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www.cmrpc.org

Holland Municipal Vulnerability Preparedness (MVP) and Hazard Mitigation Plan Meeting
Core Team Meeting 2

Date/Time: June 29, 2022 2:00 PM

In Person: Holland Town Hall

Virtual: <https://meet.goto.com/628998445>

Access Code: 628-998-445

AGENDA

- Roll Call
 - Holland:
 - CMRPC:
- Engaging town in HMP/MVP process
 - What are Holland's goals for engaging residents with this process?
 - Who do you want to make sure is involved in this planning process?
 - How will Holland inform residents of this planning process?
 - Ideas: website page, newsletter feature, press release, newspaper feature, social media, etc.
 - Choose advertising and engagement methods that are relevant for Holland
- Today's meeting focus: Community Resilience Building Workshops
 - Selection of Workshop Sessions
 - Splitting up workshop into sessions?
 - Options: 1 x 8-hour; 2 x 4-hour
 - Determine dates and times for each session:
 - Location:
 - Workshop Invitations
 - Identify stakeholders and contact information – *see handout*
 - Invite stakeholders – *see handout*
 - CMRPC can prepare invitations for Holland to distribute
 - Per FEMA, invitees must include neighboring towns (Wales, Brimfield, Sturbridge, Union)
 - Follow-up communication based on RSVPs – *see handout*
- Workshop Agenda/Structure
 - Welcome Speaker(s) (Town) – who?
 - Content Speakers (CMRPC)
 - Table Facilitators (Core Team/CMRPC) – who?
 - Scribes (Town/CMRPC) – who?
 - Climate Concerns and Priorities – to be determined at the next Core Team meeting
 - Four (4) focus hazards
- In-Kind Match/Other/Next Meeting
 - Meeting time:
 - Meeting topic: Workshop prep & final logistics

The Town of Holland is collaborating with the MA Executive Office of Energy and Environmental Affairs (EEA) and the Central Massachusetts Regional Planning Commission (CMRPC) to offer a two-part workshop on **[WORKSHOP DATES]**, which will bring together community members to comprehensively identify and prioritize steps to reduce risk and improve resilience across Holland. Follow the instructions below to prepare for the workshop. If you have any questions about the workshop or the MVP and HMP programs, please contact Mary Hannah Smith at mhsmith@cmrpc.org, or Bryan Haughey, Holland's Police Chief, at bhaughey@hollandma.gov. We look forward to seeing you or a designee at our workshop!

Step 1. Discover Holland's MVP/HMP Dropbox

The resources included in this invitation will help you learn more about the MVP program and prepare you for the upcoming workshop. All of these resources and more can be found in the following Dropbox link.

Workshop Dropbox: [Click Here](#)

Step 2. Review the Program Overview and Workshop Guide

The following two documents will give you an overview of the MVP program and will describe a typical Community Resilience Building (CRB) workshop.

MVP Program Overview: [Click Here](#)

CRB Workbook: [Click Here](#)

Step 3. Familiarize Yourself with the Matrix and Mapping Tools

During the virtual workshop, we will divide up into breakout groups to discuss strengths, vulnerabilities, and possible actions that the town can take. During this process, we will be filling out a matrix with our ideas. The following links will show you an example of a completed matrix and will give you a set of pre-made maps that already display various features, hazards, and resources in Holland.

Complete Matrix Example: [Click Here](#)

Maps: [Click Here](#)

Step 4. Attend the Workshop!

The 2-part workshop will be held on **[WORKSHOP DATES]**. The agenda for each day is listed below. Please review the agenda for each day.

Date, Time

Agenda Day 1: [Click Here](#)

Location:

Date, Time

Agenda Day 2: [Click Here](#)

Location:

Learn How to Zoom

New to Zoom? The following document contains a series of instructional videos to help guide you through Zoom from downloading the app to joining a meeting for the first time.

Zoom How-To: [Click Here](#)



PLACEHOLDER
FOR TOWN
SEAL

PARTICIPATE IN HOLLAND'S MUNICIPAL VULNERABILITY PREPAREDNESS (MVP) PROGRAM AND HAZARD MITIGATION PLANNING PROCESS

Given events like the extreme drought of 2016, the snowstorms of 2018, and flooding, we find ourselves in a new era of more unpredictable and severe weather that can potentially cause damage to our community.

I would like to personally invite you to participate in a two-part Community Resilience Building Workshop focused on

The MA Executive Office of Energy and Environmental Affairs' (EEA)

MUNICIPAL VULNERABILITY PREPAREDNESS (MVP) PROGRAM WORKSHOPS

DATE, TIME – [WORKSHOP LOCATION]

DATE, TIME – [WORKSHOP LOCATION]

Please [RSVP HERE](#) or at <https://forms.gle/3g1pCuvBJREr5UyD9> by **DATE/TIME**

preparing and protecting the Town of Holland for natural hazards and the impacts of climate change.

The Town of Holland is collaborating with the EEA and CMRPC to offer this workshop, which will bring together community members to identify and prioritize steps to reduce risk and improve resilience across Holland. This workshop will help develop and advance comprehensive community resilience planning, hazard mitigation, and adaptation efforts.

The workshops objectives are to:

- Define extreme weather and climate related hazards;
- Identify current and future vulnerabilities and strengths;
- Develop and prioritize actions; and
- Identify opportunities for the Town to advance actions and reduce risks to build resilience.

To learn more about the workshop, please visit the following websites:

- Community Resilience Building: <https://www.communityresiliencebuilding.com/crbworkshopguide>
- Municipal Vulnerability Program: <https://www.mass.gov/municipal-vulnerability-preparedness-mvp-program>
- Resilient MA, Climate Change Clearinghouse for the Commonwealth: <https://www.resilientma.org/>

If you have any questions about the program, please contact Bryan Haughey, Holland Police Chief, bhaughey@hollandma.gov or Mary Hannah Smith, CMRPC, mhsmith@cmrpc.org.

We look forward to seeing you or a designee at our virtual workshop. Thank you for your assistance with this important project!

Sincerely,

Bryan Haughey, Holland Police Chief

Bryan C. Haughey

From: Mary Hannah Smith [mhsmith@cmrpc.org]
Sent: Thursday, June 30, 2022 16:05
To: Andrew Harhay; Bryan C. Haughey; Clelland Johnson
<clelland.johnson.selectman@gmail.com>; Ernest Fancy; Holland Town Administrator;
peterfrei@cox.net; Robert Parron
Cc: Wenzheng Wang | CMRPC; Smith, Andrew B (ENV)
Subject: Holland - MVP/HMP Core Team Meeting Follow-up
Attachments: Invitee List.xlsx; Holland Core Team 6_29_22 Notes.docx

Hello Holland Core Team,

Thanks for your time and attention at yesterday's meeting. My notes are attached to this email. Based on our discussion, here is a timeline and list of next steps for the Holland team:

ASAP – contact the Lake Association to see whether the 8/13 workshop date makes sense

ASAP – contact the Community Center to make sure space is available for 8/13

Early July – set up a landing page for the MVP/HMP planning process on the town's website

Early July – start contacting individual organizations, notifying them about the workshop and the MVP/HMP planning process (Lake Association, Trails Committee, Rob & Gun Club, Council on Aging/Senior Center, Army Corps of Engineers, Mass Wildlife, Norcross Wildlife Sanctuary, Trustees of Reservations, Last Green Valley, relevant town Boards or Committees that are not represented by the Core Team, the Holland Elementary School, neighboring towns)

Mid-July – submit press release to local publications

Mid-July – start publicizing workshop to general public (post fliers, post to website and social media, potentially send out CodeRed alert)

? – send out notice about MVP/HMP process in tax bill insert

8/3/22 – *tentative* date for pre-workshop planning meeting – **please let me know if this date will work**

8/13/22 – *tentative* date for Community Resilience Building workshop – **please let me know if this date will work**

Let me know if you think that I missed something. Also, we need to track who you reach out to about the workshop. Can someone on the Holland team please note who has been contacted using the attached spreadsheet?

Lastly, feel free to email me if you have any questions about the workshop, the planning process, or anything else regarding this project.

Mary Hannah Smith

Associate Planner

(she/her/hers)

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Direct: (508) 459-3317

Central Massachusetts Regional Planning Commission

1 Mercantile Street, Suite 520

Worcester, MA 01608



Please be advised that the Massachusetts Secretary of State and the Massachusetts Attorney General consider e-mail to be a public record, and therefore subject to the Massachusetts Public Records Law, M.G.L. c. 66 § 10.



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Notes in RED

AGENDA

- Roll Call
 - Holland: Andrew Harhay; Robert Perron; Stacy Stout; Clelland Johnson; Peter Frei; Bryan Haughey
 - CMRPC: Mary Hannah Smith; Wenzheng Wang; Andrew Smith (EEA)
- Engaging town in HMP/MVP process
 - What are Holland's goals for engaging residents with this process?
 - Who do you want to make sure is involved in this planning process?
 - How will Holland inform residents of this planning process?
 - Ideas: website page, newsletter feature, press release, newspaper feature, social media, etc.
 - Choose advertising and engagement methods that are relevant for Holland
 - Discussion notes:
 - Take a look at <https://resilientma.mass.gov/mvp/> for other town's MVP plans or projects
 - Issues impacting town, which might influence who attends the workshop:
 - Causeway failure – prior occurrences, significant impact
 - Culvert blockages/collapses – highly visible issue
 - Changes in forests – maple/oak tree deaths, other ecosystem shifts
 - Steep topography – leads to runoff pulling sediments and nutrients into the lake, which in turn leads to bacteria and vegetation growth
 - Engagement goal: inclusion and transparency. Town will open workshop to anyone who is interested.
 - Promote MVP/HMP as a community engagement process, try to involve everyone/anyone
 - Film workshop presentations and post online so everyone can view them even without attending workshop
 - Tap into existing community groups, contact groups individually
 - Lake Association – this group includes those impacted by the causeway, lake water quality issues, lake vegetation growth
 - Trails Committee – this group is familiar with visible changes to the environment
 - Rod & Gun Club – familiar with local environmental issues
 - Council on Aging /Senior Center – community group for senior residents
 - Army Corps of Engineers – not a community group, but familiar with flooding and Hamilton Reservoir Dam stakeholder



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- Norcross Wildlife Sanctuary, Trustees of Reservations, Last Green Valley – local environmental groups
- Mass Wildlife – landowner
- How will Holland inform residents?
 - Tax bill inserts – *who needs to be involved in this?*
 - Code Red – Clelland looking into BoS regulations for these messages
 - Newspapers – *MH will send press release language; it might also be good to set up an interview with Bryan and/or other members of the Core Team*
 - Fliers – *MH can provide flier design, Holland will need to post at relevant bulletin boards (boat launches, Holland Market, Gas Station, etc. – Stacy has full list)*
 - Town website, social media
 - Police message board (though it has limited characters, so not really an advertisement tool)
- Today's meeting focus: Community Resilience Building Workshops
 - Selection of Workshop Sessions
 - Splitting up workshop into sessions?
 - Options: 1 x 8-hour; 2 x 4-hour
 - Team members identified pros and cons with single and double workshop sessions. Core team ultimately leaned towards 1 x 8-hour session
 - Workshop will only last 8 hours if participants want to keep talking for 8-hours. If participants run out of things to say, then the workshop will wrap up early. There will also be lots of breaks, so it will not be 8 hours of working time.
 - Determine dates and times for each session: Important to include summer residents if possible, so need to schedule well before Labor Day. *Stacy/Clelland will reach out to Lake Association to see if members might show up on Saturday, August 13th (~9AM-5PM)*
 - Location: *Community Center (Stacy will check if facility will be available on 8/13)*
 - Workshop Invitations
 - Identify stakeholders and contact information – *see handout*
 - Invite stakeholders – *see handout*
 - CMRPC can prepare invitations for Holland to distribute
 - Per FEMA, invitees must include neighboring towns (Wales, Brimfield, Sturbridge, Union)
 - *Once we finalize dates, CMRPC will send over a flier and an invitation draft. We need to try to collect RSVPs to properly plan the small group discussions*
 - *Suggestion: do not use term "8-hour" to describe the workshop as it might deter people*
 - Follow-up communication based on RSVPs – *see handout*
- Workshop Agenda/Structure → *workshop format was discussed informally. We will discuss further at next meeting.*
 - Welcome Speaker(s) (Town) – who?
 - Content Speakers (CMRPC)
 - Table Facilitators (Core Team/CMRPC) – who?
 - Scribes (Town/CMRPC) – who?
 - Climate Concerns and Priorities – to be determined at the next Core Team meeting
 - Four (4) focus hazards
- In-Kind Match/Other/Next Meeting



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- Meeting time: **Will be scheduled in advance of the workshop**
- Meeting topic: Workshop prep & final logistics

<u>First Name</u>	<u>Last Name</u>	<u>Organization</u>
		Lake Association
		Trails Committee
		Rod & Gun Club
		Council on Aging/Senior Center
		Army Corps of Engineers
		Mass Wildlife
		Norcross Wildlife Sanctuary
		Trustees of Reservations
		Last Green Valley
		Holland Elementary School
		Brimfield
		Wales
		Sturbridge
		Union
		Other Holland Boards/Committees (if relevant)
		Holland Fire Department

Email Address Contacted? RSVP Y/N