

Holland Conservation Commission
27 Sturbridge Road, Holland MA 01521
Minutes of Conservation Commission held on March 8, 2017

Members Present: Chairperson Marcia Beal; Jessica Chaffee; Kathy McKenna, Fran Gallo, Chris McCooe

Members Absent: Andy Harhay

Meeting called to order at 4:35 pm by Marcia Beal. The purpose of this special meeting is to review MACC conference training, and go over administrative details.

Other Attendees: Annie Hall attended this meeting to see if she would be interested in joining the Conservation Commission.

Round Table Discussion:

Chris McCooe attended the Fundamentals Unit 201: Getting Home Before Midnight--How to Run and Effective Meeting.

- Meeting Chair is in charge of the meeting and maintains order. In order to reduce cross talk, chairperson states/clarifies purpose of hearing or meeting and asks attendees to introduce themselves. Chairperson explains the time frame/constraints for each public meeting or hearing. Chairperson requests that anyone wishing to speak must be recognized by the chairperson.
- Suggested that copies of correspondence be given to secretary to streamline the meeting process.
- Members should review NOI prior to meeting and bring questions to meeting. Keep meeting open until decision is made. Talked about filling out NOI and signing so that we can meet effective timelines.
- Question came up about the Highway Dept. bundle. Highway does not have a DEP number yet and needs to provide more information. Question whether we can hold a Public Hearing without a DEP number.
- Talked about having a sign-in sheet on a clipboard to have a formal printed & signature copy for the minutes of those attending public hearings and/or public meetings. Also need a sign-in sheet for walk-ins.
- Post or keep on table: 8 Interests of the Wetlands Protection Act.

Kathy McKenna and Jessica Chaffee attended Fundamentals Unit 105: Writing Effective Order of Conditions.

- Talked about wording for some “boiler-plate” conditions.
- Suggested that we mark DENIED very clearly on the front, as well as the check mark on order of conditions.
- Can do 5-year plans for restoration such as Highway Dept. Bundle and Weed Treatments for the lake.

Marcia Beal attended workshop Wetlands Enforcement Basics

- Discussed the difference between penalties and fines. Fines are not legal processes. Marcia gave members a handout.
- Suggested that members review the handout and then discuss this topic at a future meeting.

Fran Gallo attended a workshop on Tree Identification and will do a power point in the future on this workshop.

Other Discussion Points:

- Talked about record keeping in terms of time-line for projects. Marcia is trying to set up a yearly calendar.
- Need to set up an action work in progress form.
- Post and have available 8 interests of the Wetlands Protection Act.
- Need to be sure that ongoing NOI's are being renewed prior to the deadline. Review these projects each year to determine if extensions or changes are needed.
- Need to review NOI's prior to hearing. Chris emailed Mark Stinson to see if we can get a copy of the NOI. Concom only receives the cover page with the DEP number.
- Jessica does not feel that we should print out NOIs for everyone, but it would be nice to have the project page copied prior to the meeting.
- Concerns were raised about the additional amount of time needed to complete all the paperwork and review projects ahead of time. The members feel that they are already spending a great deal of time dealing with the required paperwork and maintaining appropriate files.
- Discussed RDA's versus NOI's. Reviewed regulations and determined that ads will need to be required for RDAs. RDAs require a Public Meeting. Abutters' letters are not necessary for the RDA, but are required for an NOI. NOIs require a Public Hearing and abutters' letters.

- Reviewed a couple of different notices to abutters. Marcia will look at copies of the abutters' letters and bring suggestions to the next meeting.
- Discussion about tree cutting policies. Jessica would like to see us make a site visit for every tree to be cut down. Trees need to be marked by owner before Concom makes a site visit.
- Discussed fees and what other towns are doing with regard to fees and/or fines. Fran shared information from other towns. Discussion about fees to be continued at a future meeting.
- Marcia will talk with Kelli to make sure the paperwork gets submitted for the bylaw wording change: *"All fees associated with after the fact application or filings as a violation and/or enforcement action shall be charged double (200%) of the normal fees."*

Motion to adjourn made by Jessica. Seconded by Kathy. All in favor. Motion passed. Meeting adjourned at 6:30 pm.

Minutes respectfully submitted,

Kathy McKenna

CC: Select Board, Town Clerk, Board of Health, Planning Board, Building Inspector, Highway Surveyor, Zoning Board of Appeals, File and HCC Chairperson, Board Clerk