



CONSERVATION COMMISSION TRAINING

Location: Sandhill School, 16 Dewey Avenue, Sandwich, MA.

Date: January 28, 2023

Time: 9 AM

1. **Training Overview**
2. **Prior to the Meeting**
 - a. **Review the filing**
 - b. **Visit the site**
3. **The Meeting**
 - a. **Managing Public Comment**
 - b. **Keep the goal in mind: What is the objective of each hearing?**
 - c. **Discussion and Questions**
4. **Making Motions**
 - a. **Designate one person to do the motions per meeting**
 - b. **Prior to the making of a motion, it should be discussed**
 - c. **Simple Motions**
 - i. **Continuing a Filing**
 1. **If continuing, why? Reason must be stated.**
 - ii. **Closing and approving a filing**
 - iii. **Issuing a COC**
 - iv. **Approving request for extension**
 - d. **Complex Motions**
 - i. **Enforcement**
 - ii. **Informal decisions**
 - iii. **Adoption of advice from legal counsel**
 - iv. **Denials**
 - e. **For complicated motions, staff to write motion and read back to Commission**
 - f. **Consistency of language**

Revised Plans and/or Information for NEW Hearings or as requested by the Conservation Commission for Continued Hearings, MUST be turned into the Commission Office no later than 12:00 PM on the Friday prior to the public or continued hearing date, this includes any and all information for Informal or Miscellaneous requests made by a Property Owner or Representative to come before the Commission. Failure to comply may cause the Board to delay its decision until the next available public date to allow for a suitable review of the information submitted.

5. Writing Conditions

- a. Conditions must be stated during discussion
- b. Standard Conditions, Special Conditions, EXTRA Special (Site Specific) Conditions
- c. Findings

6. Managing Public Comment

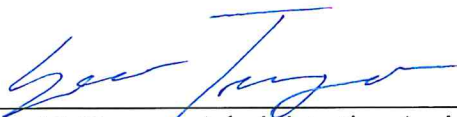
- a. Have members of the public say their names for the record
- b. Responses to Public Comment
- c. Right to End Public Comment

7. Resources for Evaluating Filings

- a. How to review a filing
 - i. What to look at first?
 - ii. What questions should you have?
 - iii. Things that need to be on the site plan
 - iv. Checking over WPA Form 3
- b. Where to look for standards
 - i. Requirements for NOI
 - ii. Wetlands Protection Act (Ch. 130, Section 40)
 - iii. 310 CMR 10.00
 - 1. Common Resource Areas
 - a. Coastal Dune
 - b. Coastal Bank
 - c. Coastal Beach
 - d. Land Subject to Coastal Storm Flowage
 - e. Bordering Land Subject to Flooding
 - f. Land Under Water
 - g. Inland Bank
 - iv. Sandwich Town Bylaw, Ch. 7
 - v. Sandwich Conservation Regulations
 - vi. MACC Handbook

8. Review of Past Filings

Signed:


 Sean M. Trayers, Administrative Assistant

Date:

1/24/23



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