



2021 OUTER CAPE CONSERVATION COMMISSION DIRECTORY

Edited by Jaimie Binder, Safe Harbor Environmental Services, 2021



Safe Harbor is a small, interdisciplinary, consulting group on Cape Cod. Our office is on Duck Creek Marsh in Wellfleet, MA. We specialize in Very Steep Slope stabilization, Coastal Habitat restoration, and innovative, hybrid strategies for restoring and managing Coastal Resources. We provide all levels of Local Bylaw and State environmental permitting. Safe Harbor publishes this directory annually, to support effective permitting efforts. We offer free site inspections and free consultations (508-237-3724).

Image on left shows stabilization work on a Bayside Coastal Bank. Working from secured ladders, Jute netting is secured with biodegradable corn starch staples and American Beach is being planted.

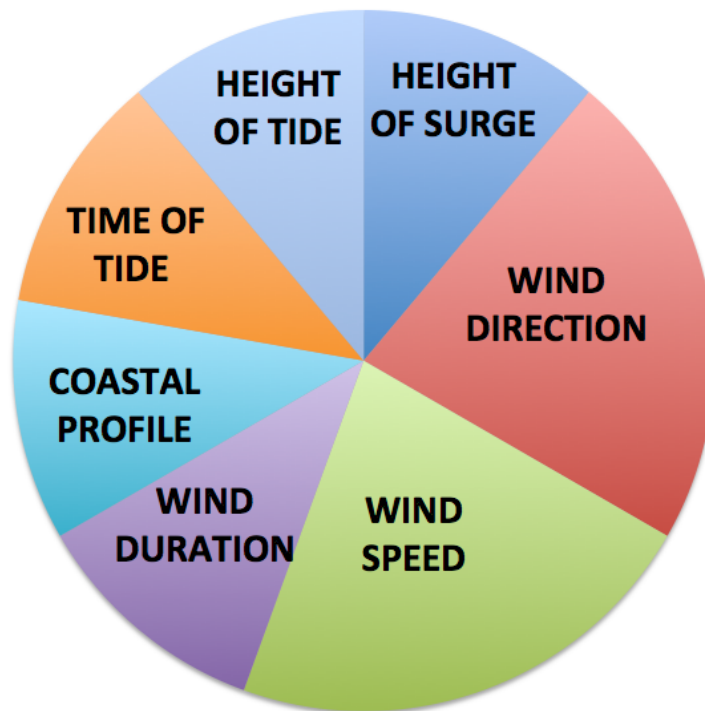
Gordon Peabody, Director,
Safe Harbor Environmental
95 Commercial St, Room 211,
Wellfleet, MA 02667
gordonpeabody@gmail.com



A few words about managing Coastal Erosion: Significant erosion events only occur during storm pulses, when a combined synergy of co-factors is present. If some cofactors are missing, erosion may be less significant, or perhaps non-existent. Our experience-based information is not intended to be completely comprehensive. The Glacial Process created consolidated Coastal Bank sediments which can never be replicated. We advocate non-structural, sacrificial sand nourishment as a preferred management response to Bayside, Coastal Bank erosion. When storm events erode the nourishment, there is no net loss of Coastal Bank. For more information: www.SafeHarborEnv.com

COASTAL EROSION CO-FACTORS

Chart Area



Chatham Conservation Commission

Street/Mailing Address: 261 George Ryder Road, Chatham MA 02633

Hours: Monday-Thursday, 7:00 AM-4:00 PM; Friday 8:00 AM-12:00 PM

Phone: (508) 945-5164 ext. 468

Fax: (508)-945-5163

Conservation Agent/Staff Liaison: Cally Harper: charper@chatham-ma.gov

Assistant Conservation Agent: Paul Wightman: pwightman@chatham-ma.gov

Conservation Secretary: Mary Fougere: mfougere@chatham-ma.gov

Public Meetings and Hearings*

Where: Remote Access. See Town website *Agenda* for link to virtual meeting.

Town Annex Large Meeting Room, 261 George Ryder Road, Chatham MA 02633.

When: 9:00 AM, the second and fourth Wednesday of each month.

(Work sessions: 1st Wed)

Submission Requirements and Deadlines

See Town website link for all filing instructions:

<https://www.chatham-ma.gov/conservation-division/pages/filing-instructions>

Administrative Review: \$25 local filing fee; 1 hard copy and 1 digital copy of application and support documents (photos, project description); Site Access Authorization Form.

Deadline*: 5 Days prior to scheduled meeting date.

Request for Determination: \$35 local filing fee, \$20 advertising fee (include copies of check); WPA Form 1 application; site plan; Site Access Authorization Form; abutter documents (also submit proof of mailing); maps; project description & protocols; resource areas; stake site for Conscom visit. # of copies: 1 for each Commissioner, agent and file + 2 extra; 1 digital copy

Deadline*: Noon, 15 days prior to scheduled meeting date.

Notice of Intent: Extensive requirements, see Town website for NOI checklist for complete information. Fee based on scope of project, refer to local By-law + \$20 advertising fee(include copies of checks); WPA Form 3 application; copies of site plan and support documents; NOI Checklist Form; Site Access Authorization Form; Notice to Abutters **(submit proof of mailing at time of submission)**. # of copies: 1 for each Commissioner, agent and file + 2 extra; 1 digital copy

Deadline: Noon, 15 days prior to scheduled meeting date.

Continuance Deadline (for additional support docs): Noon, 1 week prior to hearing.

Request for Amend OOC: \$50 local filing fee, \$20 advertising fee. 12 copies of submission

Deadline*: Noon, 15 days prior to scheduled meeting date.

Certificate of Compliance: No local filing fee. 2 hard copies and 1 digital copy.

Deadline*: Noon, 15 days prior to scheduled meeting date.

Membership

Joseph Kitts, Janet Williams, Bob Ralls, Bob DelVecchio, Thomas Clark,
Cory J. Metters (BOS Liason)

See Town website for exact meeting dates and deadlines

**Holidays, town meetings, and elections may impact scheduling; call to confirm.*

For more information, visit the town website: www.chatham-ma.gov

Brewster Conservation Commission

Street/Mailing Address: 1657 Main St, Brewster MA 02631 (Old Fire Dept. Building)

Hours: Tuesday & Thursday, 8:30 AM-4:00 PM – until further notice.

Phone: (508) 896-4546 Fax: (508) 896-8089

Conservation Administrator : Noelle Aguiar : naguiar@brewster-ma.gov

Administrative Secretary: conservation@brewster-ma.gov

Public Meetings and Hearings*

Where: Remote access. See Town website *Minutes & Agendas* for link to virtual meeting.

Brewster Town Offices, 2198 Main St/6A

When: 7:00 PM, the second and fourth Tuesday of each month.

Submission Requirements and Deadlines

Administrative Review: \$30 local filing fee; 1 copy of Administrative Review Form + support materials; Site Access Authorization Form. See Town website for *Administrative Review Form* and *Administrative Review Policies* for details.

Deadline*: Noon on Thursdays, 14 + days prior to scheduled meeting.

Request for Determination: \$75.00 local filing fee; \$15.00 advertising fee; \$20.00 processing and mailing fee; 1 copy RDA checklist; 1 electronic copy and 3 paper copies of application, support material and site plan; 10 paper copies of narrative and site plan; 8x10 USGS map; Notice to Abutters Form [Certified Mail receipts (Form 3800) submitted **as part of filing**]; Site Access Authorization Form. See Town website for *Request for Determination of Applicability Package* for complete submission details and forms.

Deadline*: Noon on Thursday, 14 + days prior to scheduled meeting date.

Notice of Intent: Fee varies based on activity (**By-law fees:** <http://records.brewster-ma.gov/weblink/0/doc/79716/Page1.aspx>); \$15 advertising fee; \$20 processing/mail fee; 1 copy Brewster By-law Fee Transmittal Form (& fee); 1 copy Brewster NOI checklist; 10 copies for Commissioners includes ONLY site plans & narrative; 1 electronic copy and 3 paper copies of application + support material & site-plans including but not limited to: WPA Form 3; MA DEP Appendix G; Notice to Abutters Form [Certified Mail receipts (Form 3800) submitted **as part of filing**]; 8x10" USGS map; By-law NOI addendum; Site Access Authorization Form. See Town website for *Notice Intent Package checklist* and all submission details and forms.

Deadline*: Noon on Thursday, 14 + days prior to scheduled meeting date.

Continuance Deadline (for additional support docs): 4pm Monday, at least 8 days prior to scheduled hearing.

Amended Order of Conditions: \$150 local filing fee

Certificate of Compliance: \$100 local filing fee, submit 2 copies of state form.

Deadline*: Noon on Thursday, 14 + days prior to scheduled meeting date.

Membership

Peter Wells, Nicole Smith, Bruce Evans, Michael Tobin, Gary Kaser, Gregory Scalise

See Town website for exact meeting dates and deadlines

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For more information, visit the town website: www.town.brewster.ma.us

Harwich Conservation Commission

Street/Mailing Address: Harwich Town Hall, 732 Main St Harwich, MA 02645

Hours: Monday-Friday: 8:30am-4:00pm

Phone: (508) 430-7538 Fax: (508) 430-4703

Conservation Agent: Amy Usowski: ausowski@town.harwich.ma.us

Assistant Conservation Administrator: Nicole Smith: nsmith@town.harwich.ma.us

Public Meetings and Hearings*

Where: Remote Access. See Town website *Agenda* for link to virtual meeting.

Harwich Town Hall, 732 Main Street, Harwich, MA 02645

When: 6:30 PM first and third Wednesday of every month

Submission Requirements and Deadlines

Administrative Review: \$50 local filing fee; 1 copy of application and support material including: photos of area; field verification.

Deadline*: See Town Website

Request for Determination: \$85 local filing fee; 2 copies of WPA Form 1 & support documents including: 8.5x11" USGS map; 8.5x11" Assessor's map; affidavit of service; abutter notification. 12 copies of site-plan (at least 3 large, 9 small).

Deadline*: 4pm, 15 business days prior to scheduled hearing date

Notice of Intent: \$135 local filing fee (separate check for the town share of state filing fee, determined by Wetland Fee Transmittal Form); 2 copies of WPA Form 3 application; 6 copies support material: abutter documents; 8.5x11" USGS map; 8.5x11" Assessor's map; affidavit of service; site-plans (at least 3 large). Site should be staked the Thursday prior to meeting.

Deadline*: 4pm, 15 business days prior to scheduled hearing date

Amended Order of Conditions: \$135 local filing fee

Certificate of Compliance: \$55 local filing fee.

Deadline*: Same as NOI, see schedule.

Membership

Bradford Chase, Ernest Crabtree, Paula McGuire, Carolyn O'Leary, Mark Coleman, Stanley Pastuszak, James Donovan, John Ketchum, Larry Ballantine (Selectmen's liaison)

See Town website for exact meeting dates and deadlines

**Holidays, town meetings, and elections may impact scheduling; call to confirm.*

For more information, visit the town website:

<http://www.harwich-ma.gov/conservation>

Click the *Downloadable Forms* link for more detailed application information.

Orleans Conservation Commission

Street/Mailing Address: Orleans Town Hall, 19 School Road, Orleans MA 02653

Hours: Monday-Friday, 8:30 AM-4:30 PM

Phone: (508) 240-3700 ext. 2425

Fax: (508) 240-3388

Conservation Administrator: John Jannell: jjannell@town.orleans.ma.us

Principal Clerk: Kristyna Smith: ksmith@town.orleans.ma.us

Public Meetings and Hearings*

Where: Remote access. See Town website *Agenda* for link to virtual meeting.

Orleans Town Hall, 19 School Road – Nauset Meeting Room

When: 8:30 AM, every Tuesday – except the fifth Tuesday of the month.

Submission Requirements and Deadlines

Administrative Review: \$20 vegetation or construction local filing fee (\$50 for after the fact filing); 1 hard copy and 1 digital copy of application and support materials. See Town website for *Local & State Filing Forms* link for application.

Deadline*: Taken as submitted and heard at the next available meeting.

Request for Determination: \$50 local filing fee (after the fact filing fees doubled); 2 hard copies and 1 digital copy of WPA Form 1 application & support materials: assessor's map; filing fee calculation worksheet; abutter documents; 12 copies of site-plan and support materials. See Town website for *Filing Requirements* link for submission details and forms.

Deadline*: Noon, 12 business days prior to hearing.

Notice of Intent: \$50 local filing fee (additional local fees for Coastal Engineered Structures & docks)(after the fact filing fees doubled); 2 hard copies and 1 digital copy of WPA Form 3 application & support materials: assessor's map; filing fee calculation worksheet; abutter documents; 12 copies of site-plan and support materials. Site must be staked at time of submission. See Town website for *Filing Requirements* link for submission details and forms.

Deadline*: Noon, 12 business days prior to hearing.

Continuance Deadline (for additional support material): Noon, Thurs. before the scheduled meeting. (Continued projects can be heard at work sessions OR hearings)

Amended Order of Conditions: Same as NOI. \$50 local filing fee

Certificate of Compliance: \$40 local filing fee.

Deadline*: Noon, Wednesday before the scheduled meeting.

Membership

Mike Brink, Virginia Farber, Judith Bruce, Walter North, Jack Kadzik,
Ronald Mgrdichian, Robert Rothberg, Alan Carrier (Associate Member),
Mefford R. Runyon (Selectmen's Liason)

See Town website for exact meeting dates and deadlines

**Holidays, town meetings, and elections may impact scheduling; call to confirm.*

For more information, visit the town website:

www.town.orleans.ma.us

Eastham Conservation Commission

Street/Mailing Address: Eastham Natural Resources Building,
555 Old Orchard Road, Eastham, MA 02642

Hours: Monday-Friday, 8:00 AM-4:00 PM – by appointment only

Phone: Agent: (508) 240-5900; Admin. Asst: (508) 240-5900 ext. 3221

Conservation Agent: Charles Katuska: conservation@eastham-ma.gov

Administrative Assistant: Amy Blakesley: dpw@eastham-ma.gov

Public Meetings and Hearings*

Where: Remote access. See Town website *Agenda* for link to virtual meeting.

Eastham Town Hall, 2500 State Highway - Earle Mountain Room

When: 6:00 PM, the second and fourth Tuesday of each month.

Submission Requirements

Administrative Review: \$15 local filing fee; 1 copy of application & support documents: description of project; distance from wetland; description of mitigations; checklist; photos. See Town website for *Filing Forms and Applications* link for application and filing checklist.

Deadline*: 1 week prior to scheduled meeting date.

Request for Determination: \$25 local filing fee; 1 copy of WPA form 1 & abutter documents; site plan (11" x 17") (1 copy for veg or 8 copies for construction alternatives); and support material. See Town website for *Filing Forms and Applications* link for RDA submission details.

Deadline*: Noon, 18 calendar days prior to scheduled meeting date. See Town website for exact meeting dates and deadlines.

Notice of Intent: Filing fee variable based on scope of project; \$67.50 local filing fee; 2 copies of complete application including: WPA Form 3, fee transmittal form & abutter documents; 3 copies of site plans & support documents: project narrative, construction protocol, planting plan; 1 electronic copy of complete filing. See Town website for applications, *Notice of Intent Filing Checklist*, and *Notice of Intent Policy*.

Deadline*: Noon, 18 calendar days prior to scheduled meeting date. See Town website for exact meeting dates and deadlines.

Amended Order of Conditions: \$25 local filing fee

Certificate of Compliance: \$25 local filing fee, 1 copy of application; "As Built" plan if applicable; letter from original applicant/engineer stating project is in compliance.

Deadline*: Same as NOI, see schedule.

Membership

Janet Benjamins, Thomas Durkin, Sheila Filipowski, Karen Strauss,
Charles Wagner, Steven Sukovich, Suzanne Bryan

See Town website for exact meeting dates and deadlines

**Holidays, town meetings, and elections may impact scheduling; call to confirm.*

For more information, visit the town website: www.eastham-ma.gov

Wellfleet Conservation Commission

Street/Mailing Address: DPW Building, 220 West Main Street, Wellfleet MA 02667

Hours: Tuesday – Friday 8:00AM – 4:00PM

Phone: (508) 349-0308 Fax: (508) 349-0327

Conservation Agent: Hillary Greenberg-Lemos: Hillary.Lemos@wellfleet-ma.gov

Assistant Conservation Agent: Douglas Guey-Lee: Douglas.Guey-Lee@wellfleet-ma.gov

Public Meetings and Hearings*

Where: Remote access. See Town website *Agenda* for link to virtual meeting.

Wellfleet Town Hall, 300 Main Street – Basement Meeting Room.

When: 5:00 PM, the first and third Wednesday of each month.

Submission Requirements and Deadlines*

Administrative Review: There is no formal Administrative Review process, please contact Conservation Agent regarding Jurisdictional Opinion.

Request for Determination: \$30 local filing fee (after the fact filing is \$300); 9 copies of application, support materials and site-plans.

Deadline*: Noon, 15 business days prior to scheduled meeting date.

Notice of Intent: \$100 local filing fee (additional local fees for Coastal Engineered Structures & docks) (after the fact filing is \$1,000); 9 copies of application + support materials and site-plans.

Deadline*: Noon, 15 business days prior to scheduled meeting date.

Continuance Deadline (for additional support material): 1 week prior to scheduled meeting

Amended Order of Conditions: \$50 local filing fee

Certificate of Compliance: \$15 local filing fee, 9 copies application + support materials. (certifying letters must be original)

Deadline*: Same as NOI, see schedule.

Membership

Deborah Freeman, John Cumbler, John Portnoy, Barbara Brennessel,
Michael Fisher, Leon Shreves, Benjamin Fairbank

See Town website for exact meeting dates and deadlines

**Holidays, town meetings, and elections may impact scheduling; call to confirm.*

For more information, visit the town website:

<http://www.wellfleet-ma.gov>

Truro Conservation Commission

Street Address: 24 Town Hall Road, Truro MA 02666

Mailing Address: Truro Town Hall, Post Office Box 2030, Truro MA 02666

Hours: Monday-Friday, 8:00am-4:00pm

Phone: (508) 349-7004 ext. 131; Asst. Agent: (508) 214-0919 Fax: (508) 349-5508

Conservation and Health Agent:

Emily Beebe: ebeebe@truro-ma.gov

Assistant Conservation and Health Agent:

Arozana Davis: adavis@truro-ma.gov

Public Meetings and Hearings*

Where: Remote access. See Town website *Agenda* for link to virtual meeting

When: 5:00PM, the 1st Monday of each month.

Submission Requirements and Deadlines*

Administrative Review: \$20 local filing fee; 1 copy of application and support materials.

See Town website for *Regulations, Fees, Permits, Application Forms* link for application and details.

Deadline*: 5 business days prior to scheduled meeting date.

Request for Determination: \$30 local filing fee; 9 copies of WPA form 1 application & support documents: ample project details; copy of 21 day waiver; signature of applicant/property owner; site-plan/project sketch. See Town website for *Regulations, Fees, Permits, Application Forms, RDA Conditions* and *RDA checklist* links for complete submission details.

Deadline*: 3pm, 12 + business days prior to scheduled meeting date.

Notice of Intent: \$100 local filing fee (additional local fees for Coastal Engineered Structures & docks); 2 copies of WPA form 3 application; 1 copy of abutter documents, wetlands fee transmittal & 21 day waiver; 9 copies of support documents: Project narrative; USGS & Locus map; site-plan. 1 emailed PDF of plans. See Town website for *Regulations, Fees, Permits, Application Forms* link, *Notice of Intent Checklist* link for complete submission details.

Deadline*: 3pm, 12+ business days prior to scheduled meeting date. See Town website for exact meeting dates and deadlines.

Continuance Deadline (for additional support docs): Friday, two weeks prior to hearing.

Amended Order of Conditions: \$50 local filing fee

Certificate of Compliance: \$25 local filing fee, 9 copies of application + support documents.

Deadline*: Same as NOI, see schedule.

Membership

Deborah McCutcheon, Jack McMahan, Diane Messinger, Larry E. Lown,
Linda Noons-Rose, Robert White, Carol Girad-Irwin

See Town website for exact meeting dates and deadlines

**Holidays, town meetings, and elections may impact scheduling; call to confirm.*

For more information, visit the town website: <http://www.truro-ma.gov>

Provincetown Conservation Commission

Street/Mailing Address: Provincetown Town Hall, 260 Commercial Street
Provincetown, MA 02657

Hours: Monday-Thursday, 8:30 AM-5:00 PM
Friday, 8:30 AM- 11:45 AM

Phone: (508) 487-7000 ext. 554 Fax: (508) 487-7040

Conservation Agent: Tim Famulare: tfamulare@provincetown-ma.gov

Public Meetings and Hearings*

Where: Remote access. See Town website *Board Agendas & Minutes* for link to virtual meeting. Provincetown Town Hall, 260 Commercial Street – Judge Welsh Room.

When: 6:00 PM, the first and third Tuesday of each month.

Submission Requirements and Deadlines*

Administrative Review: \$50 local filing fee; 1 digital copy submitted through Town website (see *E-Permits* link): site plan/color photos. Activity within MESA listed territory requires an AR. See Town website for application and complete submission details.

Deadline*: 1 week prior to scheduled meeting date.

Request for Determination: \$100 local filing fee; 1 digital copy submitted through Town website (see *E-Permits* link): WPA Form 1 application & support documents: project narrative; construction protocol; photos; planting plan; site-plans (11x17"). See Town website for application and submission checklist/details.

Deadline*: Monday, 2 weeks prior to the scheduled meeting. See Town website for exact meeting dates and deadlines.

Notice of Intent: \$100 local filing fee + town portion of WPA fee; 1 digital copy submitted through Town website (see *E-Permits* link): WPA Form 3 application & support materials: project narrative; construction protocol; photos; planting plan; site-plans (11"x17" + 1 copy 18"x24"). Submit only 1 copy of all abutter docs. See Town website for all application and submission checklist/details.

Deadline*: Monday, 2 weeks prior to the scheduled meeting. See Town website for exact meeting dates and deadlines.

Continuance Deadline (for additional support docs): Noon, 1 week prior to meeting date.

Local By-law Ch. 12 filing: local jurisdiction includes all areas mapped through the NHESP as areas protected under the MA Endangered Species Act. Same fees & protocols as NOI (see above). Additional requirement: local By-Law filing application. **Submission to MA DEP is NOT required.**

Certificate of Compliance: \$50 local filing fee, 1 digital copy submitted through Town website (see *E-Permits* link): original application + support documents.

Deadline*: Same as NOI, see schedule.

Membership

Joseph Cooper, Nathaniel Mayo, Robert Brock, Alfred Famiglietti,
James McNeilly, Oriana Conklin, Thomas Skinner

See Town website for details, exact meeting dates and deadlines

**Holidays, town meetings, and elections may impact scheduling; call to confirm.*

For more information, visit the town website: <http://www.provincetown-ma.gov>