



PLANNING BOARD

Paul Mattor, Chair
Max Kenney, Vice Chair
Peter Lovell
Heather Sullivan
Jessica Brackett
Tom Witkowski
Don Roth Jr.

Minutes of Planning Board Meeting 9 September 2020

Present: Paul Mattor, Chair; Max Kenney, Vice Chair; Don Roth Jr., Heather Sullivan, Jessica Brackett, Tom Witkowski. Dave McCubrey, Jack Rogala, Mary Hoffman Select Board; Tammy Munson, Code Enforcement Officer; Bennet Flinner, Select Board Office Assistant; Martha Turner, Secretary; Lee Jay Feldman SMPDC; William Thompson and Austin Fagan, BH2M; Becky Bowley, Betsy St. Pierre, Pete Tarbox, Dan Yarumian. Absent: Peter Lovell.

Call to Order: A quorum being present, meeting was called to order at 7:04 PM by Chair Paul Mattor, via Zoom.

Minutes: Motion was made to approve minutes of 26 August 2020. Motion seconded; carried 5-0-1.

Correspondence: None.

Reports: Tammy Munson reported on CEO activity. Dave McCubrey reported on Select Board preparations for partially reopening town buildings.

Public Hearing: Motion made and seconded to suspend the regular meeting and open public hearing. Motion carried 5-0-1. Public hearing for Totem Pines Subdivision #2202-4245 opened at 7:12 PM.

Mr. Mattor reported on the site visit that was held at 5:30 today, with 14 in attendance. He noted that the land appears to be well drained and relatively flat. Mr. Kenney noted that they were able to see the location of wetlands. All corners were marked, as were test pits.

Ms. Bowley, owner of abutting land, expressed concern that they currently have a right of way over Old Grassy Road to access their property; this right of way must be made permanent and must be clearly marked. Pete Tarbox noted that Old Grassy Road is also the only way to access his property. Mr. Yarumian noted that Nathan Smith Road provides access to snowmobile trails in Limington. He expressed concern that all existing trails should remain.

The status of Old Grassy Road was discussed at length. Was it an old county road; was it ever owned by the Town of Hollis? Was it abandoned or discontinued? Mr. Thompson stated that any existing rights of way through the subdivision will remain. On the revised plan he will show the entire length of Old Grassy Road, including the end where it is clearly marked as a private road. BH2M will continue research into the history of this road. The condition of Nathan Smith Road was discussed.

Motion to close the public hearing, made and seconded. Carried 5-0-1. At 7:45 PM the public hearing was closed and the regular meeting resumed.

Unfinished Business: Totem Pines subdivision application #2202-4245. Betsy St. Pierre developer; William Thompson, Project Manager, BH2M.

Mr. Mattor noted that the sketch plan was accepted as complete on 26 August. He proceeded to review the Hollis Subdivision Regulations, Article 7. He pointed out that this section is mislabeled; it concerns the preliminary plan procedure, not sketch plan. Under Section 7.2.B, Submissions, he reviewed items 1 – 25 individually. Following are results of voting, including conditions of approval. Findings of Fact document will be generated and provided to developer. Conditions will be included in the revised preliminary plan.

1. **Name of subdivision, plus Map and Lot numbers.** *The name of the subdivision is Totem Pines, located at Map 16 Lot 17. (5-0-1)*
2. **Verification of right, title, or interest.** *Deed provided (5-0-1)*



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3. **Survey made and certified by a licensed land surveyor; all corners marked by monuments.** Survey by BH2M. All corners are marked. Mr. Thompson clarified that the survey definition of a monument is granite, stone, or iron rod. (5-0-1)
4. **A copy of all covenants or deed restrictions, easements, rights-of-way, or other encumbrances currently affecting the property.** These will be clearly marked on the plan. The developer will consider snowmobile or ATV access. (5-0-1)
5. **Covenants or deed restrictions intended to cover all or part of the lots in the subdivision, including plans for open space maintenance and proposed homeowners' association bylaws.** The developer's application includes a draft of proposed HOA covenants and restrictions, including maintenance of open space. (5-0-1)
6. **Contour lines.** Sheet 2 will show two-foot contour lines. (5-0-1)
7. **Number of acres in the proposed subdivision, location of property lines and existing physical features.** The existing plan is adequate. (5-0-1)
8. **Subsurface sewage disposal.** Two test pits to be shown on each lot including #13. Test pit analysis provided. (5-0-1)
9. **9. B. Water supplied by private wells.** Letter provided by Marquis Well & Pump, indicating access to adequate water supply. To determine potential location for the well, each lot will include a 100' circle around the leach field, to be shown on the plan. (5-0-1)
10. **Plan will show north point, date, name of preparer and owner.** All shown as required (5-0-1)
11. **Abutters.** Mr. Thompson will add the name of the new owner of the out-sale lot. All other abutters are already included (5-0-1)
12. **The location of any zoning boundaries affecting the subdivision.** All within the RR3 zone; no shoreland zone included. (5-0-1)
13. **Existing and proposed water mains, culverts, drainage ways.** Mr. Thompson will obtain a recommended culvert size from an engineer, and will note on the plan. Small detention pond will be shown between Lots 2 & 4. (5-0-1)
14. **Existing and proposed streets, easements, open spaces.** Open space is indicated, as is proposed location for street to be named Totem Pines Drive. (5-0-1)
15. **Public improvements shown on Comprehensive Plan.** None (5-0-1)
16. **Proposed lot lines with dimensions and lot areas shall be numbered.** The developer will work with the Tax Assessor on lot numbering (5-0-1)
17. **Parcels of land proposed to be dedicated to public use.** Does not apply (5-0-1)
18. **Open space.** The open space is clearly noted and is referenced in HOA document (5-0-1)
19. **Soil Survey.** Soil survey provided by Mainely Soils, LLC. (5-0-1)
20. **Flood hazard, wetlands, resource protection.** Wetlands are shown, no resource protection areas, not in 100-year flood zone. (5-0-1)
21. **Hydrogeological assessment** is forthcoming. (5-0-1)
22. **Estimate of amount and type of vehicular traffic to be generated.** Developer will provide a proposal for the cost of improving Nathan Smith Road to medium volume standards from Totem Pines Drive to Cape Road. (5-0-1)
23. **Does not apply; subdivision is not large enough to require traffic impact analysis.** (5-0-1)
24. **Notification of proposed subdivision to: Road Commissioner, School Superintendent, Fire Chief, Conservation Commission; request comments.** Secretary will follow up (5-0-1)
25. **Performance guarantee for road construction.** Developer will provide a satisfactory performance guarantee according to Article 13.

Long Range Planning: None

Public Comment: Regarding the proposed Totem Pines subdivision, comments included in minutes above.

Plan for Next Meeting: Wednesday 23 September 2020, 7:00 PM via Zoom

Adjourn: Meeting adjourned at 9:55PM.

Minutes submitted by Martha Turner, Secretary

Approved by Planning Board 23 September 2020