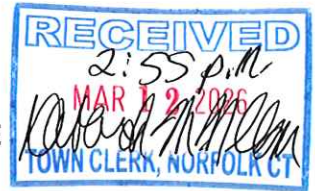


TOWN OF NORFOLK – INLAND WETLANDS COMMISSION
NORFOLK TOWN HALL – 2ND FLOOR – 19 MAPLE AVENUE
REGULAR MEETING MINUTES
MONDAY, MARCH 2, 2026 - 7:00PM



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

1. **CALL TO ORDER & ROLL CALL.**

Chairman Hartley Mead called the meeting to order at 7PM. Myron Kwast was excused for the night, and Phil Lovett was absent. Chairman Mead noted the official resignation of Richard Kessin, which creates a vacancy on the Commission.

2. **AGENDA REVIEW.**

No changes were suggested.

3. **APPROVAL OF MINUTES.**

A. **February 2, 2026 Regular Meeting.**

MOTION Ms. Chase, second Mr. Millard, to approve the minutes of the February 2, 2026 meeting as presented.

4. **OPPORTUNITY FOR PUBLIC COMMENT.**

Susan MacEachron from Norfolk Now addressed the Commission stating that she had spoken with First Selectman Henry Tirrell to clarify his position on the possible general maintenance permit for the Public Works Department.

5. **OLD BUSINESS.**

A. **Continued Discussion Regarding Inland Wetlands Application Fees.**

Stacey Sefcik presented examples of how the proposed new fee schedule would be applied, using applications that had been before the Commission over the past two years. Examples of past projects and their associated fees are discussed, highlighting the differences in charges based on the extent of wetlands involvement. Members noted that the new schedule has the potential to incentivize staying out of wetlands areas.

The Commission discussed next steps for the adoption of the fee schedule changes. A public hearing would be required as this would be considered a text amendment to the Inland Wetlands regulations. A town meeting would also be required as the Town Ordinances contain the current fee schedule that would also have to be updated. Ms. Sefcik said that she had already spoke with the First Selectman to advise him this would be coming to the Board of Selectmen at some point during the year.

Ms. Sefcik suggested waiting to schedule the public hearing until she confirmed with the State Department of Energy & Environmental Protection the requirements for a wetlands mitigation. The Commission also wanted to wait in order to allow member Myron Kwast a chance to review and comment.

6. **NEW BUSINESS.**

A. **Discussion of Use of Otter Ai for Taking Minutes of Meetings.**

Ms. Sefcik provided information to the Commission regarding the use of Otter Ai to record and transcribe meetings. She explained the limitations of a free membership

versus a "Pro" membership and recommended that the Commission obtain the pro-level membership if they wish to proceed with this plan. To provide an example to the Commission, Ms. Sefcik explained that she had uploaded the recording of the previous month's meeting into Otter and then showed the Commission what Otter produced as the Summary Report. Members concluded that the summary was similar to what is typically submitted as minutes. It was noted that Otter would hopefully learn over time which commission member was speaking, and that the summary report would have to be formatted in order to reflect the typical minutes format.

Ms. Sefcik noted that while Otter could in theory record a meeting directly onto the Land Use Office laptop, the computer's microphone did not appear to be sufficient to get the job done; an exterior microphone would have to be used. She noted that the Owl could possibly be used instead of purchasing a completely new microphone, and if so, no additional purchase would then be necessary.

MOTION Mr. Otto, second Mr. Millard, to authorize the IWEO to purchase an Otter Pro membership for \$100 and to purchase, if needed, a microphone for ease of recording; unanimously approved.

7. WEO REPORT.

Ms. Sefcik informed the Commission that a site meeting on Mountain Road had been held earlier that day in preparation for tree removal for the upcoming bridge replacement. Removal had to be completed at a set time of year due to State requirements for protection of an endangered bat population.

Ms. Sefcik also reported that an enforcement notice would be sent to a property on Litchfield Road for apparent unauthorized work.

8. COMMUNICATIONS & BILLS.

Ms. Sefcik reminded the Commission members of an upcoming wetlands roundtable in Cornwall on March 25th at 6:30PM.

Ms. Sefcik also relayed to the First Selectman the discussion the Commission had last month regarding the budget for the upcoming fiscal year and stated that she had been told the Commission's budget for next year was likely to remain exactly the same as the current year. The Commission had previously discussed adding money to the Commission's budget to ensure the annual renewal of the Northwest Conservation District membership remained funded; however, in the interim, the Finance Office clarified that there was in fact a line item elsewhere in the town budget that was used to fund the NWCD membership.

9. ADJOURNMENT.

MOTION Ms. Chase, second Mr. Millard, to adjourn the meeting at 7:30PM; unanimously approved.

Respectfully submitted,

Stacey M. Sefcik
Land Use Administrator

