

PLANNING BOARD AND DEPARTMENT ACTION TASKS

Priorities: Immediate (I)=within 1 year; Short-Term (ST)=1-3 years; Mid-Term(MT)=3-5 years; Long-Term(LT)=5-10 years

NOTE: Priorities may have two time frames and they may start in the shorter time frame, but take longer to complete.

#	Goal Actions	Primary Entity	Subentity(ies)	Evaluation Metrics	Priority	Status
G1-3	Support improved connectivity, including mapping to identify easements and routes for more direct walking/biking connections to schools, shopping, town/outdoor resources, and other amenities; and construction of trails and multiuse paths.	Planning & Conservation Department	Bike/Walk Committee	Number and miles of new routes provided.	MT	P&C Dept. is project manager for Lyman/Dayton Street MassWorks construction grant which is funding the new sidewalks and multiuse path for improved bike/ped connectivity. Directing Conservation Administrator to focus on trail improvements at Black Stevens Conservation Area to provide off road connection to Lyman Street improvements. Provided comments to MassDOT on Newton Street reconstruction, scheduled to begin August 2021, on bike and ped improvements.
G1-4	Support permitting for access routes for pedestrians and bicyclists in new business/housing projects.	Planning & Conservation Department	Bike/Walk Committee	Number and miles of new routes provided.	MT	Ongoing consideration when permitting new projects
G1-5	Establish regular funding and volunteer base for stewardship of conservation areas and the trail network.	Planning & Conservation Department	Bike/Walk Committee	Amount of funds raised/available. Number of volunteers. Hours of volunteer time. Description of specific stewardship activity or trail work.	ST	Consider to seek funding for stewardship of Conservation Areas in annual budget; support leadership and coordination of Volunteer Conservation Corps through Conservation Administrator microsoftmicros
G1-6	Increase awareness among residents about the value of natural resources through learning programming.	Planning & Conservation Department	Conservation Commission, School Department	Types of outreach. Number of people reached. Programs supported as a result of increased awareness.	ST	
G1-7	Restore and protect the floodplain storage capacity of Buttery Brook as a component for redevelopment of South Hadley Falls.	Planning & Conservation Department	Conservation Commission	Date of restoration. Date of permanent protection. Number of square feet flooded	LT	FY23 MVP Action Grant awarded. Project to begin in August 2023.
G1-16	Engage an affordable housing developer to build new housing.	Planning & Conservation Department	Administration, Housing Authority, Redevelopment Authority	Date developer(s) engaged. Number of affordable units developed.	MT	Housing Production Plan update initiated. Ongoing conversations with developers regarding potential for affordable housing developments/units/projects.
G1-17	Create a planning process that identifies the sub-areas in South Hadley (neighborhoods).	Planning & Conservation Department		Date process developed. Description of sub-areas identified	I/ST	
G1-18	Develop sub-area plans that identify strategies for preserving desirable characteristics and neighborhood enhancement needs.	Planning & Conservation Department		Date plans approved.	ST	
G1-19	Create a plan for locating outdoor gathering spaces and seating, and advocate for public outdoor seating/areas as a priority in all new business and housing projects. Develop and maintain a master map of all outdoor seating and gathering areas.	Planning & Conservation Department	Bike/Walk Committee, Commission on Disabilities, Conservation Commission, Department of Public Works, Planning Board	Number of gathering/seating areas created. Distribution of areas throughout town.	ST/MT	MPIC initiated advisory committee
G1-20	Assess and map undersized (non-conforming) and undeveloped lots to understand where they are located and the adjacencies to other land uses.	Planning & Conservation Department		Number of lots mapped.	I	Possibly to be incorporated into Housing Production Plan update
G1-21	Support traffic calming measures in permitting for new projects and municipal roadway improvements.	Police Department	Planning & Conservation Department, Department of Public Works	Number and types of traffic calming devices.	ST	Ongoing consideration when permitting new projects
G1-26	Identify and encourage conditions that attract and support Black, Indigenous, and People of Color population.	Selectboard	Administration, All entities	Process for identifying issues concerning BIPOC population and for monitoring the experience of Town services across all demographics. Process for identifying challenges and addressing them. Change in Town demographics. Change in diversity of people	ST/MT	Initiate discussin at 11/4/22 Master Plan Implementation annual meeting
G1-31	Foster Town engagement with college/university personnel and consultants to provide special expertise.	Administration	Other entities as appropriate	Number of personnel used. Type and effectiveness of services provided.	ST, MT, LT	

G2-3	Develop internships with area colleges to assist the Commission in stewardship activities, including trail maintenance, and conduct ecological inventories of conservation areas.	Planning & Conservation Department	Conservation Commission	Number of interns. Tasks completed. Number of miles of trails maintained. Number of inventories	MT/LT	Ongoing consideration
G2-4	Expand funding for land conservation through regional partnerships to tap into new resources.	Planning & Conservation Department		Amount of new funding received.	MT/LT	Ongoing
G2-5	Work toward protection of parcels identified as priority for protection in the Open Space and Recreation Plan.	Planning & Conservation Department		Identified amount. Change in number of acres protected relative to optimum	LT	Lauzier Farm, Alvord - APR to close in 2023
G2-6	Increase land protection in the Bachelor Brook watershed, including the Mount Holyoke Range.	Planning & Conservation Department	Water District #2	Change in number of acres protected.	LT	Ongoing consideration
G2-7	Inventory/map parcels vulnerable to development in the Mount Holyoke Range.	Planning & Conservation Department		Date inventory and map complete.	ST	Communicate with Kestrel Land Trust regarding their prioritization mapping for Holyoke Range conservation
G2-8	Permanently protect land in Zone 2 for aquifer recharge to public water supplies.	Planning & Conservation Department	Water District #2	Change in number of acres permanently protected.	ST	
G2-9	Restore Titus and Black Stevens Ponds (including Newton Smith Brook).	Planning & Conservation Department		Date restoration plan developed. Timeline of restoration actions. Date restoration completed.	LT	FY23 MVP Grant for 100% design and permitting for pond restoration and removal of Queensville Dam. MassDOT Route 116 reconstruction will replace failed culvert under road at Black Stevens Pond/Newton Smith Brook
G2-10	Seek/support opportunities to pair land use conservation with culture/arts/historic preservation and other uses.	Planning & Conservation Department	Conservation Commission, Cultural Council, Historical Commission	Number of opportunities developed. Change in uses.	MT	MVP FY22 Action Grant - Main Street mural of Buttery Brook
G2-11	Identify and inventory existing Connecticut River viewsheds.	Planning & Conservation Department		Number of viewsheds identified.	ST	
G2-13	Work with other Town entities to create and implement a plan to maintain viewsheds that currently exist.	Planning & Conservation Department	Department of Public Works, Historical Commission, Tree Committee and Tree Warden	Date plan approved. Number of views maintained.	MT	
G2-18	Revise subdivision regulations through such means as: limitations on clear cutting of trees, decrease impervious surface cover and encouragement of more shared open space.	Planning Board		Date of bylaw revision.	ST	Subdivision Regulations update has been initiated
G2-19	Review/update Flexible Development Bylaw and whether it should be allowed by right.	Planning Board		Date of report on model. Date bylaw change made.	LT	Bylaw update has been initiated
G2-20	Examine how agriculture may be encouraged via incentives/regulations.	Planning & Conservation Department		Date incentives/ regulations identified. Date incentives/ regulations established.	ST	
G2-21	Research options for conserving open space and agricultural parcels without access to CPA funds.	Planning & Conservation Department		Date options identified. Date of adoption/ approval of options.	ST	
G2-25	Coordinate resources for protection against wildfire, given climate change such as physical improvements as well as public education.	Fire Districts #1 and #2	Conservation Commission, Department of Public Works, Planning Board, Police Department, Tree Warden	Date of inventory of current policies re: management of forest lands, resource sharing, regional coordination, emergency protocols. Date new policies adopted.	ST/MT	
G3-3	Develop an urban forestry plan for public shade trees, including a management plan to improve the health of existing shade trees and a plan to increase the urban forest canopy.	Planning & Conservation Department	Department of Public Works, Tree Committee, Tree Warden	Date plan developed. Date plan adopted. Number of trees planted. Change in health for each tree.	ST/MT	
G3-6	Incorporate floodplain management in design and planning of redevelopment projects.	Redevelopment Authority	Planning & Conservation Department, Planning Board	Change in site plan and/or special permit review criteria. Number, type, and location of projects affected. Change in number of acres flooded. Change in amount of damage	ST/MT	Ongoing - bylaws and regulations require design standards related to floodplains

G3-7	Develop set of best practices for addressing climate change through project permitting.	Planning & Conservation Department		Date of best practices report. Date best practices adopted. Number, type, and location of projects affected. Number of acres of wetlands and wetland buffers affected.	ST	
G3-9	Support an investigation to re-delineate the District 2 Water Supply recharge area.	FD #1 and #2	Board of Water Commissioners, Conservation Commission, Planning Board	Date investigation completed. Date action plan adopted.	ST	Sought Town funding for study; awaiting District #2 vote to allocate matching funds - July 2022
G3-14	Incorporate addressing climate change/resiliency into routine permitting and operations.	All boards and committees		Date new mandate adopted. Changes to Zoning or subdivision regulations adopted. Impact on projects.	ST	
G3-15	Work with Town administration and neighboring towns to consider adoption of Zero Net Carbon goals, tree planting, requiring energy efficiency standards with new construction (particularly municipal) electric charging stations, solar on existing structures, etc.	Planning Board	Administration, SHELD, Sustainability & Energy Commission, Tree Committee, Tree Warden	Date goals adopted. Number of projects affected.	ST	
G3-16	Measure baseline climate data (carbon, number of trees, solar, etc.) and track these markers.	Planning & Conservation Department		Date of baseline measurement. Change in markers at set times (i.e. annual, biannual, seasonal).	ST/MT	
G3-24	Work with boards and committees to produce videos to welcome new members and give them a brief overview of responsibilities.	SHCTV	All boards and committees	Number of videos. Number of boards and committees participating. Feedback from viewers.	ST	
G3-25	Encourage people of diverse backgrounds to run for boards and/or apply for committees to ensure broad representation of all residents in government functions.	All boards		Number of candidates identified. Number of candidates elected. Change in demographics of candidates.	ST/MT	
G3-30	Advocate for all new residential and commercial buildings to be built with a solar-ready roof.	Sustainability & Energy Commission	Planning Board	Number of solar-ready roofs constructed.	MT	
G3-31	Advocate for all new municipal buildings to be built as Net Zero.	Sustainability & Energy Commission	Planning Board	Number of town buildings built as Net Zero.	MT	
G4-1	Create working groups of staff and committee and board members to meet regularly around common priorities to identify and work together toward shared objectives.	All boards, committees, and departments	Administration, Selectboard	Date working group created. Number of shared priorities identified. Number of group actions being	ST	11/4/22 Master Plan Implementation annual meeting
G4-4	Improve inter-departmental communications within the municipality and to the public.	Administration	All departments	Number and types of communications. Feedback from residents and	ST/MT	
G4-5	Provide professional development for all departments and committees as appropriate to improve skills in website content development and presentation.	Administration	All departments	Date provided. Number of participants.	ST/MT	
G4-8	Create a central resource directory on the Town website for all listing and linking to all current plans, reports and key data.	Administration	All boards, committees, and departments	Date resource created. Relevance of information provided.	ST/MT	
G4-13	Prior to Town Meeting, review proposed bylaws as to legality, consistency with other bylaws, and alignment with the goals of this Master Plan Update and make recommendations for action (recommend or not recommend) to the Selectboard and Town Meeting.	Bylaw Review	All other boards and committees	Date(s) bylaws reviewed. Number of committees and/or proposers consulted. Recommendations made. Votes by Town Meeting.	ST/MT	
G4-14	Increase awareness among residents and knowledge about what a wetland is and when work needs a permit.	Conservation Commission	Planning & Conservation Department	Number of applications. Number of approvals. Number of violations.	ST	
G4-15	Increase the public's willingness to seek guidance from the Conservation Commission before doing work.	Conservation Commission	Planning & Conservation Department	Number of inquiries.	ST/MT	

G4-16	Increase use of media and the Town website to promote and showcase good projects with outcomes in support of the values of the Wetlands Protection Act and the goals of this Master Plan Update.	Conservation Commission	Planning & Conservation Department	Number of articles. Types of media. Distribution of coverage. Number of projects shown.	ST/LT	
G4-22	Post articles in area newspapers, Town's website and social media.	All boards and committees		Number of articles posted. Number of responses or other	ST/MT	
G4-27	Work with boards, committees and departments to identify baseline data for impact evaluation and standard metrics, as appropriate.	Master Plan Implementation Committee	All boards, committees, and departments	Date baseline data identified. Schedule for collection of baseline data. Date(s) data collected	MT	
G4-28	Work with boards, committees, and departments to monitor progress towards goals using metrics recommended in this Master Plan Update, as appropriate.	Master Plan Implementation Committee	All boards, committees, and departments	Identify schedule and process for monitoring. Feedback from boards etc. as to usefulness. Dates of progress updates to	MT/LT	
G4-29	Work with Town Administrator, Planning Board and Selectboard to determine whether there are additional reporting mechanisms that should be put in place, for example to flag an urgent issue.	Master Plan Implementation Committee	Administration, Planning Board, Selectboard, All Departments	Date additional reporting mechanisms identified. Number of users. Feedback on effectiveness.	ST/MT	