



CITY OF EASTHAMPTON
CONSERVATION COMMISSION
50 Payson Avenue, Easthampton, MA 01027
www.easthamptonma.gov
413-529-1400

Permitting Changes Due to COVID-19

Dear Applicants:

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, the Easthampton Conservation Commission will be conducting meetings remotely using Zoom until further notice. The Commission also has made changes to the process in which permitting applications are accepted. ***Below are the details of these changes and please contact the Conservation Agent for any assistance at conservation@easthamptonma.gov or 413-529-1400.***

Zoom Meetings:

- Meetings will be conducted on the same 2020 schedule that can be found on the Commission website at: <https://easthamptonma.gov/government/forms-documents/conservation-commission-1.html>
- Meetings will be recorded and posted on the City website at: <https://easthamptonma.gov/agendas-minutes.html?resetfilters=0&clearordering=0&clearfilters=0>
- Those wishing to attend the meeting will have two options to do so. One method is by computer and the link and passcode for each meeting can be found on the corresponding meeting Agenda. The second method is by phone and the phone number and meeting ID can also be found on the corresponding meeting Agenda.
- In the meeting, all participants will be muted until their time for public comment is designated by the Chair. Those who wish to comment must make it known by utilizing the "raise hand" function.

Permit Applications:

- All permit application materials must be submitted by email to conservation@easthamptonma.gov as well as to the City Clerk, Barbara LaBombard, blabombard@easthamptonma.gov.
- All materials listed on the Guidance forms (found at: <https://easthamptonma.gov/government/forms-documents/conservation-commission-1.html>) must still be submitted.

- Contact the Conservation Agent for information relating to the Zoom meeting details (Meeting ID, Meeting Link, Password, and Dial-In Number) necessary for Legal Advertisements and Abutter Notifications.
- Submittals to DEP are now done through by email. The subject line should read as follows: "TOWN NAME - Amended OOC - Street Address - Applicant Name". Note: the maximum file size MassDEP can receive is 15MB. For emailed submissions that exceed 15MB, please break them into more than one email, with each email having the same subject line shown above, with 1, 2, 3...etc. at the end. The Western Region email is: WERO_NOI@mass.gov.

Timeline Changes:

- Normally, the Commission is required to hold a hearing for an application within 21 days of a submission. The State has temporarily waived this requirement; however, the Commission has been making every effort to remain on that timeline.
- The hearing process may take longer than usual if the Commission decides to further accommodate public comment by holding deliberations and votes within separate meetings to allow greater time for the public to review and comment.
- DEP has communicated that they no longer only have 10 days to issue an appeal for decisions made by the Commission. As a result, permittees may still be working at their own risk of DEP appeal even after the usual 10-day period.

Sincerely,

The Easthampton Conservation Commission