



April 8, 2024

Town of Holliston – Temporary Professional & Technical Support for Conservation Commission (CC4824)

The Town of Holliston is seeking a temporary engagement with an experienced firm or individual that possesses the necessary credentials to cover the scope of services below:

Scope of Services:

- Serve as Conservation Commission (ConCom) office consultant (remotely) while the existing ConCom Agent position is vacant;
- Review applications are in order for the ConCom prior to the ConCom Chair approving agenda items for meetings in May and June 2024;
- Attend ConCom meetings (remotely) and provide technical assistance to ConCom during meetings;
- Coordinate legal notices for approved agenda items with assistance of Town Hall staff;
- Respond to email questions from ConCom Chair and Town Administrator;
- Provide general technical assistance to the Land Use departments related to work;
- Drafting decisions (Orders of Conditions, Determinations of Applicability, Certificates of Compliance, etc.) for the ConCom to review and approve; responsible for ensuring that decisions are issued appropriately;
- Respond to complaints and enforce accordingly, escalating to the ConCom/DEP, as needed;
- Perform site inspections for new applications, erosion controls, compliance, etc;
- Advise potential applicants on applications required by the ConCom under the Wetlands Protection Act and local Bylaws.

Please provide a written letter of interest to the Town Administrator, Travis Ahern, by email at ahernt@holliston.k12.ma.us by Friday, April 12, 2024 at 12PM.

The letter of interest should include any information regarding the staff that would be assigned to this engagement, any potential areas of conflict given the nature of work done by the ConCom and the firm interested, and hourly rates for principal and support staff that would be assigned to the engagement.

The engagement is intended to start on Tuesday, April 16, 2024 and support a minimum of three (3) ConCom meetings in April and May 2024. The engagement may need to extend into June 2024 depending on the timing of the recruitment of the full-time Conservation Agent.