road commissioners and tree wardens in places under their jurisdiction.

Section 7. Erection of Buildings in Parks

Land taken for parks must be forever kept open and maintained as a public park. Specific limits are placed on the kinds and sizes of buildings that may be erected by park commissioners in public parks.

*Duties of Park Commissioners and Town
Forest Committees (continued)*

Section 19. Laying Out and Use of Public Domain Town Forest

Towns may take or purchase land within town limits as a *public domain*. The public domain *must* be devoted to the culture of forest trees or to the preservation of the water supply. Towns may acquire land within the territorial limits of other towns for water supply purposes (such as the Wellesley water impoundment in Needham).

Section 21. Management and Care of Town Forests

A special town forest committee or the conservation commission manages the portion of the public domain known as town forest in accordance with the Town Forest Management Plan.

Section 24. Penalty for Violation

A fine of \$200 is authorized for violation of any regulation made under this chapter or under any special act for similar purposes.

NATURAL RESOURCES COMMISSION
M.G.L Chapter 87: Public Shade Trees
Duties of Tree Wardens

Chapter 87 of the Massachusetts General Laws is the statute under which the Natural Resources Commission as Tree Warden establishes Public Shade Tree policy for the town. The Commission has appointed the Board of Public Works as Deputy Tree Warden and has charged them with the responsibility of assuring departmental implementation of Natural Resources tree policies.

SUMMARY OF PROVISIONS

Section 1. Public Shade Trees Defined

All trees within or on the boundaries of a public way are public shade trees. When the ownership of a tree is in doubt, it is deemed to be a public shade tree until proven otherwise.

Section 2. Powers of Tree Wardens

The Tree Warden may appoint and remove deputy tree wardens. The Warden has care and control of all public trees and shrubs in the town except for those within a state highway or in public parks, and She also has care and control of trees in parks if so requested by the park commissioners. S/he enforces all the provisions of law for preserving public shade trees and expends all money appropriated for planting and maintenance of them. No tree may be planted within a public way without the approval of the Tree Warden.

The Tree Warden may make regulations for the care and preservation of public shade trees and establish fines and forfeitures for violations.

Section 3. Cutting of Public Shade Trees; Public Hearing

Except as provided by Section 5, public shade trees may not be cut, trimmed or removed by anyone, not even the owner of the land on which the tree is situated, except by the Tree Warden or his deputy or with a permit in writing from the Tree Warden after a public hearing. The notice of the public hearing must identify the size, type and location of the trees to be cut down; it must be posted in two or more public places and on the trees at least seven days before the hearing; and it must be published in a newspaper for two successive weeks not less than seven days before the hearing.

Section 4. Appeal

If, at or before the public hearing, objection is made in writing, Tree Wardens may not remove a public shade tree without approval by the Selectmen.

Section 5. Cutting Bushes and Trimming Trees that Obstruct Travel

Tree Wardens and their deputies may, without a hearing, trim or remove trees in the public way less than 1½ inches in diameter one foot from the ground; and, if ordered by the

*Public Shade Trees and
Duties of Tree Wardens (continued)*

Selectmen must trim or cut down trees and bushes if they obstruct, endanger, hinder or incommode travelers or obstruct buildings being moved. Nothing in this chapter prevents road widening or pest suppression.

Section 6. Penalty

Violations shall be punished by fines established by law.

Section 7. Planting of Shade Trees

Towns may appropriate money to be expended by the Tree Warden for planting shade trees in the public ways or, with the consent of the owner, on adjoining land up to 20 feet from the public way.

Section 8. Trees on State Highways

The State Department of Highways has care and control of trees and shrubs within state highways. No such tree shall be trimmed or removed by anyone else, even if he is the owner of the land, except with a written permit from the State Department of Highways. Any person injured by action of the department may recover damages.

Section 9. Signs and Marks Forbidden

Tree Wardens are mandated to fine anyone who fixes a sign, notice, advertisement or anything else to a public shade tree or anyone who cuts, paints or marks a public shade tree except with a permit from the Tree Warden for the purpose of protecting the tree or the public. Town Tree Wardens enforce this section on State highways as well as town streets.

Section 10. Injury to Trees on State Highways

Anyone who without authority trims or removes a tree or shrub within a state highway or who maliciously injures, defaces or destroys any such tree is punished by imprisonment or by a fine.

Section 11. Injury to Trees of Another Person

Whoever willfully, maliciously or wantonly cuts, destroys or injures a tree which is not his own shall be punished by imprisonment or by a fine.

Section 12. Injury to Shrubs, Trees and Fixtures

Whoever wantonly injures defaces or destroys a shrub, plant, tree, fixture, ornament or utility in a public way or place shall be punished by a fine and shall be liable for all damages.

For Wellesley's regulations, see Chapter-7, Public Trees and Public Shade Trees

NATURAL RESOURCES COMMISSION
*M.G.L Chapter 132; Forestry and Pest Control
Duties of Pest Control Officers*

Chapter 132 of the Massachusetts General Laws is the statute under which the Natural Resources Commission as Town Forest Committee and Shade Tree Management & Pest Control Superintendent establishes policy for Town Forest, shade tree management and pest control within the town.

SUMMARY OF MAJOR PROVISIONS

Section 11.

The chief superintendent may, subject to the approval of the commissioner, make rules and regulations governing all operations by cities and towns or persons for the purpose of suppressing gypsy and brown tail moths, tent caterpillars, cankerworms, oriental hag moths, fall webworm, Japanese beetle, saddled prominent, pine looper, and elm leaf beetles, which destroy forest and shade tree foliage, diseases and leaf eating and sucking insects which damage forests and shade trees, the Dutch elm disease and the beetles which spread said disease, wood ticks, and poison ivy growing within one hundred feet of any public way, and any invasive plant or animal species, diseases and insects which damage the health, safety or quality of forest, shade or other trees including, but not limited to, the Asian long-horned beetle or oak wilt, all of which are hereby declared to be public nuisances for the purposes of this chapter.

Section 13.

This section requires the appointment of a local Shade Tree Management and Pest Control Superintendent to control pests such as gypsy and brown tail moths, tent caterpillars, cankerworms, oriental hag moths, fall webworm, Japanese beetles, other leaf-eating and sucking insects, wood ticks and poison ivy.

Section 14.

The financial liability of cities and towns for pest control is determined each year by the Commissioner of Environmental Management in an amount not to exceed 1/15th of 1% of the town's valuation.

Section 16.

Any town which has:

- a public shade tree inventory not more than five-years-old
- a public shade tree management plan approved by the state forester and is in compliance with the law and requirements of the state superintendent may apply to the Bureau of Shade Tree Management and Pest Control for 50% reimbursement of total expenditures made during the calendar year for the care, control and management of the town's public shade trees.

Any city or town which expends the amount of its liability during a calendar year is eligible for assistance from the Bureau for up to 50% of its expenditures in excess of the liability.

Duties of Pest Control Officers (Continued)

Section 25.

The local superintendent has jurisdiction over the suppression of all foliage-destroying pests within town limits.

Section 26.

Local superintendents may remove trees infested with Dutch Elm disease, beetles or fungus.

Section 26D.

Counties may grant money, subject to appropriation, to aid in the suppression of pests declared to be public nuisances.

Section 26E-G.

These sections specify diagnosis and procedures to follow with Dutch Elm disease.

Section 35.

Towns may acquire, reclaim and plant lands for forestation. The state forester may supply towns with seedlings for the purpose.

Section 40.

The public welfare requires the rehabilitation, maintenance and protection of forest lands for the purpose of conserving water, preventing floods and soil erosion, improving the conditions for wildlife and recreation, protecting and improving air and water quality, and providing a continuing and increasing supply of forest products for public consumption, farm use, and for the wood-using industries of the Commonwealth.

It is the policy of the Commonwealth that all lands devoted to forest growth be kept in a condition which will not jeopardize public interests. Cooperation with landowners and agencies interested in profitable management of forest lands is state policy.

NATURAL RESOURCES COMMISSION
Operating Bylaws (Internal)

I. ORGANIZATION

The Natural Resources Commission shall organize annually at their first meeting in September. Every member shall be notified of the organizational meeting. The meeting shall be called to order by the Director, who shall preside during and until the election of a Chair.

Commented [SB4]: May? Or Make this general.

II. OFFICERS

The officers of the Commission shall be a Chair, Vice-Chair, and a Secretary. These officers shall be elected at the annual organizational meeting. Vacancies in any office may be filled at any meeting of the Commission. All members of the Commission must be notified prior to the meeting that a vacancy will be filled at that meeting.

A. Chair

The Chair shall preside at all meetings and shall have the right to vote on all matters before the Commission, the Chair shall determine with the Director the agenda for each meeting, shall have authority to sign contracts and other documents approved by the Commission in its name and behalf, and shall have such other powers and duties as the Commission may from time to time determine.

B. Vice-Chair

The Vice-Chair shall have the power and duties of the Chair in his/her absence or during a period of disability, and such additional powers and duties as the Commission may from time to time determine.

C. Secretary

The Secretary shall review and ensure timely posting of minutes and other records for the Commission as the Commission may require and shall preside at meetings of the Commission in case of absence of both Chair and Vice-Chair.

III. LIAISONS

At the annual organizational meeting, individual members of the Commission shall be appointed as liaisons to other boards and committees as necessary.

NRC Operating Bylaws (Internal)

IV. MEETINGS

Meetings shall be scheduled bi-monthly and shall normally start at 7:30 PM and end not later than 10:15 PM so far as is practicable.

Commented [SB5]: Update Times?

Special meetings shall be called by the Director at the request of the Chair or two members of the Commission.

So far as is practicable, a quarterly meeting shall be reserved for discussion of policy and long-range and strategic planning issues.

V. QUORUM

A majority of the entire Commission shall constitute a quorum for the transaction of business. No action may be taken except to set another meeting or to adjourn unless a quorum is present.

VI. CONDUCT OF BUSINESS

The order of business shall be as set forth in the agenda for the meeting, but it may be suspended by the Chair or by majority vote of the members present. Business shall be conducted in accordance with Roberts' "Rules of Order, Revised."

VII. PUBLIC COMMENT

Members of the public may comment on matters within the jurisdiction of the Commission at the beginning of each meeting for a total period not to exceed 15 minutes. Public comment on matters under consideration during the meeting shall be at the discretion of the Chair.

VIII. CONSULTANTS

The Commission may, by vote at any meeting, appoint consultants to the Commission. Consultants shall pursue those tasks given to them by the Commission but shall not have a vote or official responsibilities. They shall participate in Commission meetings or activities according to the nature of their charge or interests, as the Commission may designate.

IX. AD HOC COMMITTEES

Ad hoc committees may be created by vote of the Commission as needed. These committees shall be responsible for planning within their specific charge and shall report their activities regularly to the Commission. When an *ad hoc committee* is appointed, the Commission shall so notify the Town Clerk in writing, providing also

NRC Operating Bylaws (Internal)

the names and addresses of the *ad hoc* committee members. Termination of such committees shall be in accordance with Section 6.6 of the Town Bylaws: *Section 6.6. Committee Life. Any committee established [by the Advisory Committee or by Town Meeting] shall terminate one year from the date on which it was established unless the creating body annually continues it or fixes a definite termination date no more than three years from the date of its establishment.*

X. DUTIES OF COMMISSION MEMBERS

Members shall perform the duties and responsibilities set forth in these Bylaws and Town Bylaws.

Members shall not individually represent Commission positions unless authorized to do so by majority vote of the Commission.

Members who may have a conflict of interest on any matter before the Commission shall disqualify themselves from voting on such matters.

Members who will be unable to attend a meeting shall notify the Director in advance so that a quorum is ensured.

Commission press releases shall be developed only by the NRC office. They shall be approved by the Commission before being issued.

Commented [SB6]: Outline process? Approved by the Chair?

XI. AMENDMENT OF BYLAWS

These Bylaws may be amended by vote of a majority of the entire Commission provided that a written statement of the intended amendment is sent to each member of the Commission at least seven (7) days prior to the meeting at which action is to be taken.

NATURAL RESOURCES COMMISSION
Policies Affecting Appointed Committees

To promote productive committee meetings and to coordinate action with the Natural Resources Commission and other town agencies, the following policies affecting appointed committees are hereby adopted:

1. Appointed committees shall reorganize once a year *at the first meeting of the new fiscal year*. Timely notice of the new officers shall be given to the Chair of the Natural Resources Commission and to Town Clerk.
2. Committees are encouraged to rotate the Chairship annually.
3. Absence from three (3) consecutive committee meetings without a substantial reason communicated in advance to the committee Chair shall constitute a resignation from the committee.
4. Committee chairs shall notify the Natural Resources Commission of prolonged or frequent absences which impede committee work, and in all instances when three (3) consecutive meetings have been missed.
5. Committee chairs shall receive a copy of the NRC Master Calendar and shall schedule at least one meeting per year with the Commission to discuss items of mutual interest, to resolve any problems, and to propose joint action.
6. Committees shall recommend to the Natural Resources Commission policies and policy revisions which they deem to be useful.

Commented [SB7]: Align with other appointments?

NATURAL RESOURCES COMMISSION
Affirmative Action Policy

The Natural Resources Commission approves and adopts the Town of Wellesley's Affirmative Action Plan as updated.

Commented [SB8]: Perhaps Update to ALL HR And Personnel positions.

NATURAL RESOURCES COMMISSION
Working with the Private Sector

The Natural Resources Commission shall make every effort to work cooperatively with the private sector to the benefit of the environment of the town. The Commission shall encourage the formation and perpetuation of Friends of Parks groups and shall work closely with these groups and with other volunteers, including the town's garden clubs, students at all levels, grassroots environmental organizations and the business sector.

The Commission shall reach out to the aging, disabled and otherwise underserved sectors of the community, facilitating their access to the town's recreational lands, encouraging their full participation in community events, and supporting their special needs.

In particular, the Commission shall continue and encourage its close relationship with the Wellesley Conservation Council, Inc., the town's private land trust.

Commented [SB9]: Wellesley Conservation Land Trust.