

Holland Conservation Commission
27 Sturbridge Road, Holland, MA 01521

HCC Minutes for December 14, 2021

Note: this meeting was conducted in-person in the Community Room, with one remote participant using Go-To-Meeting. The meeting was recorded.

Members attending in person: Marcia Beal, Dawn Kamay, Sam Spratlin, Jessica Chaffee Wales, Agent George Russell

Member Attending Remotely: Kaitlin Laabs

Guest: Michele Bouchad, who will be nominated to join the Commission and needs to be sworn in.

Jessica Wales called the meeting to order at 6:38 PM to review the agenda.

Sam Spratlin made a motion to accept the meeting minutes from November 9 and 15 with changes and Dawn Kamay seconded the motion, all approved.

There were no site visits.

NOI #184-0341 – 93 Maybrook Road – a Certificate of Compliance was signed and approved for a wall.

NOI #184-0385 – 53 Mashapaug Road – A Certificate of Compliance for a wall was approved by the Agent and signed by the commissioners.

Round Table:

Town Hall is closed for the holidays but we agreed we will have a meeting on December 28, 2021.

Agent George Russell noted we need to pursue why expired files are missing from the file cabinet.

RDA Request for 41 Shore Drive for the addition of a sunroom. The request was tabled because there was not enough information.

302 – 306 Mashapaug Road have been issued stop work orders for work done without permits. The Commission will review work and view town storm water work. The chairperson asked the Agent to set up a meeting with her, the owners and the highway superintendent. George Russell said he would do so.

224 Stafford Road – Debris deposited by the road. The chairperson will check it out.

The abutters language in the application procedures was reviewed and agreed that the word “when” should be used since notifications must be made close to project submittal.

7:00 PM – 29 Pine Tree Lane – the owner was not present and Agent George Russell will contact him to arrange for another meeting.

7:05 PM – Kaitlin Laabs joined the meeting remotely via Go-To-Meeting.

7:06 – NOI #184-0391 – Lot 3 Brook Road – Sam Spratlin made a motion to approve the OOC with the conditions recommended in the Agent's Report and Dawn Kamay seconded. All approved.

7:20 – RDA – 61 Mashapaug Road – The applicant, Cari Robertson, was present and addressed the need for a new electrical service to be installed 18 inches underground. The pole location from where the service will be run was determined by the utility company. A 200 amp line will be installed running from the utility pole to the garage. Sam Spratlin made a motion to approve the project as presented with a negative 3 determination. Dawn Kamay seconded and all approved.

7:30 – NOI #184-0395 – 48 Over The Top Road – This application was submitted as a result of a SWO/NOV issued by the Agent. The owner was also adding stepping stones between the stairs from the parking area to the top of the wooden stairs to the house, and then adding a low wall by the water line (but above it) to separate the sandy area from the grassy area. This was drawn on the map and initialed by the owner. The owner agreed to an extension. The HCC will do a site visit and get formal plans marked with plantings as well.

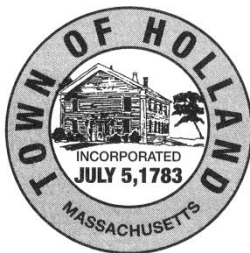
8:05 – 15 Massaconnic Trail – Owner wishes to install permeable pavers on the patio with gutter connections from the roof to control water runoff. This will be continued with a site visit on December 21, 2021 at 9:00 AM.

8:30 – Sam Spratlin made a motion to close the meeting and Dawn Kamay seconded. All approved.

The agent's report is attached to and made part of the minutes.

Marcia Beal
Secretary

TOWN OF HOLLAND



CONSERVATION COMMISSION

27 Sturbridge Road, Holland, MA 01521

T: 413 245 7108 ext. 114 F: 413 245 7037

Email: conservation@hollandma.org

TO: Holland Conservation Commission

FM: George Russell, AICP
Conservation Agent

RE: Agent's Report

DATE: 12/14/21

1.0 New items:

1.1. I have been in contact with MACC concerning FCPs and the Commission's inability to determine wetlands impacts on the areas where the forest cutting is taking place. I have been informed that this issue will be worked into a program in the upcoming MACC conference.

1.2. Based on a meeting with the Town Administrator, Kate and Dawn, it has been requested that the Commission discuss and recommend to the Select Board, the Commission's IT needs. The eventual goal is to get all applications etc. electronically so we can put them on/in a shared drive or some other electronic vehicle so all of the members and the public can have access to them.

1.3. One of the things that I think the Commission may want to require starting immediately is that all applications be submitted both in paper {2 copies as per regs. 310 CMR 10.05 (4)} and electronically either directly via e-mail or with a flash drive. (See item 1.2.) This is eventually going to involve more work for Erin and I and thus I have asked her for her input. In this regard, when we start getting electronic copies, we can put the electronic applications on the Commission's webpage thus making the viewable to all. See proposed changes in red on attached.

1.4. I have been reviewing some "older" files to bring myself up to speed on the projects. I am coming across a number of files, e.g., 19 Island 184-0371, that do not contain any OOCs in the file nor have the OOCs been recorded and work has started or is finished. In addition, there are a number of files that are missing. I am requesting guidance from the Commission as to how you wish to handle these bearing in mind that there are more than I listed. I can issue SWO/NOVs for

all that I come across, send out e-mails or letters asking the applicants to file the OOCs or do nothing. The latter is however going to pose problems when the applicant requests a COC.

In addition, I looked all over the office computer and checked EDEP and I have no idea where the OOCs are for these projects and if anyone has any ideas, please let me know.

1.5. Meeting on Zoning: There is a meeting scheduled in the Community Room on 12/20/21 at 3 PM on a review of the zoning regulations. I am unable to forward the e-mail. So, if you wish to attend, please reply to Stacy.

1.6. I have issued SWO/NOV for 302 & 306 Mashapaug and have been in discussions with the owner of # 306. There was work done at the rear property lines to help control storm water. The area of the work is in a flood hazard zone. The owner of # 306 is claiming the problem has been caused by the town when they did drainage work on Mashapaug. Brian from Highway has informed me that Highway has never done any drainage work there. I told the owner that I would bring this to the Commission to get guidance as to how the issue should be addressed. In my opinion, there are violations involving excavation, filling and pipe installation in the flood hazard zone itself as well as in the buffer.

2.0. Applications on this agenda:

2.1. Lot 3 Brook Road, NOI 184-0391: The completed findings of fact and stipulations are attached for the Commission's review as required by the vote of the Commission at their last meeting. Please note item 55. The OOC still needs to be issued.

2.2. 48 Over the Top Road, NOI 184-0395: This permit was filed as a result of a SWO/NOV from my office. The permit is for four existing site alterations to the site including stairs, a walkway and a stone wall. The work is all within the buffer and/or the flood zone. DEP has requested a map of the site showing the work areas and the resource areas be submitted and I have forwarded this to the applicant. **If** the map is submitted showing the missing information, I would recommend approval without any special stipulations since the work is complete.

2.3. 61 Mashapaug RDA: This permit is to run electrical service to a new garage on site. The pole from which the service will be run has been dictated by National Grid and thus the owner has no choice. The work will involve some vegetation removal and trenching. I have conducted a site visit and believe a negative #3 is warranted.

2.4. 53 Mashapaug COC 184-0385: I have reviewed the file and conducted a site inspection. All is in order for the COC to be granted.

2.5. 15 Massaconnic, 184-0360: There is a SWO/NOV on the work at this address and we have received a request for an amendment to the OOC. The "new" work consists of placing a new patio between the house and the water body. This work is partially complete. The members should note that the work which is the subject of this amendment was placed on the engineer's plans by the landscape contractor. It is my opinion

that this work does not rise to the level of requiring a new NOI, but can be approved by the Commission as submitted, with all original stipulations of approval remaining in force.

2.6. 93 Maybrook COC 184-0340: I have reviewed the file and conducted a site inspection. All is ready for the release to be granted. Note that this is an expired OOC.

3.0. E-mails and phone calls

11/9/21

- E-mail from A. Harhay on use of hydraulic equipment for his wall project
- Phone call from G. Trembly setting up an appointment concerning the NOI for 306 Mashapaug
- E-mail from H. Bonner concerning culvert work on Sheila Dr.
- E-mail from John Ganley on setting up a meeting for an NOI submission
- Based on e-mail from DK, resent agent's report for 11/9/21 meeting to members

11/10/21

- Letter to owner 29 Pine Tree requiring an NOI filing
- Letter to owner 63 Mashapaug on erosion control repair
- E-mails from Lynch on filing fees and other issues for NOI
- E-mail to Attorney Chase on COC and needed another signature
- E-mail to Sam on tree cutting permit for 242 Mashapaug and to come in and sign OOC/COCs
- E-mail from Peter Engle on special meeting for 4 N. Leisure, sent him the agenda

11/16/21

- E-mail from MACC on Forest Cutting Plans
- E-mail from DK on approved tree cutting permit at 242 Mashapaug
- E-mail from Mark S. on missing information for NOI submitted for a new house on Vinton Rd.
- E-mail from Jen Lynch on jurisdiction for a new house on Vinton Rd.
- E-mails/phone call to/from Erin on meeting on the 23rd
- E-mail to Jess on need for backup on payment of recording fees
- Numerous e-mails between R. Hilbig, Highway, and James Watras on 9 Overbrook
- At the request of the chair, sent e-mails to applicants on pushing their permits to the 1st meeting in December
- E-mail from Dawn on cancellation of 11/23 meeting

11/17/21

- E-mail from A. Harhay on status of OOC
- E-mail from DEP on NOI filing for 48 Over the Top
- E-mails from Selectman Whalen on ARPA funds
- E-mail from Dawn on work at 15 Massaconnic; SWO/NOV generated

11/18/21

- E-mail from Mark S. on plans for 136 Vinton

11/23/21

- Letter from MACC on 2022 dues
- DEP number for the NOI for 48 Over the Top; forwarded to applicant
- E-mails from A. Harhay on his OOC
- E-mail from Jen Lynch concerning 136 Vinton
- E-mail from Jay Dubois on the release for 53 Mashapaug
- Letters generated to potential applicants that have had applications pending for months
- E-mail to highway on a permit that will expire in January
- Letter on Expiration of permit at 280 Mashapaug
- E-mail to Commission on "issues" at 302/306 Mashapaug

11/24/21

- E-mail from owner of 306 Mashapaug showing town installed drainage issue; forwarded to Commission
- E-mail from D&C Engineering with the required Stip. 23 report and form 8a for 53 Mashapaug
- E-mails from Jen Lynch and Mark S. concerning 136 Vinton, which has officially been withdrawn from DEP

11/30/21

- Call from Deb Colt on start of work today
- E-mail on phone call from Pannier, 41 Shore Drive on permitting for addition
- E-mail from R. Dusza on process for getting changes to 15 Massaconnic approved
- E-mails from Deb Colt and Dawn on start of work on 13 Forest Court
- E-mails with Tim Martin to set up a meeting for NOI

- E-mail to Highway on issues at 302-306 Mashapaug
- E-mail to National Grid on erosion control problems on Mashapaug Rd.
- Letter to owner of 30 Williams on potential issues with excavation in front

12/1/21

- Phone call and follow-up e-mail from Jack Ganley on hearing date for 48 Over the Top
- E-mail from Deb colt on DEP sign for 13 Forest Ct.
- E-mail from National Grid and T&B on erosion control on Mashapaug Road
- E-mails with Rick Caravan at T&B on erosion controls on Mashapaug Road
- E-mails to and from Jess on recording documents for 197 Mashapaug
- Sent out expiration letters for a number of projects approved in 2017

12/2/21

- E-mail from ABC looking for volunteers for the finance board
- E-mail on "go to meeting"; forwarded to members

12/7/21

- E-mails to and from R. Dusza concerning amendment to 15 Massaconnic
- E-mails on National Grid work on Mashapaug
- Phone calls to & from Cormier concerning COC on Morse Road
- Notice from DEP that Mark Simpson will be out indefinitely with a new DEP contact. This was forward to the Commission
- Called and e-mailed S. Caswell on a COC
- Numerous e-mails from MACC which were forwarded to the Commission
- E-mail from Green Hill Eng. on the status of COC for 332 Mashapaug

12/8/21

- E-mail from J. Blanchette on COCs for 184-0322 & 0337
- E-mails concerning draft e-mail on need to amend by-law on enforcement in the Reservoir
- E-mails from Dawn on Mark S. and a roundtable discussion at the next meeting
- E-mail from Jess on roundtable discussion at the next meeting

12/9/21

- E-mails between Jess, Dawn and I on jurisdiction on Higson Rd.
- E-mails from owner of 41 Shore Dr. on RDA requirements
- E-mail form All Boards Clerk on ownership change on a lot with an OOC on it