

**Conservation Commission  
Special Procedural Meeting, July 31, 2002**

**Open meeting/introductions**

The meeting was opened at 6:45 pm. Attendees were Conservation Commission members Elisabeth Krautscheid, Delia Kaye, Leslie Brayton, John Reinhardt, Michael Fager, and Lisa Brukilacchio, Associate Member, Janet McGowan and Agent, Anne Phelps.

Also present were Gracio Garcias, Gentle Giant Rowing Club (GGRC) and Allan Gehant, GGRC, Sondra Madison, Boys & Girls Club, and Jennifer Hill, GroundworkSomerville.

Introductions were made.

Anne said that Cassandra had asked her to run the meeting in her (Cassandra's) place.

Approval of minutes from previous meeting was postponed.

**What do we need to cover in meetings?**

It was suggested that the budget and gardens should be on every agenda, even if only covered briefly, or postponed, if nothing pressing.

Following discussion, the following suggestions were made and agreed upon

- If there is a hearing during a meeting, the hearing comes first
- Limit hearings to no more than 1 hour (with exceptions for large projects, such as IKEA); Time should be allotted to the presentation (10 min.), discussion (10 min.), and so on
- Every NOI undergo a completeness review - Delia said she might volunteer for this role
- Issues before the CC should have a background check (for such as Lincoln Park School) – we could develop a checklist, with the responsibility for review rotated among members
- Establish a Hearing Date, such as the 2<sup>nd</sup> Wednesday of each month, with the date and amount of advance notice to the CC posted on the Web (all agreed Anne should post this information, along with more information and forms for filing NOIs)

**How often should we meet?**

Following discussion, the following procedures were agreed upon for facilitating meetings

- Keep the same meeting schedule, but Anne should prioritize items, and indicate times allowed, trying to keep the meeting time to roughly 2 hours
- A facilitator to “run” the meeting and to recognize speakers, and a separate time-keeper should be nominated in rotation from among the members, to keep meetings moving and stay on schedule

### **New Chair**

Previously, Elisabeth and Delia had agreed to act as chair, and vice-chair, or co-chairs, respectively.

Lisa B. moved that EK & DK be the CC co-chairs for the coming year (next 12 months, beginning with the September meeting). John seconded.

**Vote: All in favor.**

EK and DK will give Anne their biographical information to forward to the mayor, and Anne will set up a meeting for them with the mayor, so she can become better acquainted.

### **Streamlining Meetings**

All agreed, the best thing to streamline meetings is to have a facilitator (acting chair) to “run” the meeting and to recognize speakers, and a separate time-keeper to keep speakers within the time allotted for a subject. The facilitator and the time-keeper should be chosen in rotation from a list of members. If the person in line for this role is unavailable, the next named person on the list will have the role.

Meeting adjourned.

Respectfully submitted,

Anne Phelps, Agent

**Public Hearing for Tufts- EMPACT, opened at 8 pm. DEP file number submitted.  
Hearing closed at 8:01 pm.**

**Hearing continued for Gentle Giant Rowing Club at 8:02 pm. Following discussion,  
Hearing Closed at 9:20 pm.**

Meeting closed at 9:25 pm.

Respectfully submitted,  
Anne Phelps, Agent