

**TOWN OF NORFOLK – INLAND WETLANDS COMMISSION
NORFOLK TOWN HALL – 2ND FLOOR – 19 MAPLE AVENUE
REMOTE REGULAR MEETING MINUTES
MONDAY, JULY 6, 2026 - 7:00PM**



Members Present:	Jill Chase, Vice-Chairman; Myron Kwast, Bill Millard, Ted Otto; Phil Lovett and Joel Nelson, Alternates.
Members Absent:	Hartley Mead, Chairman.
Staff Present:	Stacey Sefcik, IWEO

1. CALL TO ORDER & ROLL CALL.

In the absence of Chairman Hartley Mead, Vice-Chairman Jill Chase called the meeting to order at 7:08PM. The meeting was held remotely via Zoom.

2. AGENDA REVIEW.

No changes were made to the agenda.

3. APPROVAL OF MINUTES.

A. June 1, 2026 Regular Meeting.

The Commission agreed to table this matter to the August meeting.

4. OPPORTUNITY FOR PUBLIC COMMENT.

No one present expressed a desire to speak.

6. OLD BUSINESS:

No business was discussed.

7. NEW BUSINESS.

A. Town of Norfolk – Request for Declaratory Ruling for Installation of Beaver Deceivers at Loon Meadow Drive, Lovers Lane, and Winchester Road.

Ms. Sefcik explained that the Town was hoping to install beaver deceivers in three locations on Loon Meadow Drive, Lovers Lane, and Winchester Road. She reminded the Commission that they had reviewed a similar application in the past on a private property and the Commission had determined that the activity was a permitted use as of right.

First Selectman Henry Tirrell addressed the Commission to explain the plan as described in paperwork provided by Beaver Solutions. He explained that Beaver Solutions had visited several problematic sites in town, and they felt that these three locations were the most accessible and easiest to install. The Lovers Lane location would just require some of the fencing a few feet back from the inlet of the culvert; this would allow beavers to build up material on the fencing but still permit water to flow through the culvert without blockage. The Loon Meadow Drive location was just below the Boy Scout camp by the concrete box culvert, and the one on Winchester Road was at the first lower section after the intersection with Litchfield Road. For the last two sites, it was recommended to install the fencing and then run a pipe underneath further out into the water with some fencing over that as well. Mr. Tirrell noted that there were other sites that were being considered for possible future installations. He noted that the town of New Marlborough, Massachusetts has sixteen installed and this company comes out to maintain them annually and fixing them if required.

Mr. Millard noted that the previous installation the Commission looked at had since been installed and appeared to be working very well. Mr. Millard asked if the Commission could get a follow up report once these were installed, and Ms. Sefcik stated that she could work with the First Selectman and the Public Works Supervisor to provide that information.

MOTION Mr. Millard, second Mr. Kwast, to determine that the activities described in the matter of **Town of Norfolk – Request for Declaratory Ruling for Installation of Beaver Deceivers at Loon Meadow Drive, Lovers Lane, and Winchester Road** represent a permitted use as of right per Section ____ of the Town of Norfolk Inland Wetlands Regulations; unanimously approved.

B. Informal Discussion with First Selectman Regarding Proposed Repaving and Catch Basin/Pipe Replacement on Laurel Way Extension.

Mr. Tirrell again addressed the Commission to advise them that Public Works was planning to repave a large section of Laurel Way Extension, and they anticipate a need to replace some piping and catch basins. He explained that they would mill the road and re-asphalt it, and any repairs would be in-kind. Ms. Sefcik explained that the town was informing the Commission of the repair in order to ensure the Commission agreed this was not a level of activity that required any permitting.

Ms. Chase and Mr. Millard stated that this appeared to routine maintenance. Mr. Millard inquired about erosion and sedimentation controls. Ms. Sefcik advised the Commission that the Public Works Supervisor was also a certified wetlands agent, so he was aware of the regulations and what E&S might be required. Mr. Kwast noted that sometimes projects look like they will be routine and then turn into something larger; if such were to happen he requested that the Public Works Supervisor get in contact with Ms. Sefcik to verify whether that would then change the Commission's evaluation.

After a brief discussion, the Commission members agreed that this appeared to be routine maintenance that was not in need of an individual permit. They thanked Mr. Tirrell for keeping the Commission informed.

C. Informal Discussion with Susannah & Wiley Wood Regarding Replacement of 2 Culverts on Property on Westside Road (Application #26-007).

Ms. Sefcik explained that Susannah Wood had contacted her via email the day the agenda had to be filed, so she suggested Ms. Wood attend the remote meeting to provide information about the proposed project and the Commission could then determine the level of review required.

Referencing a survey of the property, Ms. Wood explained that there are two extremely old culverts onsite that had been installed decades ago beneath a dirt road that goes from Westside Road up over Swift Hill and which provides alternative access to another family property. The culverts are now falling apart and in need of replacement, as the road material is now eroding around the culverts. She explained that they believe it would be wise for emergency purposes to maintain access to that property via the dirt road. Ms. Wood said that her contractor is proposing replacing the existing with aluminum piping of the same size. The road is clear and wide enough, so material would be removed and stored onsite while the work is underway. The contractor estimated it would only take a few days to complete the work.

Mr. Kwast questioned whether the road would be paved or improved, and Ms. Wood stated they only intended to repair the culverts and nothing more. Ms. Chase requested that Ms. Wood provide information from her contractor regarding the materials he would be using as well as the process he plans to follow to complete the project; if he were able to attend the next meeting that would be helpful. Ms. Sefcik suggested the contractor prepared some sort of sketch or cross-section; she noted that Ms. Wood had just submitted an application form via email as well.

MOTION Mr. Kwast, second Ms. Chase to accept **Application #26-007 Replacement of Two Culverts in the Regulated Area at Assessor's Map 7-10-23 Westside Road**; unanimously approved.

8. **WEO REPORT.**

Ms. Sefcik briefly discussed her activities of the past month.

9. **COMMUNICATIONS & BILLS.**

No business was discussed.

10. **ADJOURNMENT.**

MOTION Mr. Kwast, second Mr. Millard to adjourn the meeting at 7:45PM; unanimously approved.

Respectfully submitted,



Stacey M. Sefcik
Land Use Administrator

