

TOWN OF HOLLISTON
COMMONWEALTH OF MASSACHUSETTS

Christopher Bajdek, Chair
Emily Kingston, Vice Chair
Jennifer Buttaro
Shaw Lively



Ann Marie Pilch
Allen Rutberg
Rebecca Weissman

Sheri D. O'Brien, Conservation Agent

CONSERVATION COMMISSION

Conservation Assistant Job Description

Part-Time, Average of 18 hours/week position reporting to the Conservation Agent.

Responsibilities

Primary Function

To assist the Conservation Agent and the Conservation Commission in processing permit applications under the Massachusetts Wetlands Protection Act and the Holliston Wetlands Administration Bylaw. To prepare draft Wetland Permits and coordinate Conservation Commission meetings and write/publish meeting agendas and minutes. Other primary functions include Interdepartmental Reviews of outside permits for Conservation Commission jurisdiction, Budget Monitoring, and Office Organization/Management.

Essential Functions/Primary Responsibilities:

1. Processing Applications - Notice of Intent (NOI) and Request for Determination of Applicability (RFD) Applications, Abbreviated Notices of Resource Area Delineations (ANRADs), etc.
 - a) Assign file number (RFDs) or log DEP file number (NOIs & ANRADs)
 - b) Maintain Logs for NOI, RFD & ANRAD applications
 - c) Review application for administrative completeness, including filing fee review, before submitting to Agent
 - d) Communicate with applicant if additional information is necessary
 - e) Schedule a meeting time for the hearing within 21 days of receipt
 - f) Write and post legal notices for the application's hearing in the newspaper and with the Town Clerk
 - g) Notify the applicant about the hearing
 - h) Send applicant legal notice
 - i) Create new files for applications
 - j) Submit application fees to the Town Treasurer
2. Assist Agent in Preparation of Draft Wetland Permits
 - a) Prepare draft Determinations of Applicability (DoAs) for RFDs
 - b) Prepare draft Certificates of Compliance (CoCs) to close out OoC permits
 - c) Prepare draft Extension Permits for Order of Conditions (OoCs)
 - d) Periodically Prepare draft OoCs for NOIs
 - e) Finalize DoAs, OoCs, OoC Extensions, and CoCs per the Commission's requests
 - f) Copy and Mail via Certified USPS mail approved OoCs, OoC Extensions, CoCs & DoAs
 - g) Close out files after CoCs have been issued

3. Assist Agent to Ensure Permits are Recorded at Registry of Deeds
 - a) Ensure that OoCs are recorded prior to applicant's commencement of construction
 - b) Ensure that OoC Extensions and CoCs are recorded

4. Assist Agent with Interdepartmental Reviews and Communication
 - a) Review files for Planning Board as part of the Site Plan Review Process to determine ConCom's jurisdiction, and submit comments to Agent
 - b) Review files for Zoning Board of Appeals as part of the ZBA's application process to determine ConCom's jurisdiction, and submit comments to Agent
 - c) Review files prior to Occupancy Permit issuance to inform the Building Department of any ConCom jurisdiction involvement
 - d) Review Historical Logs & Files, SimpliCITY Maps Online, Mass OLIVER GIS Maps, and USGS Maps to Determine ConCom's jurisdiction
 - e) Regularly communicate with Board of Health, Planning, ZBA, and Building Department regarding on-going projects
 - f) Work with All Departments as necessary

5. Meeting Coordination
 - a) Agenda
 - Draft, circulate/e-mail, update, and print Agenda
 - Post Agenda on Town Clerk & Conservation Commission bulletin boards and with Town Clerk for the Town's website
 - E-Mail Agenda to Commissioners, confirm attendance for meetings

 - b) Meetings
 - Schedule yearly projected hearing dates
 - Post all Meeting Notices using Town Clerk Meeting Notice process
 - Conduct courtesy calls; contact applicants and representatives when necessary
 - Assist in preparation of meeting; organize files, mail, signature log, etc.
 - Attend Evening Meetings

 - c) Minutes
 - Type minutes during Conservation Commission meeting (Real time ~ 2.0 - 3.5 hours)
 - Record meeting digitally and download audio recording onto computer for future reference
 - Prepare Draft Minutes
 - E-mail Draft Minutes to Commissioners and Agent for review
 - Edit Minutes per Commissioners and Agent's comments
 - Have Minutes voted upon at subsequent meeting
 - Finalize and process Minutes, send to Town Clerk for archiving and web publishing
 - Maintain Meeting Minutes Log and ConCom binders of archived Minutes

6. Budget and Annual Report
 - a) Review new Fiscal Year Omnibus Budget for Selectmen & Finance Committee with Agent
 - b) Assist Agent with Regular Review and Management of Budget using MUNIS to ensure adequate funds are available to fund staff salaries from the Wetland Bylaw Fund and WPA State Fund
 - c) Assist Agent with Monitoring the Budget regularly using MUNIS to determine and maintain budget
 - d) Compile fiscal year-end Budget Reports with comparative analysis of revenue and expenses by fiscal year
 - e) Submit Invoices to Commission for approval

- f) Submit Approved Invoices to Accountant for payment
- g) Research and Assist in preparation of the Conservation Commission's Annual Report at the end of the each fiscal year for May Town Meeting
- h) Assist in preparation of the Conservation Associates's Annual Report with the Associates's input

7. Office Management

- a) Service front desk/walk-ins during office hours
- b) Organize and Maintain all office files
- c) Post mail with postage meter
- d) Create and submit staff Time Sheets
- e) Assist in preparation of Employee Change Forms for year-end salary adjustments, step-increases, and allocations from specific funds
- f) Order office supplies
- g) Archive closed files and update logs
- h) Photocopy/fax/scan, as needed.

Secondary Responsibilities

1. Assist with Updating the Conservation Commission's Website, including the posting of changes in office hours, adding documents to website, updating information regarding new Wetland Regulations, procedures, requirements, etc.
2. Research required to resolve Historical Permit and/or Wetlands issues.
3. Assist with historical review for Open Space and Recreation Plan (OSRP) as necessary
4. Interface with Conservation Associates regarding several Conservation Land activities
5. Attend Workshops/Seminars and Meetings, including Massachusetts Association of Conservation Commissioners (MACC) Fall and Spring Conferences, MACC Fundamentals training workshops, and Massachusetts Society of Municipal Conservation Professionals (MSMCP) monthly meetings.

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