

Holland Conservation Commission
27 Sturbridge Road, Holland MA 01521
Minutes of Conservation Commission held on February 9, 2021

NOTE: Due to the Corona Virus this meeting was held remotely using Go-To-Meeting

NOTE: This meeting is being recorded on audio.

Members Attending Remotely: Jessica Chaffee, Chair; Dawn Kamay Kaitlin Laabs (joined meeting at 6:46 pm); Marcia Beal; Sam Spratlin **Non-member Recording Secretary:** Kathy McKenna. **Guest:** Stacy Stout, Town Administrator
Members Absent: None

Meeting called to order at 6:31 pm by Jessica Chaffee

Approval of Minutes from 1/26/2121: Sam made a motion to approve the minutes from 1/26//2021; Marcia seconded. All in favor; motion passed with a yes vote from the following members. **Members who verbally voted in favor:** Dawn Kamay, Sam Spratlin, Marcia Beal. **Abstained:** Jessica Chaffee was not in attendance at the last meeting. **Verbally opposed:** None (NOTE: Kate Laabs joined this meeting late.)

Guest: Stacey Stout came to this meeting to introduce herself and explain her role as Town Administrator. There was a question about 1 Leno Road, and Stacy noted that a request was made for all Public Records regarding 1 Leno Rd. Stacy said the town will negotiate a fee for these documents and personally thanked Conservation Members for gathering these records.

Correspondence Log Since January 26, 2021

EMAILS:

- Several emails from Ken Ference regarding the septic install at 8 Shore Lane. Dawn replied, copy Jess. Dawn forwarded his issues to Town Administrator for further action as the Town deems appropriate.
- 1/26 Request for OOC copy in order to file with the Registry by Robbin Lauzon. Dawn replied. NOTE: File missing from Concom Room. Hoping Jessica has a copy of the final OOC for 184-0372
- RDA from Paul and Theresa Les at 62 Sturbridge Road, hand written Dawn only received pages 1-3/4. Requested they send signature page. Received all pages and several photos of the site

- Becky saying minutes approved on Jan. 26 have been posted as sent by Kathy McKenna
- First draft of minutes of January 26, 2021 meeting from Kathy McKenna
- Final version from K. McKenna of Annual Report 2019-2020
- Jan. 29, Christopher Wszolek, 95 Maybrook Rd – tree removal request. Forwarded to Sam Spratlin.
- Jan. 29, Stacy Stout asking for docs related to 1 Leno Road. Dawn replied we'd start digging and get back
- Various emails regarding 'discovery' request for docs related to the home at 1 Leno Rd. 'Discovery' docs due to Stacy Stout February 4.
- Kevin Salmon, just found our invoice for the abutters and ad and will send a check.
- Laurie B with expenditure weekly report
- Tim Gerry that he may be interested in joining the Commission. He may come to the next meeting or the end Feb meeting.

PHONE MESSAGES:

- Joan and Ray Boire, 8 Shore Lane called with apologies for not putting the DEP sign up, it's up now.
- Scott Berg regarding plans for addition and decking to 2 buildings on his property at 11 (A&B) Lakeridge Rd. Jessica responded.

Review of Site Visits:

- 95 Maybrook/Chris Wszolak for Tree Removal Application. Maple tree that is split and rotting. They will replace with another tree.

New Tree Removal Applications:

- No new applications

Annual Report Review: Dawn noted that it was approved at last meeting and will be submitted. Kathy McKenna questioned Stacy Stout about whose signatures should appear on the report. It is for the 2021 year—not the fiscal year—so only 2021 members should sign it. Kathy McKenna will remove her name since her resignation was effective 12/31/2020. She will forward the final approved report to Stacy Stout and copy Jessica and Dawn.

Review Job Posting: It was suggested that we ask for 12 hours per week at a pay rate of \$25.00 for the Agent/Consultant.

Conservation Clerk: Dawn created a list of duties for a ConCom Clerk and shared them at the meeting. Stacy explained what the All Board Clerk's role is. Even though Becky has been keeping track of her time, she has not submitted hours to Concom's line item budget. Becky will need to submit time sheets to Conservation. Stacy will talk with Becky tomorrow regarding this. She will check back to see how many hours ConCom needs. Stacy asked Dawn if she has met with Erin Pellicane regarding the Concom Clerk position.

**7:00 pm RDA Public Meeting
62 Sturbridge Road/Paul Les
Project: Wall Repair**

Persons Attending Remotely: Jessica Chaffee, Chair; Dawn Kamay Kaitlin Laabs; Marcia Beal; Sam Spratlin; Paul Les, Applicant **Non-member Recording Secretary:** Kathy McKenna.

Guest: Stacy Stout, Town Administrator

Public Hearing Opened at 7:02 pm

Discussion: Paul Les shared pictures and explained the repair. The concrete blocks have deteriorated and part of the wall collapsed. He plans to utilize rip-rap where the wall has collapsed. They plan to remove the first 2 rows of block and leave the bottom 2 rows to stabilize erosion with the addition of 6-10 inch rip-rap. He will use rip-rap through the entire length of the wall. Paul will be the contractor wants to do the project soon while the water is down and the ground is frozen. Dawn asked if there will be a landscape barrier behind the rocks. He will leave the current barrier so there will be no dirt sifting between the rip-rap. Jessica asked for a hand-drawn plan with dimensions and a detailed written description. She noted that as of March 15 the water will be returning to normal levels. This project needs to be done during the drawdown. Paul estimates it will take about 3 days to do the wall repair. Jessica asked him to complete sections within a short period of time. He will let Concom know the starting date and commissioners can make a site visit. **Jessica will issue the RDA as soon as she receives the plan and description.**

Motion: Sam moved that we accept this RDA with a Negative Determination #3 pending receipt of plan and description as stated by Paul Les. Project to be completed between now and March 15, 2021. Work to be done only on sections that can be completed within 24 hours. Dawn Seconded. **Members voted verbally in favor:** Jessica Chaffee, Chair; Dawn Kamay Kaitlin Laabs; Marcia Beal; Sam Spratlin **Verbally opposed:** None

Decision: RDA was Accepted with following conditions: Project to be completed between now and March 15, 2021. Work to be done in sections that can be completed within 24 hours.

Dawn moved to close the public meeting Kate seconded; All in favor Public Meeting was closed at 7:21 PM

Round Table

Review Draft Copy of Agent Job Description: Dawn asked for thoughts on the job description that she emailed to members. Jessica thought it was fairly lengthy. Marcia and Jessica suggested adding bullet points for the qualifications. Members reviewed the description, created bullet points, and revised some of the wording. Dawn asked about giving candidates the option to apply via email. Jessica said that candidates should only apply via email since that is how Concom is currently doing business. Dawn asked Stacy Stout if this needed to go to the Town Attorney. Stacy indicated that the job description looked good to her, and there appeared to be no need for an attorney to review it. Dawn will send the revision to members via email for final edits/review. Members should give her feedback by Friday, February 12. Kate said that this position can be posted on MACC's website. It also should be posted on the Holland Website. Stacy said that she will post this to the Town Website and also on her Linked-in page. She also suggested that it be sent along to the other town boards in case they know of someone who may be interested. Some discussion occurred about hourly rate of pay and whether Concom should guarantee a certain number of hours per week.

Highway Dept. Meeting: Sam asked about when the Highway Dept. will join us for a meeting. Jessica said that according to JoAnne Higgins, they are still meeting with consultants and will get back to Concom.

Next Meeting: So far there are no NOIs or RDAs for the next meeting. Jessica said that if no new business comes into Conservation by this Thursday (1/11/2021), she will cancel the next meeting. Members agreed.

Adjournment:

- **Marcia moved to adjourn the meeting, Sam seconded.**
- **Members who verbally voted in favor:** Jessica Chaffee, Chair; Dawn Kamay Kaitlin Laabs; Marcia Beal; Sam Spratlin **No one was verbally opposed.**
- **Motion passed**

Meeting adjourned at 8:11 pm.

Respectfully submitted,

Kathy McKenna, Recording Secretary (Non-member)