

CONSERVATION COMMISSION

Staff Support: Conservation Agent,
Community Development
Administrative Assistant

Meetings: Second and Fourth Tuesdays at 6:00PM.
Seven-Member Board

STATUTES

MGL Ch. 131, Sec. 40 (Wetlands Protection Act)

MGL Ch. 40, Sec. 8C (Conservation Commissions Powers and Duties)

MGL Ch. 30A, Sec. 18-25 (Open Meeting Law)

MGL Ch. 268A (Conflict of Interest)

STATE REGULATIONS

310 CMR 10.00 (Wetlands Protection)

LOCAL BYLAWS & REGULATIONS

Eastham Wetlands Bylaw, Article 34, 1980.

Eastham Wetlands Regulations

Rules for Hiring Outside Consultants

Conservation Lands Regulations

AT APPOINTMENT

Work towards completing “Fundamentals for Conservation Commissioners” courses within two years (strongly encouraged).

Complete Conflict of Interest training, and submit to Town Clerk.

Review and sign Open Meeting Law Summary, submit to Town Clerk, and swearing in with Town Clerk.

Receive MACC Membership Log-In Information and MACC Handbook for Conservation Commissioners (electronic), and website links to all pertinent regulations and bylaws.

Receive loose-leaf notebook with printed copies of all pertinent regulations, bylaws, and policies, (including current pending town drafts) and state wetlands protection regulations, MACC Buffer Zone Guidebook, and commonly used abbreviations and plan symbols, and an engineer scale ruler.

Meet with Conservation Agent.

BI-WEEKLY

Attend regular Commission meetings,
Attend site visits, if possible.

Review permit applications, agenda items, and prepare for upcoming commission meetings.

Review Conservation Agent’s staff report prior to meetings.

MONTHLY

Review and prepare for upcoming work sessions.

Attend (if possible, strongly encouraged) and participate in work sessions, as applicable.

ANNUALLY

Attend Annual Environmental Conference (MACC) if possible, virtually or in-person.

Attend applicable continuing education courses in-person or online, if possible, that are of most interest to the appointee.

If possible, attend joint regulatory board meeting.

Meet with Town Counsel (bi-annually, as needed) and/or MACC legal review session.

Attend general review work session with Agent, if possible.

IMPORTANT DOCUMENTS AND WEBSITES

In addition to statutes, regulations and bylaws, these documents should be reviewed and referred to often:

- DEP Coastal Manual: <https://www.mass.gov/files/documents/2020/10/14/czm-coastal-manual-2020-update.pdf>
- Eastham Acceptable Buffer Zone Planting List: <https://www.eastham-ma.gov/DocumentCenter/View/208/Acceptable-Buffer-Zone-Plantings-PDF>
- Eastham GIS Map: <https://www.mapsonline.net/easthamma/index.html>
- Eastham Studies and Initiatives: <https://www.eastham-ma.gov/705/Local-Climate-Resiliency>
- Guidelines for Barrier Beach Management: <https://www.mass.gov/files/documents/2016/08/vh/barrier-beach-guidelines.pdf>
- MACC Training Calendar: https://www.maccweb.org/events/event_list.asp
- MACC Commissioner Handbook: <https://www.maccweb.org/page/PubEhandBook>
- MACC Buffer Zone Guidebook: <https://www.maccweb.org/store/viewproduct.aspx?id=13390302>
- Natural Heritage & Endangered Species Program: <https://www.mass.gov/orgs/masswildlifes-natural-heritage-endangered-species-program>
- Nauset Dredge Project Information: <https://www.eastham-ma.gov/710/Nauset-Estuary-Dredging-Project>
- StormSmart Coast Fact Sheets: <https://www.mass.gov/service-details/czm-stormsmart-coasts-publications>
- Vegetated Buffer Manual: <https://www.mass.gov/doc/the-massachusetts-vegetated-buffer-manual/download>