

Meeting opened at 7:13 P.M.

Present were Mary vandenBerg, Steven Anderstrom, James Wettlaufer, Howard Fife and Brad Noble Absent were Helen Kreiger and Marguerite Choquette

Minutes of meeting held on January 14, 2003 read, approved and signed by Mary.

Reviewed and approved the HCC 2002 Annual Report. Signed by Mary.

A report from the planning board was read and discussed regarding the scope of services by the University of Massachusetts under funding by Massachusetts Executive Order 418 in the amount of \$30,000. The following cost estimates are for illustration purposes only. These amounts are inclusive of salaries, fringe benefits, computer use, university indirect costs and other associated expenses such as mileage and supplies and materials.

Budget Summary:

Pre-Planning Services	\$3,200
Environmental & Resource Protection	\$8,400
Economic Development	\$4,600
Housing	\$4,600
Transportation	\$4,600
Compilation	\$4,600
Total	\$30,000

Memo read regarding the All Boards meeting to be held on 2/3/03 at 7:00 in the Community Room.

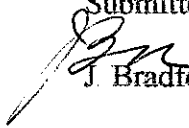
Motion to adjourn made by Steven and seconded by Mary.


Meeting closed at 8:45 p.m.

Copies to:

Selectmen
Town Clerk
Board of Health
Planning Board
Building Inspector
Highway Surveyor
HCC Chairperson

Submitted by:


J. Bradford Noble, Secretary



December 18, 2002

TO: All Boards, Commissions,
Committees, Department

FR: Kerrie M. Paquette
Executive Secretary

RE: Annual Town Report & Budget Request

Annual Town Reports must be submitted to the Selectmen's Office no later than January 23, 2002.

Any reports not received by January 23, 2002 will not be printed in the Annual Town Report book and will be your responsibility to make copies available at the Annual Town Meeting.

Attached you will find a budget request form that must be filled out and submitted to the Selectmen no later than January 23, 2002.

If you have any questions please contact me at (413) 245-7108 ext. 11 to schedule an appointment with your department liaison.

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D-2 b

Holland

This Scope of Services, developed in response to the opportunity for community development planning funds under Massachusetts Executive Order 418, describes those planning tasks and activities that will be undertaken on behalf of the Town of Holland by the University of Massachusetts at Amherst following consultation between the Town and the University. All \$30,000 in state funds remains available to the Town for the purchase of planning services under EO 418 and the Town of Holland has selected the University of Massachusetts as its consultant.

This proposal includes six principle elements, so-called Pre-planning Services as well as tasks that are organized under the required sections of the plan that include Environmental and Resource Protection, Economic Development, Transportation Planning, Housing, and finally Plan Compilation.

Pre-Planning Services

- 1) Development of an Assets and Liabilities Inventory in the form of a Strengths and Weaknesses/ Opportunities and Threats Analysis (SWOT) and an examination of recent and historical planning documents and other materials developed by and for the Town.
- 2) Establishment of initial community priorities through a town-wide public forum and development of a community vision statement that represents a consensus view of residents and taxpayers.
- 3) Identification of stakeholder groups and the best ways to seek and include their input during the community development planning process.
- 4) Final adjustments to the scope of services for the community development planning process.
- 5) Creation of an ad hoc community development planning committee to work with the planning consultant and facilitate the planning process.
- 6) Consideration of regional and other factors that will influence the future of the Town.

Time Frame January through March, 2003

Estimated Cost \$3,200 (80 hours research assistant time @ \$25 per, 20 hours senior staff @ \$60 per)

Environmental and Resource Protection Component

- 1) Identification of existing land use and actual or potential land use and resource conflicts and the creation of a land use plan that results in protection and improvement of natural and cultural resources.
- 2) Establish goals and a plan to protect natural and cultural resources and recommend zoning by-law revisions to achieve those goals in ways that are consistent with the character of the community.
- 3) Analyze surface and ground water resources, threats to those resources, and establish plans to eliminate those threats within a reasonable time frame. Included in this task is the analysis of storm water run-off, impacts on wetlands, lake siltation, and the effects of conversion of seasonal to year-round homes.
- 4) Complete a new Open Space Plan for the Town that meets all state requirements with particular attention paid to the need for increased recreational lands near the Town center and the redesign of the Town center to make it a more obvious focal area for Town activities.
- 5) Examination of the parcels surrounding Hamilton Reservoir and the uses of the Reservoir to assist in the development of a plan to ensure progressive improvement of water quality.
- 6) Gather and integrate all GIS and other spatial data to support the land use planning needs of the CDP and create maps to aid in the planning process as well as fulfill the requirements of EO 418.

Time Frame March through August, 2003

Estimated Cost \$8,400 (288 hours research assistant time @ \$25 per, 20 hours senior staff @ \$60 per)

Economic Development Component

- 1) Prepare an assessment of the current economic base of the Town including an inventory of local employers and the number of jobs, the places of employment for town residents, appropriate demographic and income data, labor force characteristics, and the zoning issue that may either encourage or restrict economic development.
- 2) Complete an assessment of where residents currently procure needed goods and services and their interests in encouragement of more local goods and service providers particularly as this issue has to do with the potential development of the Town center.
- 3) Establish an economic development plan with goals and objectives and a strategy for achieving those goals in ways that are consistent with the interests of the town residents.
- 4) Propose economic development strategies that may help to relieve residential property tax payers of the full burden of support of town finances.

Time Frame April through August, 2003

Estimated Cost \$4,600 (160 hours research assistant time @ \$25 per, 10 hours senior staff @ \$60 per)

Housing Component

- 1) Complete a housing inventory that includes an assessment of current housing stock, the number and type of housing units, renter and owner occupied costs, age of housing stock, and recent building permit data.
- 2) Evaluate current and future housing needs based on population projections and demographic trends, income levels, housing cost and affordability as they effect low, moderate, middle and upper income residents now and in the future.
- 3) Perform a comparison of current and projected housing supply and demand and identify potential gaps that may exist and the segments of the population for whom those gaps may occur such as the elderly, low income residents, first time home buyers, young families, etc.
- 4) Develop housing goals and objectives that will allow the Town to address those issues of concern that are identified as a result of the analysis of potential gaps in supply and demand for housing.

Time Frame April thorough August, 2003

Estimated Cost \$4,600 (160 hours research assistant time @ \$25 per, 10 hours senior staff @ \$60 per)

Transportation Component

- 1) Completion of an Existing Conditions Report that summarizes the current transportation infrastructure of the Town based on a pavement management assessment.
- 2) Preparation of a Problem Identification report that isolates transportation problems and potential responses.
- 3) Examination of the road and sidewalk network in the area of the Town center with the development of recommendations to that infrastructure that may result in improvements to the Town center and its increased attractiveness to residents and visitors.
- 4) Analysis of the problems associated with private and unpaved roads in the Town and creation of a plan to address those problems.

Time Frame April thorough August, 2003

Estimated Cost \$4,600 (160 hours research assistant time @ \$25 per, 10 hours senior staff @ \$60 per)

Compilation of the Community Development Plan

- 1) Preparation of the final plan, including report and maps, incorporating and summarizing all components as they relate to and fulfill the requirements of EO 418.
- 2) Final public forum to present results and gain community support for the Plan.

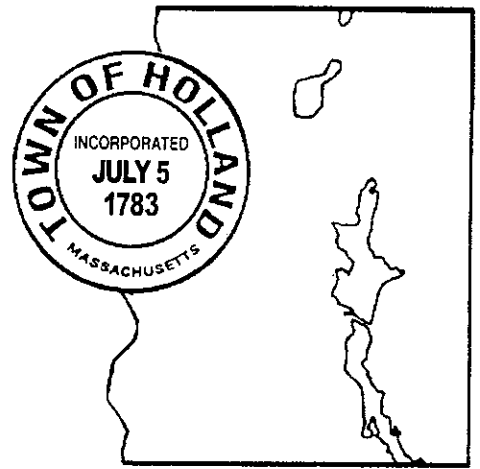
Time Frame September through November, 2003

Estimated Cost \$4,600 (160 hours research assistant time @ \$25 per, 10 hours senior staff @ \$60 per)

The cost estimates provided above and associated with each major category of task is for illustration purposes only. The rates of \$25 and \$60 are used to show a relative allocation of project resources. Those amounts are inclusive of salaries, fringe benefits, computer use, university indirect costs and other associated expenses such as mileage and supplies and materials.

Budget Summary

Pre-Planning Services	\$3,200
Environmental and Resource Protection	\$8,400
Economic Development	\$4,600
Housing	\$4,600
Transportation	\$4,600
Compilation	\$4,600
Total	\$30,000



TOWN OF HOLLAND

27 Sturbridge Road
Corner of East Brimfield Road
Holland, MA 01521
Phone (413) 245-7108

January 15, 2003

TO: All Boards, Commissions, Committees & Departments

FR: Board of Selectmen

RE: All Boards Meeting

An All Boards Meeting has been scheduled for Monday, February 3, 2003 at 7:00 PM in the Community Room in the Town Hall.

Please make every effort to have a member of your Board, Commission, Committee or Department attend this meeting.

If you have any questions please contact Kerrie M. Paquette at 245-7108 ext. 11.