

**Holland Conservation Commission  
27 Sturbridge Road, Holland MA 01521**

**Minutes of Conservation Commission held on January 9, 2018**

- **Members Present:** Chairperson Andrew Harhay; Marcia Beal; Kathy McKenna; Sam Spratlin; Jessica Chaffee; Chris McCooe; Anne Hall
- **Members Absent:** None
- **Meeting Called to order at 6:30 pm by Andy Harhay.**

**Read and approve minutes:**

- **Minutes of December 12, 2017:** Anne Hall made a motion to approve the minutes of 12/12/2017. Sam Spratlin seconded, all in favor, motion passed.
- **Minutes of December 28, 2017:** Chris McCooe made a motion to approve the minutes of 12/28/2017. Sam Spratlin seconded, all in favor, motion passed.

**Email Correspondence:**

- 12/22/2017: From Pat Beaudry with December 2017 Pioneer Valley Progress Report.
- 12/27/2017: From Andy Harhay to John Beltrandi reminding John to provide ConCom with the OOC that was recently registered.
- 12/28/2017: From Ginger Buteau sharing Brimfield's listing of dates and deadlines as a suggestion for ConCom's website.
- 12/28/2017: From Pioneer Valley Planning Commission regarding a home modification loan program.
- 1/2/2018: From Kelli Robbins with question regarding OOC for Weed Treatment and Drawdown.
- 1/2/2018 & 1/3/2018: From Cyndy Hill/Land Planning, Inc. regarding NOI for George O'Mara.
- 1/3/2018: *Mass Wildlife* Monthly Newsletter
- 1/4/2018: MHP & CHAPA have created a housing toolbox to help communities build effective housing strategies.
- 1/4/2018: *MACC Winter Conservation Quarterly Magazine* now available on-line.
- 1/5/2018 & 1/7/2018: From Normal Hill at Land Planning regarding the NOI for George O'Mara's property on Leno Road. *Andy responded and set the Public Hearing date for January 23, 2018.*
- 1/5/2018 & 1/7/2018: From Kaitlin Desmarais who recently moved from Spencer to Holland. She expressed interest in joining the Holland ConCom and has prior background and experience with Conservation in Spencer. *Andy responded and invited her to attend a Conservation Meeting. He suggested January 23, because we have Public Hearings scheduled.*

**Phone Calls/Messages:**

**NOTE:** Chris McCooe asked about the following phone message received on 12/18/2017. Andy said that he had responded and explained it was not in ConCom's jurisdiction:

**12/18/17:** Christian Peterson asked about the Camper on LaMountain's Beach. He wanted to know if ConCom, the Board of Selectmen or the Board of Health had done anything about it. *Andy responded and explained that this was not within ConCom's jurisdiction.*

**12/26/17:** Tom Shaw 105 Sturbridge Road for Chris McCooe re COC for his septic system. *Chris returned the call.*

**1/2/18:** Aaron Sivula 56 Mashpaug Road left a message, but was cut off. *Chris and Ginger followed up and he apparently did not file the OOC with the Registry, but did file one with ZBA.*

## Order of Business

**Review of open OOC and COC files:** Jessica and Chris worked on making sure the OOC and COC have been registered at the Hampden County Registry of Deeds. Andy will check with Jack Keough about who files the COC for multiple board approvals (*see Roundtable Comments from Jessica Chaffee that address this issue*).

**COC for Margaret Candito DEP # 184-0328:** At the November 14, 2017 ConCom meeting a COC was approved for Margaret Candito, but she never received the copy of it. Another copy was signed tonight. Chris McCooe will hand deliver it to Margaret Candito.

**‘Blue Sheet’ content:** Anne suggested some changes that were discussed. Anne wanted to add mitigation to the blue sheet and this was discussed. It was determined that mitigation is based on each individual project and is more appropriately addressed during the NOI or RDA meetings. Andy noted that the law gives us the ability to mitigate, but it does not demand that we mitigate. *Septic Repair* will be added to the paper and also that requests can take up to a month, so applicants need to plan accordingly. Andy will make these changes to the blue sheet. Chris suggested that the sheet not be a full 9 x 11 sheet of paper.

**Consultants -53G:** Andy found out that Conservation does not need to get approval at a Town Meeting to go ahead with the process of adopting MGL Chapter 44, Section 53G. Kelli Robbins was provided with the process established by MACC for adopting this section of MGL. Conservation needs to hold a public hearing to consider approving the rule Massachusetts G.L. Ch. 44, Section 53G. The hearing will be set for January 23, 2018. Ginger was asked to submit the legal notice of this meeting to the newspaper.

**FY19 ConCom Budget:** Andy reviewed the budget. Sam asked about the Wetlands Fund and how it can be used. Andy said that the fees from the NOIs go into the Wetlands Fund. This fund is for anything authorized under the Wetlands Protection Act. In regards to MACC Conference registration fees, Andy suggests that we should use expenses and if that account runs out, we would be able to use money from the Wetlands Protection Act account. Chris asked that we recommend that there should be an increase in stipends for ConCom members. Andy noted that all the boards in town are receiving the same stipend.

**MOTION:** Sam made a motion to submit the same budget requests to the finance board as last year. See attached Conservation Commission Accounts—FY 18. Chris McCooe seconded. All in favor, motion passed.

**Annual Town Report:** Marcia offered to write up the annual Town Report. It was suggested that we put in data that indicates the number of applicants we met with during the past year. Andy wants to build on what was done last year. Members were asked to send Marcia any information for the Town Report. This should be done via email.

### Member Comments/Roundtable:

- Jessica met with Jack Keough during this meeting, and asked about the process of registering OOCs and COCs with the Registry. She asked if this could be done once to cover all boards. Jack indicated that each of the boards have different requirements that necessitate separate OOCs and COCs.
- Andy said that the Attorney General’s Office reviewed the ConCom By-laws that were approved at the Special Town Meeting. However, they advised that ConCom should obtain written approval to go onto private property in non-emergency situations.

- Chris McCooe wants to do a checklist/signature card that we can give applicants for the process. Marcia will try to locate the checklist from Weston, MA. Chris also would like members to be more respectful when addressing each other. She also would like to see ConCom utilize a spreadsheet to help keep track of work in progress. She asked what has happened about sending out a letter to Landscapers?
- Jessica feels that we are making our jobs too complicated with too many forms and lists.
- Anne recognized Kelli Robbins and the Select Board for doing such a great job of having the Town of Holland meet Green Community goals. Anne noted that the town's projected savings will be in the neighborhood of \$450,000.
- Kathy shared the sheet from Brimfield on submission deadlines. Ginger will update the sheet to configure to our meeting dates and 14 day submission deadline. She will add a bullet at the bottom to indicate that meeting dates are subject to scheduling.
- Marcia wants ConCom to follow-up on things and will share her list at the next meeting. Chris noted that this is the purpose of utilizing a spreadsheet that will keep track of work in progress.
- Members created a partial list of what needs to be done in addition to NOIs and/or RDAs:
  - Annual Report- Marcia
  - Work in Progress log—Jessica and Chris
  - Landscape letter needs to be completed
  - Weston Check list—Marcia will get a copy to ConCom members
  - Process procedure sheet
  - Submission deadline sheet—Kathy and Ginger

#### **Walk-ins**

**Cleo Guillette (17 Roberts Park Road):** He wants to raise the house and put in a foundation. The house is on the bank and the stream is about 20 feet away. He asked what he needs to do and was told he needs to complete an NOI. Chris explained the process. Jessica plans to recuse herself from the vote, because Cleo is her next door neighbor. There is a tree right against the house, and he wants to take it down. He was advised to include all work that he intends to do on his NOI. Anne asked what he planned to do for mitigation. Jessica and Chris will help him with completing the NOI. If ConCom receives his information, he can have a public hearing on February 13, 2018.

**George O'Mara** dropped off his paperwork and check.

#### **Adjournment**

**Motion to adjourn meeting made by Anne Hall. Motion seconded by Chris McCooe  
All in favor, motion passed. Meeting adjourned at 8:46 pm.**

Minutes respectfully submitted,

Kathy McKenna  
Conservation Commission Secretary

**Attachment: *Conservation Commission Budget Accounts FY-18***

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