

TOWN OF ACTON
LAND STEWARDSHIP COMMITTEE (LSC) MINUTES
Tuesday, November 18, 2025, 7 pm, Hybrid (Zoom or Town Hall Room 126)

Please click on this link to join the Webinar:
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(Discussion time limits for agenda items are in parentheses. If no limit shown, discussion should be ≤ 5 min.)

Voting members present: Tom Wolf (chair), Dale Chayes, Bruce Rachman, Jon Campbell, Joe Will, Bettina Abe, Rebecca Harvey, John Watlington.

Non voting members present: Bob Walton, Jody Harris, Nik Mani

Non voting members absent: Ken Appel, Josh Hanines Mel Lima, Bob Mackin, Adam Nolde, David Pinsky, Jim Salem, Bill Smith, Jason Temple, Todd Tsakiris

Visiting: Brent Carter, who is applying for stewardship of Wills Hole/Town Forest conservation land

Town Staff: Ian Bergemann, Community Conservation Specialist

1. Review & acceptance September 16, 2025 & October 21, 2025 Minutes
Minutes were approved unanimously.

2. Concerns from the public
None.

3. Invasive plants, October 2025 (John)
John recommends we skip invasive plant reports for a few months until the spring.

4. Vote on Boardwalk Design Guide project (Bob) – [Click Here to View](#)
Some comments were received from an anonymous contributor. Some typos and punctuation were adjusted. Bob requests that the Guide (document as a whole) not be amended further at this point. However the Guide can be amended in future after we finish all edits and iterations of it in the current process. Need a person to draft first, second and third versions for different audiences Bob would like a subcommittee to draft it. (Bob suggests Jon, Bruce, Dale, and John W.)

Motion: Bob made a motion to accept the boardwalk guide components and that he write a first draft to get the tech details right and a subcommittee of Bruce, Dale, Jon, and John W. review it to be sure it's correct. The motion passes unanimously after a roll call vote. Ian will send Bob a word document that he can put into Google Docs.

5. Proposed Letter to the Scout Trust (Bob) – [Click Here to View](#)
Edits of the draft letter were suggested. Bob and Ian will draft a final draft and run it by Tom Wolf. Ian will send to the LSC for final comments, then send to Bill Klauer. Dale proposes we consult with Town Counsel about what happens when no trustees are left alive. Bob will send out the link to the deed online for inclusion in the minutes.

6. Sawyer Contact Info

Dale realized he does not have phone numbers for all sawyers and would like to have them in case he “gets stuck” while chain sawing. Ian will assist making a private sawyer contact list to be distributed privately to sawyers. All sawyers will send their contact info to Dale.

7. “Invasives Bill” [H.1033/S.067](#)

Amy Green asked if LSC would like to send a “boiler plate” letter of support of this pending state legislation. It’s going through Ways and Means Cte.; and CISMA has written a letter supporting the bill. A state coordinator of invasive species control is being requested in the bill. Our letter would be late, but we want to send a letter anyway.

Motion: A motion to write a letter of support passed unanimously by roll call vote.

8. Conservation Updates

• Beaver Solutions:

- a) Please visit Guggins Brook conservation lands, because the water level has dropped about 4’ since the pond leveler was installed! The bridge with the pilings is broken and collapsed as well as another smaller bridge over a ditch (the one with smaller metal pipe culvert). Jon suggests some temporary work to ensure access from Mass. Ave. They will close the big old pilings boardwalk for now. The Troop 284 bridge is looking great. Guggins will still have seasonal flooding. The trail will probably need some more work. Residents near HHM report the beaver solutions are doing great.
- b) Josh H. says beaver damage and damming is very high at Jenks. Ian will explore grants to do a feasibility study using CPA money and perhaps another grant.
- c) There is a beaver dam at Milldam Street on Nashoba Brook. Any work there will have to go before ConsCom. In general, Ian has to file an RDA with the ConsCom to get a permit to install beaver deceivers.
- d) There is another dam downstream from the new HHM boardwalk. Ian may get an Eagle Scout to build ramps for the new HHM boardwalks as additional beaver activity is flooding the on-ramps at both ends, especially the Cemetery side.

• LSC Membership (Ongoing) – Bob Walton will write the Wills Hole report this month. Nick is a member now, welcome and thank you Nick! Ian is installing steward recruitment flyers at kiosks.

• Review Updated Bench Policy – [Click Here to View](#)

Ian will send out the bench policy and will set deadline for one week before the December meeting on 12/23. Ian recommends we utilize our bench policy or else some other town department may write a whole new one that would affect conservation lands. When we are done, it goes to ConsCom. It will be more of a living document with a photo depicting the most recent bench installed.

• CPC Application for Acton Arboretum – The Conservation Division will be applying for \$67,000 for paving 3 trails that have rough surfaces. Ian will apply for an AARP grant, and then he can return some money back to the CPC if AARP funds the grant.

- Ian is looking for a Milwaukee electric brush cutter (reciprocating saw and a multiblade cutter), but having issues buying from Home Depot.

9. Other parcel issues – Joe reports Sunday at 2pm the annual meeting of the BFRT will be held 11/23/25 at Pedal Power.

10. Other updates (Blazes, Bridges, Boardwalks, Maps, Mowing, Sawyering, Shed Stuff, Website, Wetc.)

- Ian is trying to figure out chain saw training with regard to the town insurance MIIA and certifiable. Budget is getting low. Ian has purchased lumber some stewards' requests. Bruce R. repaired picnic tables. Transfer Station wants boards cut to 4' lengths.
 - There is some pine at Davis Road that can be taken to Camp Acton and put in the fire boxes.
 - #12 Wheeler Lane needs work cutting and moving 4 fallen oak trees onto private property. Can leave in place for the property owner. Ian will draft an email recruiting some volunteers for a workday to cut up the wood.
 - Tom Wolf reports the shed is very well organized.
 - The abandoned shed near the LSC shed at Morrison will soon be taken down by town crews. They will also take away all the refuse. John requests they not damage the cedar tree.
 - Mowing is still happening. Jenks is half mowed. There are two more places to mow. Waiting for an updated land management plan to be signed for 549 Main Street. AWD will do regular trail mowing. Town will do annual meadow mowing.
 - Light bulb in the LSC Shed needs replacing.
11. Next month's (12/16/25) agenda:
Add boardwalk design guidelines. Add reporting downed trees and trail issues. Current bench policy should be added to agenda. Town report will be due soon. Ian will add necessary things.

12. Evaluate meeting.
Thanks for keeping it short.

Action Items from above minutes:

Boardwalk Design Guide

1. **Bob** will write the *first draft* of the Boardwalk Design Guide.
2. **Subcommittee (Bruce, Dale, Jon, John W.)** will review the draft for accuracy.
3. **Ian** will send Bob a Word document version to place into Google Docs.

Letter to the Scout Trust

4. **Bob and Ian** will prepare a final draft of the letter and send it to **Tom Wolf** for review.
5. **Ian** will send the draft to the LSC for comments, then forward to Bill Klauer.
6. **Dale** recommends consulting **Town Counsel** about what happens if no trustees remain.
7. **Bob** will send out the link to the deed for inclusion in the minutes.

Sawyer Contact Information

8. **All sawyers** will send their contact information to **Dale**.
9. **Ian** will assist in creating a private sawyer contact list.

Invasives Bill H.1033/S.067

10. **LSC (Ian and Tom?)** will draft and send a letter of support for the bill.

Beaver/Conservation Items

11. **Jon** suggests temporary work at Guggins Brook to maintain access; follow-up needed (responsible party not explicitly assigned).
12. **Ian** will explore grants for a feasibility study of beaver issues at Jenks (CPA and other grant sources).
13. **Ian** will file RDA permits with ConsCom for beaver deceiver installations.
14. **Ian** may work with an Eagle Scout on ramps for new HHM boardwalks.

LSC Membership & Bench Policy

15. **Bob Walton** will write the Wills Hole report this month.
16. **Ian** will post steward recruitment flyers at kiosks.
17. **Ian** will send out the updated bench policy and set a deadline one week before the Dec. 23 meeting.

CPC Application

18. **Ian** will apply for a CPC grant and an AARP grant for Acton Arboretum trail paving.

Equipment

19. **Ian** will continue to locate and purchase a Milwaukee electric brush cutter.

Workday & Parcel Tasks

20. **Ian** will draft an email to recruit volunteers for work at **12 Wheeler Lane**.
21. Town crews will remove the abandoned shed at Morrison; **John** requests protection of the cedar tree (follow-up required).

Shed & Maintenance

22. **Light bulb** in LSC Shed needs replacing; request to use long-lasting bulb (**Ian**).

Next Month's Agenda

23. **Ian** will add boardwalk design guidelines, downed tree reporting, bench policy, and town report to the December agenda.

Respectfully submitted by Bettina D. Abe