

Bryan C. Haughey

From: Bryan C. Haughey
Sent: Friday, May 6, 2022 8:48
To: Holland Town Administrator; Town of Holland Selectmen; clelland.johnson.selectman@gmail.com; Ernest Fancy; Samuel Spratlin; Town of Holland Planning Board; 'peterfrei@cox.net'; hallerr@cox.net; 'Trish Settles | CMRPC'; Mary Hannah Smith
Subject: MVP Planning Grant- Holland, MA - Update May 6 2022 - Extension - LOC Letter
Attachments: Environmental Hazard Mitigation Project Phase 1 FY22 MVP Planning Grant Round 2 CONTRACT EXTENSION THROUGH 2023.pdf; Environmental Hazard Mitigation Project MVP Planning Grant - Letter of Support - LOC 5.3.22.pdf

To: MVP Planning Grant Core Team

cc: Trish Settles, CMRPC

Mary Hannah Smith, CMRPC

Date: May 6, 2022

Greetings,

I wanted to share a few updates with you concerning the MVP Planning Grant. First, I have attached a copy of the extended contract that we received from EEA. As you may remember, during our in-person meeting on April 13th, we discussed the fact that the completion date would be extended from June 30, 2022, to June 30, 2023. We received the signed extension from our Regional Coordinator, Andrew Smith, on April 27th.

On April 20th, I received an email from Clelland Johnson advising that Sam Spratlin will be joining the core team. I am told that Sam is a member of the Lake Oversight Committee LOC.

That brings our core team up to 7 members as of this date, consisting of the following. *(Please correct any inaccuracies):*

1. Clelland Johnson- BOS
2. Stacy Stout- Town Administrator
3. Ernest Fancy- Finance Board
4. Robert Parron- Planning Board
5. Peter Frei- Planning Board
6. Samuel Spratlin- LOC
7. Bryan Haughey- PD/EMD

Please remember that Richard Haller of the Trails Committee has requested to be included in email updates concerning the project. Also, I do not have Robert Parron's email address so I included the Planning Board email. (If someone could please forward this to him I would appreciate it).

Lastly, I have attached a letter that I received via email from Doug Cayer, LOC Chair, (Letter of Support – LOC) on Wednesday. Certainly, this input is important to the assessment phase of the planning process and I advised Doug that I would forward it to our core team members and CMRPC. Most of you should also be aware of another document that is important to the assessment phase of the planning process submitted by the Planning Board prior to our April 13th

meeting. If for some reason you do not have that document, I'm sure one of the Planning Board core team members can provide it to you if you reach out to them.

I look forward to meeting with all of you again in the near future.

Respectfully,

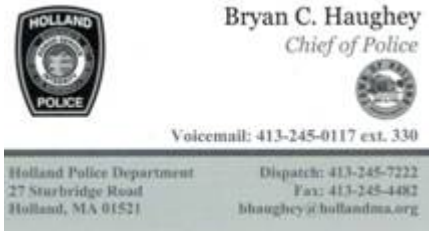
Bryan C. Haughey
Chief of Police
Holland Police Department
27 Sturbridge Rd
Holland, MA 01521

Email: bhaughey@hollandma.org

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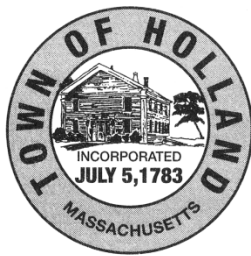


Webpage: <https://town.holland.ma.us/holland-police-department>

Facebook: <https://www.facebook.com/HollandMAPD/>

Twitter: @HollandMAPD

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TOWN OF HOLLAND

LAKE OVERSIGHT COMMITTEE
27 Sturbridge Road, Holland, MA 01521
T: 413 245 7108 F: 413 245 7037

May 3, 2022

Bryan Haughey
Chief of Police
Town of Holland
27 Sturbridge Road
Holland, MA 01521

RE: Town of Holland FY22 MVP Planning Grant and Action Grant

Dear Chief Haughey,

At their May 3, 2022 meeting, the Town of Holland Lake Oversight Committee discussed the Municipal Vulnerability Preparedness Program Planning Grant which has been awarded to the Town to complete vulnerability assessments and develop action-oriented resiliency plans. The Committee fully supports this work and requests special attention be given to the main causeway on Mashapaug Road when considering projects applied for under a potential MVP Action Grant. As you know, with restricted water flow from the south basin to the north basin due to an inadequately sized culvert, flooding of properties on the south basin has become a serious problem, especially during extreme weather situations. With culvert upgrades being specifically identified as a primary objective of the MVP program, we feel this is an opportune time to apply for grant funds to help resolve this issue.

Please let us know if there is any more information we can provide to support this crucial project.

Sincerely,

Doug Cayer
Chairman, Holland Lake Oversight Committee

cc: Lake Oversight Committee
Stacy Stout, Town Administrator

COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM



This form is jointly issued and published by the Office of the Comptroller (CTR), the Executive Office for Administration and Finance (ANF), and the Operational Services Division (OSD) as the default contract for all Commonwealth Departments when another form is not prescribed by regulation or policy. The Commonwealth deems void any changes made on or by attachment (in the form of addendum, engagement letters, contract forms or invoice terms) to the terms in this published form or to the [Standard Contract Form Instructions and Contractor Certifications](#), the [Commonwealth Terms and Conditions for Human and Social Services](#) or the [Commonwealth IT Terms and Conditions](#) which are incorporated by reference herein. Additional non-conforming terms may be added by Attachment. Contractors are required to access published forms at CTR Forms: <https://www.macomptroller.org/forms>. Forms are also posted at OSD Forms: <https://www.mass.gov/lists/osd-forms>.

CONTRACTOR LEGAL NAME: Town of Holland (and d/b/a):		COMMONWEALTH DEPARTMENT NAME: Executive Office of Energy & Environmental Affairs MMARS Department Code: ENV	
Legal Address: (W-9, W-4): 27 Sturbridge Road, Holland, MA 01521		Business Mailing Address: 100 Cambridge St – Suite 900 Boston, MA 02114	
Contract Manager: Brian Haughey, Emergency Management Director	Phone: 413-245-0117 ext 330	Billing Address (if different):	
E-Mail: bhaughey@hollandma.org	Fax:	Contract Manager: Kara Runsten	Phone: 617-312-1594
Contractor Vendor Code: VC 6000191832		E-Mail: kara.runsten@mass.gov	Fax:
Vendor Code Address ID (e.g. "AD001"): AD____ (Note: The Address ID must be set up for EFT payments.)		MMARS Doc ID(s): CT-ENV-0209220000000002493	
		RFR/Procurement or Other ID Number: BD-22-1042-ENV-ENV01-66474	
<p style="text-align: center;"><u> </u> NEW CONTRACT</p> <p>PROCUREMENT OR EXCEPTION TYPE: (Check one option only)</p> <p><input type="checkbox"/> Statewide Contract (OSD or an OSD-designated Department)</p> <p><input type="checkbox"/> Collective Purchase (Attach OSD approval, scope, budget)</p> <p><input type="checkbox"/> Department Procurement (includes all Grants - 815 CMR 2.00) (Solicitation Notice or RFR, and Response or other procurement supporting documentation)</p> <p><input type="checkbox"/> Emergency Contract (Attach justification for emergency, scope, budget)</p> <p><input type="checkbox"/> Contract Employee (Attach Employment Status Form, scope, budget)</p> <p><input type="checkbox"/> Other Procurement Exception (Attach authorizing language, legislation with specific exemption or earmark, and exception justification, scope and budget)</p>		<p style="text-align: center;"><u> X </u> CONTRACT AMENDMENT</p> <p>Enter Current Contract End Date <i>Prior</i> to Amendment: <u>June 30</u> <u>2022</u></p> <p>Enter Amendment Amount: \$ <u>no change</u> (or "no change")</p> <p>AMENDMENT TYPE: (Check one option only. Attach details of amendment changes.)</p> <p><input checked="" type="checkbox"/> Amendment to Date, Scope or Budget (Attach updated scope and budget)</p> <p><input type="checkbox"/> Interim Contract (Attach justification for Interim Contract and updated scope/budget)</p> <p><input type="checkbox"/> Contract Employee (Attach any updates to scope or budget)</p> <p><input type="checkbox"/> Other Procurement Exception (Attach authorizing language/justification and updated scope and budget)</p>	
<p>The Standard Contract Form Instructions and Contractor Certifications and the following Commonwealth Terms and Conditions document are incorporated by reference into this Contract and are legally binding: (Check ONE option): <input checked="" type="checkbox"/> Commonwealth Terms and Conditions <input type="checkbox"/> Commonwealth Terms and Conditions For Human and Social Services <input type="checkbox"/> Commonwealth IT Terms and Conditions</p>			
<p>COMPENSATION: (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00.</p> <p><input type="checkbox"/> Rate Contract. (No Maximum Obligation) Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.)</p> <p><input checked="" type="checkbox"/> Maximum Obligation Contract. Enter total maximum obligation for total duration of this contract (or <i>new</i> total if Contract is being amended). \$ <u>27000.00</u></p>			
<p>PROMPT PAYMENT DISCOUNTS (PPD): Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting accelerated payments must identify a PPD as follows: Payment issued within 10 days <input type="checkbox"/> % PPD; Payment issued within 15 days <input type="checkbox"/> % PPD; Payment issued within 20 days <input type="checkbox"/> % PPD; Payment issued within 30 days <input type="checkbox"/> % PPD. If PPD percentages are left blank, identify reason: <input checked="" type="checkbox"/> agree to standard 45 day cycle <input type="checkbox"/> statutory/legal or Ready Payments (M.G.L. c. 29, § 23A); <input type="checkbox"/> only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)</p>			
<p>BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT: (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.)</p> <p>Extend deadline to conduct municipal vulnerability and hazard mitigation planning as outlined in Attachment A to the close of FY23</p>			
<p>ANTICIPATED START DATE: (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations:</p> <p><input checked="" type="checkbox"/> 1. may be incurred as of the Effective Date (latest signature date below) and no obligations have been incurred prior to the Effective Date.</p> <p><input type="checkbox"/> 2. may be incurred as of <u> </u>, 20<u> </u>, a date LATER than the Effective Date below and no obligations have been incurred prior to the Effective Date.</p> <p><input type="checkbox"/> 3. were incurred as of <u> </u>, 20<u> </u>, a date PRIOR to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.</p>			
<p>CONTRACT END DATE: Contract performance shall terminate as of <u>June 30</u>, <u>2023</u>, with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.</p>			
<p>CERTIFICATIONS: Notwithstanding verbal or other representations by the parties, the "Effective Date" of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor certifies that they have accessed and reviewed all documents incorporated by reference as electronically published and the Contractor makes all certifications required under the Standard Contract Form Instructions and Contractor Certifications under the pains and penalties of perjury, and further agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable Commonwealth Terms and Conditions, this Standard Contract Form, the Standard Contract Form Instructions and Contractor Certifications, the Request for Response (RFR) or other solicitation, the Contractor's Response (excluding any language stricken by a Department as unacceptable, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in 801 CMR 21.07, incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.</p>			
<p>AUTHORIZING SIGNATURE FOR THE CONTRACTOR:</p> <p>X: <u>Stacy Stout</u> Date: <u>4/25/22</u> (Signature and Date Must Be Captured At Time of Signature)</p> <p>Print Name: <u>Stacy Stout</u></p> <p>Print Title: <u>Town Administrator</u></p>		<p>AUTHORIZING SIGNATURE FOR THE COMMONWEALTH:</p> <p>X: <u>Bryan Hightower</u> Date: <u>4/27/22</u> (Signature and Date Must Be Captured At Time of Signature)</p> <p>Print Name: <u>Bryan Hightower</u></p> <p>Print Title: <u>Director of Capital/Trust</u></p>	

ATTACHMENT A - SCOPE OF SERVICES: COMBINING MVP AND HAZARD MITIGATION PLANNING

In order to ensure that the Department and the Contractor have a clear understanding of their respective responsibilities and performance expectations, the Following attachment shall contain a specific detailed description of all obligations, responsibilities and additional terms and conditions between the Contractor and the Department which do not modify the Contract boilerplate language.

The Executive Office of Energy and Environmental Affairs (EEA) and the **Town of Holland** (“the municipality”) hereby contract for the municipality to complete the Municipal Vulnerability Preparedness (MVP) planning process to achieve MVP community designation. Using funds awarded through this grant program, the municipality will hire a state certified MVP provider to complete the planning process required to achieve MVP designation and deliver outputs of the process to EEA. **The municipality will receive additional funds to simultaneously prepare a Hazard Mitigation Plan (HMP) in accordance with FEMA guidelines as part of this scope of work. Requirements to fulfill a HMP are largely aligned with those of MVP. Highlighted are HMP components that are in addition to the standard MVP planning scope of work. To fulfill the requirements of both the MVP and HMP processes, the municipality will complete a combined MVP/HMP report for submittal to both EEA and MEMA.** Upon execution of the grant contract, the municipality will be provided with an advance payment of **\$27,000**. **Failure to produce the required deliverables and documentation of spent funds by the contract end date will result in a return of the money to the state by fiscal year end.**

This project will run from the effective date of this contract through **June 30, 2023**. Municipalities will select a vendor from a list of state-certified MVP providers, provided by EEA, to complete the planning and stakeholder engagement exercise with the municipality.

For more information on the Hazard Mitigation Planning requirements, see:

<https://www.mass.gov/service-details/local-hazard-mitigation-planning>

<https://www.fema.gov/media-library/assets/documents/23194>

Process Summary:

The contract will support the municipality in completing a comprehensive, baseline climate change and natural hazard vulnerability assessment, development of prioritized actions for dealing with priority hazards using the Community Resilience Building (CRB, www.communityresiliencebuilding.org) workshop guide, and beginning broader community outreach to satisfy both the MVP and HMP requirements. Through the program EEA will provide the municipality access to newly developed downscaled climate change projections, available on the www.resilientMA.org website, which must be incorporated into the planning process.

Led by a local project lead, a core team from the municipality, and the MVP provider, communities will gather available background information on hazards, vulnerabilities and strengths, conduct interviews with staff and volunteers, and plan two 4-hour workshops or one 8-hour workshop. Communities working through regional workshops may chose to hold workshops in a slightly different format, but should review their plans with EEA prior to commencing these workshops. During the workshop(s), approximately 20-60 municipal staff, residents, partners, and volunteers will work to:

- Understand connections between ongoing community issues, climate change and natural hazards, and local planning and actions in the municipality;
- Understand how climate change will exacerbate or lead to new community issues, hazards and other challenges the municipality faces;
- Identify and map vulnerabilities and strengths to develop infrastructure, societal, and natural resource risk profiles for the municipality;
- Explore nature-based solutions to build resiliency in the municipality;
- Develop and prioritize actions and clearly delineated next steps for the municipality, local organizations, businesses, private citizens, neighborhoods, and community groups; and,
- Identify opportunities to advance actions that further reduce the impact of climate change and natural hazards and increase resilience across and within municipalities.

Process Details:

The municipality will engage a state certified MVP provider from a list provided by EEA to facilitate and help the municipality to define extreme weather and natural and climate-related hazards, identify existing and future vulnerabilities and strengths, develop and prioritize actions for the municipality and broader stakeholder networks, and identify opportunities for the municipality to advance actions to reduce risks and build resilience. **The municipality working with the MVP provider will organize and conduct two 4-hour workshops or one 8-hour workshop. To meet requirements of both the MVP and HMP processes, the municipality must hold two public listening sessions that will be open to the entire municipality—one during production of the draft plan and one to review the draft plan. The final public listening session must be completed by the deadline of the MVP Action Grant application to be eligible to apply in that round of Action Grants.**

The municipality will conduct the following tasks, working with the contracted MVP provider:

1. Prepare for the workshop(s):

- Establish a core team that includes government officials, community leaders and business owners. This team will serve as a liaison to the MVP provider and assist in the planning process by providing access to relevant local data, facilitating community input on plan recommendations and priorities, reviewing draft products, and assisting with outreach to community stakeholders. This group may also include residents and the general public.
- Engage stakeholders from the municipality, including but not limited to municipal officials, business, neighboring communities, private non-profits, and community residents, and develop partnerships with key non-profits, state and local government agencies, neighboring communities, local businesses and academic institutions who can help to improve outcomes at the workshops
- Hold one public meeting during the production of the plan for comments to be included in the planning process, to be completed before the draft plan. This public meeting is in addition to the public listening session listed in step 8 below.
- Prepare materials for the workshop, including state climate change projections, and data specific to the municipality which may help to understand where past hazards have occurred
- Decide on participants and arrangements/logistics

2. Characterize hazards:

- The MVP provider will describe the past, current and future hazards in terms of impact location within the jurisdiction, using resilientMA Climate Change Clearinghouse, the State Hazard Mitigation and Climate Adaption Plan, and other best available data, reports, and technical documents.. Each hazard will need to document the likely extent (a scale or measure of magnitude) and probability of future occurrence
- The MVP Provider will create a map of areas affected by multiple natural hazards for the Town/City. This map will be used at the workshops and incorporated into the final deliverables. Providers may choose to create a series of maps showing each hazard or impact separately. A set of hazard maps will be included within the Hazard Mitigation plan, and GIS files will be made available to the Town/City for integration with their other community plans.

3. Identify community vulnerabilities and strengths, and how these intersect with known hazards in the community.

- Identify infrastructure and critical facilities vulnerabilities and strengths: The provider may consider using FEMA's HAZUS-MH or a GIS map analysis to delineate those critical facilities that are located within mapped hazard areas. Critical facilities could include but are not limited to:
 - Roads, bridges, and dams
 - City or town owned buildings or offices
 - Water and wastewater treatment plants
 - Sewage pumping stations
 - Schools and emergency shelters
 - Major employers, primary economic centers
 - Hospitals and critical care facilities
- Identify societal vulnerabilities and strengths, including but not limited to:

- Youth or elderly populations
- Low to no income populations
- Communities of color
- Communities with limited English proficiency
- People with disabilities
- Cases of medical illness
- Identify land use and environmental vulnerabilities and strengths, including:
 - Land use maps that depict the location of developed land uses, delineated by categories based on use (e.g. residential, commercial, industrial, institutional, other public use, etc.) and intersections with known hazards.
 - Anticipated future land use areas and intersections with known hazards.
 - Natural resources areas
 - Development trends
 - Repetitive flood loss structures and structures which have incurred substantial damage, if they exist, as defined by FEMA (the community will need to request this data from DCR's Flood Hazard Management Program on letterhead)
- Identify vulnerabilities in other sectors as chosen by the community

4. Assess and summarize vulnerabilities:

- The MVP provider will take all the hazards identified in Section 2 and complete a vulnerability assessment that includes:
 - The risk assessment should include a description of each identified hazard's impact on the community as well as an overall summary of the community's vulnerability for each jurisdiction
 - The types and numbers of buildings (including NFIP losses), infrastructure, and critical facilities located in the hazard areas
 - Documentation of the communities' current capabilities to mitigate and adapt to the identified vulnerabilities; providers are recommended to use the FEMA Capability Assessment Worksheet (attached).
 - Evaluation of the capabilities and if any need improvements, development of recommended actions
- A review and documentation of the communities' continued compliance with the NFIP.

5. Determine the highest priority hazards within the municipality.

6. Identify and prioritize community actions:

- Begin by summarizing overall goals the community identified at the Workshop in goal statements that reduce or eliminate long term vulnerability to identified hazards and climate change. Please note that MVP Action Grants, available through EEA prioritize nature-based solutions. Municipalities are encouraged to explore these types of strategies which include Low-impact design, green infrastructure, land conservation and other techniques.

7. Determine the overall priority actions:

- Identify actions and how they will be administered (including responsible party, time frame for completion, possible funding source, etc).
- Use a prioritization process that will define urgency, cost and benefit and timing of the action
- Identify process for monitoring, updating, and evaluating the plan/final report, including the process for continued public engagement
- Description of the method and schedule for keeping the plan current (monitoring, evaluating and updating the mitigation plan within a 5-year cycle)

8. Move forward

- Continue community outreach and engagement which includes another public listening session where a draft report findings will be shared and feedback incorporated.
- Secure additional data and information for key gaps and questions identified through the process

- Use the process and report to inform existing planning efforts and project activities and incorporate priority actions into other local planning processes, such as a Comprehensive Plan, or other local by-laws and ordinances.

9. Put it all together:

- If this is an update to a previously approved HMP, document any changes in priorities, development, and local progress of mitigation actions taken place in the community, if applicable.
- Be sure to clearly document these planning steps, participants, and when the public was involved in the MVP process.
- Generate final workshop products and combined MVP/ HMP report (described in detail below)

10. Review and Approval

- Submit the plan to MEMA via mitigation@mass.gov.
- Submit the plan to the MVP Regional Coordinator.
- Once approved by FEMA, please send a final version of the approved report to the MVP regional coordinator and MVP manager

Upon successful completion of the above steps, including conducting at least 1 public session, municipalities will be designated as a “Municipal Vulnerability Preparedness Program Climate Community,” or “MVP Community” which may lead to increased standing in future funding opportunities and follow-on opportunities. **MEMA AND FEMA are responsible for reviewing and approving Hazard Mitigation plans.**

All workshop outputs and background materials must be compiled into an easily accessible Community Resilience Building final report/Hazard Mitigation Plan, based on a template provided by the state below. Municipalities may build on the template provided below, but must include the items in the template at a minimum to satisfy the requirements of the grant. Derivatives from the report can be used by the municipality following this initial phase of the process to inform existing planning processes, capital budgeting, and grant applications.

As an immediate next step, each community must complete at least one public listening session meant to share draft findings and incorporate feedback. The community should have a clearly articulated list of priority next steps and actions and how to implement these.

General guidelines for (~60 min) MVP public listening sessions include:

- Schedule and post listening session using best practices or requirements for posting public meetings in the municipality
- Ensure listening session is open to the public in a central, easily accessible location in the municipality (city/town hall, public library, community center, etc.)
- Ensure that the core team is present and ideally elected officials
- Provide a speaker(s) to present an overview of the Summary of Findings Report
 - Speaker(s) should be from the core team members and/or elected official(s)
 - Service provider for the respective municipality should not be the principle speaker(s)
 - Speaker(s) to review purpose, intent, objectives, and outcomes of workshop process
- Provide a question and answer period for members of the concerned public
 - Core team member(s) and/or service provider(s) respectfully listen and record responses from public
 - Provide clarification about Findings
- Provide opportunity for members of the concerned public to contribute in writing further input at the listening session
- Provide web link to Summary of Findings report at the listening session

Acceptable alternative formats include:

- A public listening session can take place at a selectmen meeting only if they are open and promoted for public attendance, with similar allotment of time (~60 min) for the MVP listening session portion.

Remember the HMP process requires an additional public meeting be held during the production of the plan.

Maintaining Designation:

To maintain the designation as an MVP community year over year the municipality must provide the Commonwealth with a yearly progress report outlining the steps they have taken towards implementing their priority actions. Steps may include applying for grant funding, working to implement local changes to policies or bylaws, updating existing local plans using the outcomes of the workshop, completing more detailed vulnerability assessments, etc. A progress report template will be provided to the municipality to help them complete this requirement. A full update to this process would be required every 5 years to maintain FEMA HMP Approval.

Municipal Staff Commitment:

The municipality must provide sufficient staff time (estimated at 120-200 hours) to assure completion of this planning exercise and community engagement. Staff time provided by the municipality will include the following activities:

- Complete a contract with the Commonwealth and maintain all necessary reports and paperwork;
- Procure a state certified MVP provider;
- Establish a core team (or steering committee) within the municipality or region to steer the project;
- Help identify and complete outreach to critical stakeholders, partners and town officials who will be involved in the workshops;
- Help coordinate, schedule, send invitations and attend planning meetings and workshop(s);
- Conduct significant outreach in the community to ensure good attendance at the workshop(s) and public listening session(s);
- Help coordinate staff interviews with key experts, such as emergency response and the department of public works, to collect information prior to the workshop(s);
- Help the MVP provider find relevant data and other information useful to conducting the planning exercise;
- Provide access to relevant planning documents, budget information, and other information as needed;
- In concert with the MVP provider, complete and send 3 progress reports to EEA with information on progress and contract spending to date. The final CRB report will be counted as the final progress report, but must be accompanied by a final invoice showing all spending to date;
- With consultant support as budget allows, complete at least 1 public listening session to engage the broader public in a discussion of the workshop results and completed plan; and,
- Commit to working to continue municipal outreach and engagement, use the completed plan to inform existing planning and project activities, and secure additional data and information needed to improve the plan.

Reporting & Final Deliverable: In concert with the MVP provider, the municipality is required to provide EEA with quarterly reporting, including information on spending, and the completed CRB/HMP report which will result from the process. Quarterly reports are simple summaries (1-3 pages) of work that was been accomplished to date towards MVP certification, including status of scheduling and completion of workshop(s) and listening session(s). Municipalities shall provide a Summary of Findings Report (final CRB report), a list of workshop participants, contact information for the project lead and core team, a completed Risk Matrix in excel format, documentation of at least one public listening session, and a final invoice as deliverables for completion of the Community Resilience Building (CRB) process. The following is an annotated template for the CRB Workshop(s) Summary of Findings report. **Through this process, the municipality should create one Summary of Findings Report that meets both MVP and MEMA/FEMA requirements for a Hazard Mitigation Plan. It should adhere to the layout, sections (bold), and associated details provided herein.** This will increase reporting consistency which will in turn will accelerate the exchange and transfer of knowledge within and amongst municipalities, regions, and ultimately, across the Commonwealth. To assist, further examples of completed CRB Summary of Findings reports can be reviewed and downloaded for reference on the MVP website (<https://www.mass.gov/info-details/municipal-vulnerability-preparedness-mvp-program-planning-reports>).

The satisfactory documentation of at least once completed public listening session, and submittal of the MVP report, and associated materials described above, are the trigger for the MVP designation that entitles each municipality to participate in the MVP Action Grant to fund priorities identified through the planning process as well as to receive advanced standing in select EEA grant programs. These deliverables and a completed Plan Review Tool Checklist (Appendix A of the FEMA Local Mitigation Plan Review Guide October 1, 2011 https://www.fema.gov/sites/default/files/2020-06/fema-local-mitigation-plan-review-guide_09_30_2011.pdf) need to be submitted to MEMA for HMP plan review.

Materials:

All materials, software, maps, reports, and other products produced through the grant program shall be considered in the public domain and thus available at the cost of production. All materials created through this opportunity and as a result of this award should credit the Executive Office of Energy and Environmental Affairs Municipal Vulnerability Preparedness (MVP) program.

COVID-19-Related Adjustments to Engagement Tasks:

Due to the current COVID-19 health emergency, the grantee may need to substitute some parts of this scope with comparable virtual engagement strategies. Grantees should work with their MVP regional coordinator to approve any adjustments to the scope. Grantees should ensure that any adjustments to engagement tasks will also meet MEMA/FEMA requirements for HMPs. Grantees should receive written approval from their MVP regional coordinator before commencing with any adjusted activities.

Sample MVP/HMP Report Template:

Please use the following as a guide and crosscheck your report with the Hazard Mitigation Plan Review Tool Checklist (Appendix A of the FEMA Local Mitigation Plan Review Guide October 1, 2011 https://www.fema.gov/sites/default/files/2020-06/fema-local-mitigation-plan-review-guide_09_30_2011.pdf) to ensure it is meeting MEMA/FEMA as well as MVP requirements.

SAMPLE TEMPLATE:

Cover Page:

{List Municipalities Covered by Summary of Findings}
{insert descriptive community photos and or logos (as appropriate)}
{insert - Community Resilience Building Workshop Summary of Findings – below photo/logos}
{insert Month & Year report completed}

Overview:

{List Municipalities Engaged in CRB Workshop(s)}
{Insert summary of historical climate data for watershed/town}
{Insert data on climate projections using resiliantma.org}

Community Resilience Building Workshop

Summary of Findings

Text (refer to Step A in CRB Guide): Summarize the need for Workshop from community perspective and the path taken to arrive at Workshop(s). Discuss partnerships critical to enabling Workshop(s) and define “community” engaged in process (i.e., single or multiple municipalities – which ones? Other significant organizations as core partners). Reference the use of the CRB process (www.communityresiliencebuilding.org) and include all presentation and meeting materials

{insert the following text within this section}

The Workshop’s central objectives were to:

- Define top local natural and climate-related hazards of concern;
- Identify existing and future strengths and vulnerabilities;
- Develop prioritized actions for the Community;
- Identify immediate opportunities to collaboratively advance actions to increase resilience.

Top Hazards and Vulnerable Areas:

Text (refer to Step B & C in CRB Guide and triggering questions page 26): Include summary of the discussions on top hazards that have had and will have impacts on the community (past, current, future). Define Top Hazards.

Top Hazards

{insert bulleted list of top hazards identified by community}

Areas of Concern

{insert categories followed by specific locations and other assets – confirm place names}
 {examples of categories: Neighborhoods, Ecosystems, Transportation, Infrastructure, Critical Facilities, etc.}

Current Concerns and Challenges Presented by Hazards and Climate Change:

Text (refer to Step C in CRB Guide and triggering questions page 26): Provide brief history on all of the natural hazards that have impacted the community and what those impacts were/are (i.e., long period of elevated heat, flooded intersections, impact of multiple hazards, etc.). Include reflection on the general concerns expressed by the Workshop participants on hazards today and in the future (5, 10, 25 yrs. or more).

Provide information on the types of climate change impacts the community expects to see in the future.

Include land use maps that depict the location of developed land uses, delineated by categories based on use (e.g. residential, commercial, industrial, institutional, other public use, etc.) and how it intersects with known hazards. Identify anticipated future land use areas and how they intersect with known hazards.

Specific Categories of Concerns and Challenges

Text: Insert paragraph or more for each major categories of concern for the community – as expressed by the participants. These often include Environmental Justice population impacts, vulnerability of road networks, inadequate community-wide communications and collaboration, critical infrastructure limitations (wastewater systems, energy), degraded floodplains and wetlands, heat island impacts, stormwater infrastructure, protection of open space, protection of drinking water supplies, and emergency management capacity. These specific categories of concerns and challenges become the principle focal points highlighted in the following sections of the Summary of Findings.

Current Strengths and Assets:

Text (refer to Step C of CRB Guide and triggering questions page 26): Provide brief overview paragraph or two on the current strengths of the community as expressed by the participants.

{insert bullet statements (1-2 sentences) of current strengths. For example: “The responsive and committed leadership exhibited by elected officials and senior staff was viewed as a current strength. Ongoing collaboration and support amongst leadership and staff will help to advance comprehensive, cost-effective approaches to resilience as identified in this Summary of Findings”.

Completed FEMA Capability Assessment Worksheet

Top Recommendations and Strategies to Improve Resilience:

Text (refer to Step D of CRB Guide): Provide brief overview paragraph or two on the top recommendations for the community as expressed by the participants. Include a list of prioritized hazard mitigation projects that best meet the communities’ needs for multiple hazard damage reduction.

{insert bulleted of priority actions from Risk Matrix organized in sequential order first by “Highest Priority” then “Moderate Priority” and finally, “Lower Priority”. Prioritized actions can be inserted directly from final Risk Matrix for the community.}

CRB Workshop Participants: Department/Commission/Representative:

{insert list of invited and participating entities. Place asterisks next to “attendees”.

{include an overall summary of the planning process}

{“include documentation of both the public meetings (i.e., the one hosted during production of the plan and the one hosted as a public listening session to review the draft plan)}

Citation:

{insert citation for Summary of Findings Report – this provides way to reference report for future plans and funding opportunities. Example:

{Insert name of municipality or persons responsible} (2017) Community Resilience Building Workshop Summary of Findings. {insert core team partnerships}. {insert municipality}, Massachusetts.

CRB Workshop Project Team: Organization, Name, Role:

{Example: Town of XXXX, Susan Smith, Core Team Member. Other roles can include: Lead Facilitator, Project Coordinator, Project Sponsor, Facilitator}

Acknowledgements:

{insert recognition of leadership and core team members by name and affiliation. Recognize entity that provided facility and meals/refreshments. In addition, provide recognition of funding sources utilized to advance the Workshop as well as the CRB process itself.}

Appendix:

{insert in subsequent pages of the Appendix the following items as available: Base Map(s) used for participatory mapping exercise (Step C and D of CRB Guide), Participatory Mapping Map(s) (outputs from Step C and D), supporting risk maps (FEMA flood maps, etc.) used during workshop, supporting hazard information from the state plan, ResilientMa.org, etc. which was used in the risk assessment process, and powerpoint presentations or handouts used by participants; documentation of efforts to involve Climate Vulnerable populations and Environmental Justice populations}

**EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS
MUNICIPAL VULNERABILITY PREPAREDNESS
CLIMATE RESILIENCY PLANNING GRANTS**

CONTRACTOR: TOWN OF HOLLAND

ATTACHMENT B - BUDGET AND APPROVED EXPENDITURES

{The Department and Contractor may complete this format or attach an approved alternative Budget format or invoice.}

Items identified below which are not part of the Contract should be left blank.

Attach as many additional copies of this format as necessary, Maximum obligation should appear as last entry.

Contract Expenditures	Unit Rate (per unit, hour, day)	Number of Units	Other Fees or Charges (specify)	TOTAL
State FY22				\$27000

MAXIMUM OBLIGATION	\$27000
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Attachment B is subject to any restrictions or additional provisions outlined in Attachment A

Additional Terms:

- Funding awarded as a result of this contract must be placed in a non-interest-bearing account.
- Failure to produce the required deliverables and documentation of spent funds by the contract end date will result in a return of the money to the state by fiscal year end.
- Requests for extensions or amendments to this contract are at the sole discretion of EEA and must be requested at least one month in advance of the contract end date.
- Please refer to the request for responses BD-22-1042-ENV-ENV01-66474 for additional requirements.

Proposal to get Funding through the Municipal Vulnerability Preparedness Program (“MVP”) to fix the Causeway Problem

ABSTRACT

The [Municipal Vulnerability Preparedness grant program \(“MVP”\)](#) provides support for cities and towns in Massachusetts to begin the process of planning for climate change resiliency and implementing priority projects. The state awards communities with funding to complete vulnerability assessments and develop action-oriented resiliency plans. Communities who complete the MVP program become certified as an MVP community and are eligible for MVP Action Grant funding and other opportunities. The grants are in addition to the Administration’s proposal to invest \$900 million in funding from the [American Rescue Plan Act \(“ARPA”\)](#) into key energy and environmental initiatives, including \$300 million to support climate resilient infrastructure.

In extreme weather situations, the Mashapaug Road causeway dividing Hamilton reservoir into the north and the south basins, dams the water and thereby floods dwellings close to the shoreline of the south basin. The problem is a costly undertaking to solve. A nonsensical 116 page report named, [LOCAL NATURAL HAZARDS MITIGATION PLAN 2016 \(“LHMP2016”\)](#), issued by the [Pioneer Valley Planning Commission \(“PVPC”\)](#), and published on the Town’s website, does not help as the creators of said [LHMP2016](#) report utterly failed to understand the problem the causeway presents. **In said report, the PVPC and involved town officials suggest to solve the problem by raising the causeway without increasing the size of the culvert. This would actually exacerbate the problem if implemented.** Said [LHMP2016](#) report was adopted by the Holland Board of Selectmen on April 5, 2016. In case said report should disappear from the town’s website, [click here](#), to read said report. With ever increasing extreme weather events due to global warming or climate change, the reoccurring flooding of dozens of homes around the south basin could be eliminated by increasing flow from the south basin to the north basin.

In a [press release](#) issued by Terry MacCormack, Press Secretary of the Governor’s Office, “culvert upgrades” is mentioned as one of the primary objectives of the MVP program. If done the right way, the causeway problem could be solved by replacing the insufficient culvert with a larger concrete box culvert or little bridge with funding through the MVP program without any matching funds by the town. A problem can only be solved if it is known. This report is meant to create awareness about the problem as the [LHMP2016](#) report fails to identify the problem.

Easthampton recently received \$2,000,000.00 for a slope restoration project. But, Easthampton made an effort early on to get the funding!

This proposal is consistent with MGL c.41, s.81C, Studies and Reports of Planning Board, and was unanimously endorsed by the Planning Board on March 8, 2022.

Please note, any underlined text in blue is a link if your computer is online!
The picture¹/ below shows the causeway culvert as it existed before the flood of 1955.



This culvert, which was unable to handle the water of the 1955 flood, seems to be larger than the one put in place during reconstruction of the causeway after the flood of 1955.

If this culvert would have been able to handle the water in 1955, the causeway would not have been washed away.

The motorboat in the picture to the left of the culvert gives an idea about the diameter of the culvert. A motor boat from the 1950's measures about 15 feet; the culvert therefore measured around 10 feet across.

For comparison, the corrugated steel pipe culvert in place at the causeway now is shown in the picture²/ below:

1 Picture courtesy of Gerry Germain.



THE CAUSEWAY PROBLEM

The trend in extreme precipitation events for the Northeast is clearly upwards. During heavy rain, the south-basin's water-level of Hamilton Reservoir is rising as the causeway culvert is too small to allow the water to drain into the north-basin. The first such event witnessed by this writer who lives at the west shore of the south-basin occurred in April of 1986, the second incident in 2005, and the third such incident in August of 2011.

As the causeway culvert is undersized, the causeway acts like a dam causing the water-level of the south-basin to rise. During the flood of October 14/15, 2005, the water-level of the south-basin rose until the evening of October 14, when the water-level reached the top of the causeway, (see picture below). The top of the causeway is about five feet and six inches above the normal water-level of the lake. This rise of the water-level causes dozens of homes close to the shore of the south basin to be flooded.

It kept raining on October 14 until the next morning around 5:30 AM when the highest water-level at the dam was noticed (see picture below). The water rushing over the causeway washed away parts of the causeway and up to five feet of the causeway's pavement in certain areas (see picture below). The four repairs to the pavement on the north-side of the causeway are still visible to this day (see picture below). The rain total for the October 14/15 flood of 2005 was about four to six inches; the exact amount for Holland is not available.

It is noteworthy that the same houses will flood again with lesser precipitation as we saw on October 14/15, as the water-level did not rise any higher after the evening of October 14. For at least another 12 hours, the additional water was not dammed by the causeway any-longer but was washing away part of it as the water reached the top of the causeway and rushed down on the north side, (see picture below).



The image above shows the causeway looking west on the evening of October 14, 2005; in the lower corner on the right you can see the water rushing down the north side of the causeway. By morning of October 15, part of the causeway was washed away.^{2/} The concrete post in the lower right corner is shown in another picture below from a different angle in a picture taken today, on March 6, 2022.

The picture on the right shows one of four repair patches where the water over the causeway washed part of it away. The material which was washed away was filled-



2 Picture courtesy of Chad Brigham

in and the pavement repaired; hence the four patches on the north side to repair the pavement of Mashapaug Road. (This picture was taken today, March 6, 2022.)

A couple of homes between the west-shore of Hamilton reservoir and May Brook Road south of the intersection of Sandy Beach Road and May Brook Road were also flooded by the Browns Brook. The culvert underneath May Brook Road carrying Browns Brook's water into Hamilton Reservoir is adequately designed (see picture below) and able to handle the water of an event of the magnitude of the flood we experienced in October of 2005.



However, since the causeway dammed the water up to five foot and six inches above normal water-level, the culvert was submerged and was unable to carry the water of Browns Brook, the water found

its way of least resistance which was through the homes to the north of the culvert. The picture^{3/} of the culvert mentioned above located under May Brook Road, south of the intersection of Sandy Beach Road and May Brook Road, is taken with the same lens with the same distance to the culvert as the picture above taken of the culvert of the Mashapaug Road causeway. The culvert underneath May Brook Road is clearly larger than the causeway culvert and able to handle the water stemming from Browns Brook (Brown's Brook is wrongly identified as May Brook throughout the [LHMP2016](#) report. While the [LHMP2016](#) report fails to recognize the fact that the causeway culvert is undersized, the report fails to recognize that the May Brook culvert is adequate and suggests to enlarge the May Brook Road culvert. See page 32 of the [LHMP2016](#) report.

The picture^{2/} below was taken in the morning of October 15, 2005, showing the water flooding the Sturbridge Road bridge at the dam. The bridge also functioned as a dam. The water is at its highest level at the time this picture was taken.



THE NONSENSICAL REPORT NAMED, THE TOWN OF HOLLAND LOCAL NATURAL HAZARDS MITIGATION PLAN 2016

A nonsensical 116 page report named, [LOCAL NATURAL HAZARDS MITIGATION PLAN 2016 \(“LHMP2016”\)](#), issued by the [Pioneer Valley Planning Commission \(“PVPC”\)](#), and published on the Town’s website, does not help as the creators of said [LHMP2016](#) report utterly failed to understand the problem the causeway presents. The solution PVPC and other involved individuals suggest to solve the causeway problem in said report would actually exacerbate the problem if implemented. Said [LHMP2016](#) report was adopted by the Holland Board of Selectmen on April 5, 2016. In case said report should disappear from the town’s website, [click here](#), to read said report.

This writer is mentioning the history of previous reports, plans, and initiatives to show that giving birth to an idea — as fixing the problem of the causeway culvert — in this town does not guarantee the needed nurturing it takes to bring such a proposal to fruition.

If done the right way and the idea — in the shape of this proposal — gets the needed attention and nurturing, the causeway problem could be funded under the MVP program without any matching funds by the town. Easthampton recently received \$2,000,000.00 for a slope restoration project. But, Easthampton made an effort early on to get the funding!

The [LHMP2016](#) was funded by a grant from the [Massachusetts Emergency Management Agency \(“MEMA”\)](#) and the [Massachusetts Division of Conservation Services \(“DCS”\)](#).

The [LHMP2016](#) has a less than stellar history; the creation of Holland’s initial Hazard Mitigation Plan began in late 2006, with a full draft plan developed for the town in 2007. This draft was submitted to [MEMA](#), who provided comments that were then incorporated into an updated version of the document. The plan was then submitted to [FEMA](#) for conditional approval, which was provided on June 18th, 2008. The plan was then sent back to the town for Select Board approval.

However, approval did not occur, and thus the plan has remained a draft. The [LHMP2016](#) followed and was initiated in November of 2012. Besides the PVPC, the following individuals were involved creating said [LHMP2016](#) report; Amy Bishop, Former Executive Secretary of the Select Board; Kelli Robbins, Executive Secretary of the Select Board; Paul Foster, Fire Department Chief; James Gagne, Deputy Fire Chief; Brian Haughey, Police Chief; JoAnne Higgins, Highway Clerk; and Brian Johnson, Highway Surveyor.

The “Goal Statement” on page 89-90, set , “Proposed Completion Dates” for the different projects. For instance, “Dredge Hamilton Reservoir to increase flood storage capacity” has a proposed completion date of 2035⁴. Some proposed but unmet completion dates are as early as 2016.

4 Dredging the lake was necessary according to the “Goal Statement: To minimize the loss of life, damage to property, and the disruption of governmental services and the general business activities due to flooding.” This writer does not understand **how dredging the lake will increase its storage capacity to mitigate flooding**; unless the entire Reservoir is drained before every storm event.

Action Item 10 has a completion date of 2030 and this writer is glad that this action item 10 has not been implemented or even started yet. Action item 10 is, “Raise Mashapaug Road causeway to reduce flood hazard.”

The misconception:

The [LHMP2016](#) is based on the misconception that the water level of the south basin was the same as the water level on the north basin at any given time on October 14/15 of 2005; the fact that the culvert is too small causing the causeway to function as a dam went unnoticed by everybody involved. Part of the causeway was washed away on the north side as the water —once it reached the top of the causeway on October 14 — rushed down on the north side.

PVPC and other involved individuals failed to notice and/or made no effort to look at the culvert; the culvert at the causeway is described as “box-culvert” when it is actually a corrugated steel pipe culvert.

The [LHMP2016](#) missed the fact that the causeway functions as a dam, preventing the water to drain from the south basin to the north basin during heavy rain, hence, causing the water level of the south basin to rise up to five feet and six inches above the regular water level of Hamilton Reservoir.

The [LHMP2016](#) report falsely claims the culvert was blocked by canoes and debris, (page 18). However, this writer watched the water rushing through the culvert unobstructed.

The [LHMP2016](#) suggests to raise the causeway to prevent it from getting flooded! Increasing the size of the culvert is not part of the plan and not mentioned at all. Raising the causeway would actually exac-



erbate the problem.

In 2005, the water-level reached the top of the causeway in the evening of October 14. All the water it took to washout part of the causeway would have been dammed by the causeway raising the lake-level way beyond the five foot and six inch level, flooding even more homes to a higher level. It rained throughout the night of October 14/15 till around 5:30AM on October 15.

The concrete post shown in the picture^{3/} on the right above is also shown from a different angle in the picture^{3/} above ,showing the flooded causeway looking west. The water level on this side, the north side was no more than 24” above the normal lake-level. The drop of the water level between the south and north basin at least 36 inches on the evening of October 14, 2005.

The “Prioritized Implementation Schedule” on page 92 of the [LHMP2016](#) lists on top, “Ability to reduce disaster damage.” You would expect the enlargement of the causeway culvert to have the top priority. But since it was not recognized as a hazard, this is not the case. On place 10 in the priority list (page 90 and 95), you will find, “Raise Mashapaug Road causeway to reduce flood hazard.” The price tag was listed as \$2,500,000.

The [LHMP2016](#) explicitly fails to recognize the causeway culvert as an undersized culvert to cause flooding; “Additional locations where undersized culverts cause flooding include Stafford Road (the home at 230 Stafford Road has flooded twice in the past ten years), Kimball Hill Road, May Brook Road and Sturbridge Road.” (page 32). As mentioned above, the culvert on May Brook Road is actually adequate in size.

On page 38, Category 2, paragraph “3. Problem Culverts,” lists Mashapaug Road as “undersized causeway,” and Mashapaug Road Little Causeway -culvert undersized.”

Please note that Mashapaug Road lists the causeway as “undersized,” not the culvert.

Lets assume that the [LHMP2016](#) intended to keep the causeway passable as an escape route and for that reason proposed raising the causeway; what about the little causeway?



Eliminating the causeway problem of the large causeway would also eliminate the problem of the little causeway.

Other nonsensical statements of the [LHMP2016](#):

On page 45 is the following statement, “The 1956 reconstruction of Hamilton Reservoir Dam sited the elevation of the dam higher than its previous construction and slightly higher than the elevation of the Mashapaug Road causeway. Significant sediment loading in the reservoir since the reconstruction of the dam has led to a loss of flood storage capacity within the reservoir. This coupled with the higher dam elevation has created flooding of the Mashapaug Road causeway during significant storm events.”

The cottage this writer lives in was built at the south end of the lake in Connecticut and was moved by the wind during the hurricane of 1938 to its present location, (not a joke!). The cabin floated over the water and ended up sideways at the very tip of the peninsula where it sits now. This writer has several pictures of the cabin as it sat in its place till 1994, when he remodeled the cottage and raised it on concrete piers. The lake level in the pictures dating to the early 1940 show the level of the lake at the same height. The flooding of the Mashapaug Road causeway has nothing to do with the height of the dam or sediment loading in the reservoir. The real reasons are outlined in this proposal.

THE PROPOSAL

This proposal is an attempt to inform the community of the unique opportunity to get funding through the MVP program to eliminate the causeway problem. Funding by the MVP program could be used to build a concrete culvert or little concrete bridge with a span of two times 15 feet or three times 10 feet and high enough to accommodate boats, canoes, and more to pass.

Not only would such a structure allow the water to drain from the south basin into the north basin and prevent further flooding of homes close to the shore of the south basin; it would also prevent flooding of both Mashapaug Road causeways, the causeway dividing the reservoir into a south and north basin, and the little causeway towards I84.

Boats, canoes, and kayaks could venture out to the other side of the causeway. The Lake would be more attractive for boaters, canoers, and kayakers.

Upgrading the causeway culvert will improve public safety, allow safe passage of the main causeway and the little causeway during flood events, and enable boaters to access the opposite side of the lake.

THE Municipal Vulnerability Preparedness Program (“MVP”)

The [MVP program](#) was created in 2017 as part of Governor Baker’s [Executive Order 569](#), and a [press release](#) issued on September 16, 2016. The MVP program is available since March 30, 2018, and the town was informed by email just five days later.

This writer has access to the following documents (**click on the dates to read the pertinent documents**):

The first email to inform the town of the availability of the MVP funding was sent on [April 18, 2018](#), but the recipients failed to recognize the potential of the program. The town was informed again by email on [September 10, 2019](#), again on [July 6, 2020](#), and again on [April 19, 2021](#). During this time, from 2018 to 2021, Bettina Schmidt was a member of the Planning Board, a member of the Board of Selectman, and the [PVPC](#) Commissioner of the Town of Holland.

However, the Board of Selectmen at their joint meeting with the Lake Oversight Committee of [February 23, 2021](#), failed to recognize that the [MVP program](#) was available. There was talk about another grant (319), which is mentioned in the minutes but ultimately it was decided not to pursue any action as the Highway Department was already managing this other grant. This is verbatim what is written in the minutes:

1. Culvert Grant—chances of getting grant are not high based on last culvert (Mashapaug Rd) report from Mass DOT; would need to balance

oversight with another grant (319) that highway dept is already managing Action –Ms. Stout confirm with Jay Mooney/Grant writer that we will not apply for this at this time

Dori-Ann Ference and this writer were the only remaining members on the Planning Board after Dennis Allard, Allen Johnson resigned after the [November 16, 2020](#), meeting and public hearing by the Planning Board. Bettina Schmidt resigned on January 28, 2021. Remaining Member Dori-Ann Ference and this writer who both were elected to serve on the Planning Board on June 25, 2020, only gained access, or were privy to the Planning Board’s email server on or after April 28, 2021, when Bettina Schmidt finally handed over the password to the email server after she had resigned from the Planning Board three month earlier, on January 28, 2021.

At that time, April 28, 2021, this writer noticed the email of [April 19, 2021](#), and contacted Bob Hartzel of [CLM, Comprehensive Environmental Inc.](#), per email two days later, on [April 30, 2021](#). Hartzel responded with his email dated [May 4, 2021](#), noting, “I think the Hamilton Reservoir culvert project is a strong candidate for funding with an MVP Action Grant.” And, that the MVP Action Grant, “gives the Town funds to work with a consultant to develop a report assessing Town risks and vulnerabilities to climate change in 3 major categories – infrastructure, environment, and societal.” Other emails and phone conversations between Bob Hartzel and this writer followed.

Bob Hartzel eventually supplied this writer per email dated [May 6, 2021](#), with two examples of letters necessary to apply for a Planning Grant. This writer thereafter fashioned a [letter](#) consistent with the provided examples to have it approved by the members of the Planning Board. Since nobody made an effort to obtain available MVP funding for over three years, this writer as acting secretary at the time suggested in the agenda to the Planning Board meeting of [May 12, 2021](#). the following: “Discussion about taking leadership to obtain grant under the Municipal Vulnerability Preparedness Program with the goal to replace the undersized culvert at the causeway.” (The Planning Board meeting had to be moved to a Wednesday as the Finance Board had to hold a meeting on May 12, 2021, to be in conformance with the law.) To fill the open positions, the Board of Selectmen appointed Kyle Merolla and James Whalen to the The Planning Board. The agenda to the meeting of May 12 also included, “Reorganize the Board by appointing members to chair, treasurer, and secretary positions; and also a representative of the Board to sit on the Bylaw Committee according to General Bylaw section 2.13.1.”

However, The town administrator requested information about this writers initiative he took to get the ball rolling with the MVP program. This writer then sent an email to the town administrator Stacy Stout on [May 13, 2021](#). Stacy Stout, thereafter reported to the Attorney General’s office that the dial-in number stated in the agenda this writer wrote for the meeting of May 12, 2021, was incorrect. The Attorney General’s office thereafter declared said meeting “invalid” and requested that all votes would be re-taken.

James Whalen, the secretary of the Planning Board at the time posted minutes to the Planning Board meeting with a date of [May 18, 2021](#) (the meeting was actually on May 25, there was no meeting on [May 18, 2021](#)). The minutes mentions:

Municipal Vulnerability Grant

Peter had brought this up previous meeting, Stacy informed the Board the Grant Writer is working on this grant for other departments as well including Police.

Since Stacy Stout took over, the chief of police, Bryan Haughey, was appointed to the position of Emergency Management Director and has since produced the following documents he shared with the Planning Board in connection with the MVP program:

October 15, 2021, [Preliminary project proposal submitted to the Town of Holland Board of Selectmen.](#)

October 15, 2021, [Environmental Hazard Mitigation Project Preliminary Proposal.](#)

February 18, 2022, [Municipal Staff Commitment.](#)

February 19, 2022, [MVP Planning Grant Environmental Hazard Mitigation Project Request for CORE TEAM Participation Holland.](#)

An MVP Action Grant in the amount of \$27,000 is already secured by the Town.

It is now time to figure out what is most needed in our town. This proposal if accepted, would eliminate many hazards:

- The repeated flooding of dozens of homes located along the shore of the south-basin,
- the danger of having the large Mashapaug causeway flooded and washed away,
- the repeated flooding of the little causeway,
- and the repeated flooding of the houses north of the May Brook Road culvert.

March 6, 2022, Peter Frei, Member of the Planning Board.

Bryan C. Haughey

From: Bryan C. Haughey
Sent: Monday, March 28, 2022 13:21
To: Town of Holland Planning Board; Robert Parron; Kyle Merolla; Charles Furst; Peter Frei (private)
Cc: Holland Town Administrator; Town of Holland Selectmen
Subject: RE: MVP proposal unanimously endorsed by the Planning Board

Greetings Planning Board,

Thank you for the email and proposal. In my opinion, it is very important for the planning board (as well as conservation for that matter) to be involved in this process. It does appear that the planning board proposal and the environmental hazard mitigation project proposal that I submitted to the Board of Selectmen in October (2021) share a common theme in terms of flood control and enhancing water runoff control systems.

I would like to make a few points concerning the planning board proposal for purposes of clarification, however. The proposal states that an "MVP Action Grant" in the amount of \$27,000 has been secured by the town. On November 5, 2021, we applied for funding through the Executive Office of Energy and Environmental Affairs, EEA, MVP Planning Grant Program. On January 24, 2022, the Town was notified of the award in the amount of \$27,000. This is an MVP Planning Grant, not an MVP (Action) Grant, as stated in the planning board proposal.

This is an important distinction and relevant to how the planning board proposal is facilitated. To put it simply, to become eligible for MVP (Action) Grants, the municipality must first become designated as an MVP Community. In order to become an MVP Community, the municipality must undergo an assessment to identify the potential hazards that exist and come up with a plan to address those potential hazards. This (assessment) process is the MVP Planning Grant, (and is the grant that we were awarded). In essence, the Town partners with a state-certified MVP Provider that teams up with a group of municipal personnel and volunteers, (a core team), to complete the assessment process. These individuals will work to evaluate strengths (and weaknesses) to help make the community more resilient to natural hazards and explore solutions to address identified vulnerabilities, develop and prioritize actions, and delineate subsequent steps for the protection of the municipality.

As it stands now, the town is not even eligible to apply for MVP (Action) Grants because we have not completed the planning process yet. The procedure is, we must first complete the planning process, and as a result of completing that process, we will become designated as an MVP Community. Then, we will be eligible to apply for MVP (Action) Grants to physically build the measures that were identified during the planning phase. As part of the planning process, we are required to update our local hazard mitigation plan. The hazard mitigation plan is a requirement for federal funding and each city and town in Massachusetts is required to have their plan approved by MEMA. 44 CFR Part 201 outlines that the purpose of a hazard mitigation plan is to identify the natural hazards that impact the community, identify actions and activities to reduce any losses from those hazards, and establish a coordinated process to implement the plan. Under Title 42, as a condition of receiving federal funding, local governments must develop and submit for approval, a mitigation plan that outlines the process for identifying the natural hazards, risks, and vulnerabilities, ref §5165. The mitigation plan must describe actions to mitigate hazards, risks, and vulnerabilities identified under the plan, and establish a strategy to implement those actions.

The existing hazard mitigation plan is the document referred to multiple times as the "nonsensical" plan in the planning board proposal and was last updated in 2016. The planning board proposal correctly points out that the plan was developed by PVPC. The planning board proposal then goes on to address a "misconceived" notion concerning the culvert system and the causeway and implies that PVPC and (the involved town officials) failed to recognize certain aspects in developing the plan. However, what the planning board proposal fails to point out is that according to the plan, during the planning process, certain action items and specific time frames were identified (and ultimately put into the plan).

Some action items were selected from a list of local strategies that were compiled during several working sessions, and others were identified during a review of programs, policies, and regulations that existed at the time. From this list, those action items were prioritized based on specific criteria, including items that have the ability to significantly mitigate the negative impact of natural hazards, and items that have the capability of being easily implemented while taking into consideration the financial and staff resources available. As a result, the action items selected were logical and based on consideration given to those which have a low to moderate cost to implement, or (in some cases) the availability of grant funding to be sought for implementation (given the limited resources available).

Furthermore, items that have the greatest influence on achieving local goals & objectives, items that address the natural hazards that present a high or moderate risk to the region, and items that address the mitigation measures that were identified as deficient or in need of attention were prioritized. As part of the review and adoption process, the plan included the action items that kept with the goals and criteria established by Holland. In the end, the action items represent a multi-faceted approach to addressing natural hazards and will be undertaken as resources become available and will be integrated into ongoing planning activities.

The planning board proposal also fails to point out that at least 5 working session meetings were held between 2012 and 2015, that the process engaged public outreach, plans and drafts were made available to the public, (inviting public comment), and at least 2 public comment sessions were held. Unfortunately, I am not aware of what specific criteria concerning the culvert system and the causeway was utilized (or not utilized) to develop the plan because fundamentally I would not have been a part of assessing or recommending those measures (as I am not the expert in that particular subject matter). In fact, I do not even recall being involved in any meetings or correspondence concerning the actual development plan at all, but I can say for certain that if I was, it would likely have been in an (ex-officio) role (meaning by virtue of my position as Police Chief), and not to provide advice or recommendations on a subject that I have no expertise or experience with (e.g. the culverts and causeway system and their relationship to a potential risk that is mentioned in the planning board proposal). I cannot speak for the other non-PVPC individuals that were involved but it would be reasonable to believe that they also headed to the professionals in those matters.

As I understand the process, the reason the development of the plan would have been outsourced to begin with, (to PVPC in this case), is because they employ engineers and other personnel that have the expertise to identify the hazards that existed and to establish strategies to mitigate those hazards. Despite any feeling the planning board may have about a failure to recognize certain aspects in developing the plan, I am extremely disappointed that the planning board would “unanimously” endorse a proposal that suggests and implies, with absolutely no basis of fact whatsoever, and contrary to the planning process guidelines in the plan itself, that the other individual’s, (the town officials who are clearly not the experienced and trained professionals in the field of hazard mitigation involving culverts), made false claims, utterly failed, promoted misconceptions, and made no effort to understand that which is an (opinion) of your board concerning the most effective way to solve the problem. Furthermore, this is the first time I have ever seen a document from the planning board discussing the culvert and the causeway. I would have expected that a board such as yours would engage in a much more fair and pragmatic approach. However, regardless of my disappointment, I still welcome the planning board’s recommendations and advice for the overall good of this project and can fully support your attempt to inform the community of the unique opportunity to obtain funding to eliminate the causeway problem.

Since we are not eligible for an Action Grant at this point, I recommend that the planning board proposal be submitted to the core team and ultimately to the provider so we all have the information readily available when developing our plans. That way the planning board’s recommendations can be considered as part of the overall mitigation strategy in the first place. Essentially, the new hazard mitigation plan will rescind and replace the (2016) hazard mitigation plan anyway and we can always submit the planning board proposal for an Action Grant down the road as well. Having those recommendations already a part of the mitigation strategy should also help when it comes to Action Grant applications.

I will tell you that we are a little behind schedule in the planning grant process (which is not the fault of anyone directly) and our core team only consists of 2 individuals (in addition to the Town Administrator and me) as it is currently constituted. Unfortunately, I received no responses to my email on February 18th asking for members to join the core

team until March 4th, when one individual asked to be a part of the core team, and on March 7th, when another individual asked to receive updates only (not offering to be a member of the core team). The Deputy Director of the Central Massachusetts Regional Planning Commission CMRPC, the state-certified provider that we chose to partner with for the MVP Planning Grant, is on vacation until April 4th, but I have been corresponding with her via email and we have set a tentative date of Wednesday, April 13th, to meet, (sometime between noon and 4), but I am awaiting confirmation from her.

I will forward this email and my response to the remaining core team members and the individual who requested updates. I hope to have confirmation for the 13th, (or a different date), later this week for our first meeting. I will include the planning board in further correspondence so the member can attend the meetings and speak about the proposal if they wish.

Respectfully,

Bryan C. Haughey
Chief of Police
Holland Police Department
27 Sturbridge Rd
Holland, MA 01521

Email: bhaughey@hollandma.org

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Facebook: <https://www.facebook.com/HollandMAPD/>

Twitter: @HollandMAPD

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From: Town of Holland Planning Board

Sent: Friday, March 25, 2022 13:54

To: Bryan C. Haughey; Robert Parron; Kyle Merolla; Charles Furst; Peter Frei (private)

Cc: Holland Town Administrator; Town of Holland Selectmen

Subject: MVP proposal unanimously endorsed by the Planning Board

Dear Bryan C. Haughey, Chief of Police, Emergency Management Director, and Director of the MVP Program

Please find attached a comprehensive proposal which addresses the misconceived notion that the culvert at the causeway dividing Hamilton Reservoir into the north and south basin would be adequate and that the causeway would have to be raised in order to prevent flooding of the causeway.

This misconceived notion is the quintessence of the Local Natural Hazards Mitigation Plan as issued in 2016 and posted on the town's website.

The attached proposal is meant to inform you, other involved officials, and the rest of the community, of the real problem the causeway and its culvert present. The proposal has been endorsed by unanimous vote by the members of the Planning Board.

If accepted, and implemented into the MVP program, the attached proposal would eliminate the following hazards:

- The repeated flooding of dozens of homes located along the shore of the south-basin,
- the danger of having the large Mashapaug causeway flooded and washed away,
- the repeated flooding of the little causeway,
- and the repeated flooding of the houses north of the May Brook Road culvert.

The Planning Board is also interested in having at least one of its members on the core team which is needed to satisfy the municipal staff commitment requirements.

Please confirm the receipt of the attached proposal.

Have a great weekend!

Peter Frei, member of the Planning Board of Holland