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## PLANNING BOARD

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Paul Mattor, Chair  
Don Roth Jr, Vice Chair  
Peter Lovell  
Heather Sullivan  
Jessica Brackett  
Tom Witkowski  
Vacant Seat

### Minutes of Planning Board Meeting 28 July 2021

**Members Present:** Paul Mattor, Chair; Peter Lovell, Jessica Brackett, Don Roth Jr., Tom Witkowski.  
**Absent:** Heather Sullivan

**Others Present:** Mary Hoffman, Select Board; William Thompson BH2M; Martha Turner, Secretary

**Call to Order:** Quorum present, meeting called to order at 7:00 PM by Chair Paul Mattor at the Hollis Community Building.

**Minutes:** Motion was made and seconded to approve minutes of 23 June 2021. Carried 4-0-1. (There was no meeting on 14 July 2021.)

**New Business:** Election of officers for new fiscal year. Motion was made and seconded to nominate Paul Mattor for Chair. Motion carried 4-0-1. Mr. Mattor accepted. Motion was made and seconded to nominate Don Roth Jr. for Vice Chair. Motion carried 4-0-1. Mr. Roth accepted.

**Correspondence:** Memo from Select Board regarding policies and procedures for Planning Board meetings.

**Reports:** Ms. Hoffman reported that the Select Board will be holding a public hearing on Wednesday 4 August 2021 regarding proposed remote participation policy. Each individual board or committee will have to hold a similar hearing in the near future. She reported that the crosswalk agreement with Brookfield is currently under legal review. She also noted that volunteers are needed for the Hollis Community Day celebration on Saturday 14 August 2021.

**Unfinished Business:** Harmon Farm Estates Subdivision #2202-4236, presented by William Thompson, project manager. Mr. Mattor noted that the name of a Planning Board member, Jessica Brackett, appears as an abutter on the final plan; however, there is no conflict of interest because the property had already been sold.

Performance guarantee was discussed. Conditions of approval will include the requirement of a performance guarantee that is acceptable to the Hollis Select Board. Conditions of approval will also include the requirement that the developer will repair any damage to Sarah Vaughn Road prior to release of the performance bond. The name of the new street will be "Harmon Way" and will be a private way maintained by a homeowners' association.

Discussion of the possibility of limiting hours of operation during construction. Emphasize that Hollis does not have a noise ordinance. Mr. Roth mentioned that Saco has such an ordinance, limiting noise after 9:00 PM.

Review of Hollis Subdivision Regulations Article 1, Sections 1.1 – 1.13. Each item was reviewed individually, with a separate vote on each item.



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- 1.1 Will not result in undue water or air pollution. *This property is relatively flat and is well drained. Carried 4-0-1.*
- 1.2 Has sufficient water available for the reasonably foreseeable needs of the subdivision. *Letter from well driller indicating adequate water supply in the area. Carried 4-0-1.*
- 1.3 Will not cause an unreasonable burden on an existing water supply if one is to be utilized. *Not applicable. Carried 4-0-1.*
- 1.4 Will not, alone or in conjunction with existing activities, adversely affect the quality or quantity of ground water. *"No-well zones" are shown on the final plan. Professionally designed septic systems will protect ground water. Carried 4-0-1.*
- 1.5 Will not cause unreasonable soil erosion or reduction in the capacity of the land to hold water so that a dangerous or unhealthy condition may result. *Test pits show adequate soils to hold water. Carried 4-0-1.*
- 1.6 Will not cause unreasonable highway or public road congestion or unsafe conditions with respect to use of the highways and existing or proposed public roads in Hollis, and in an adjacent town where a proposed subdivision crosses municipal boundaries. *Excellent sight distances. Subdivision does not cross municipal boundaries. Estimated 10 trips per day per lot. Carried 4-0-1.*
- 1.7 Will provide for adequate solid and sewage waste disposal and will not cause an unreasonable burden on municipal services if they are utilized. *Solid waste disposal is provided by Town of Hollis weekly trash collection; subdivision will not cause an unreasonable burden. Professionally designed septic systems will be utilized; current building codes will be followed. Carried 4-0-1.*
- 1.8 Will not have an undue adverse effect on the scenic or natural beauty of the area, aesthetics, historic sites, significant wildlife habitat, or rare and irreplaceable natural areas or any public rights for physical or visual access to the shoreline, as identified in the Comprehensive Plan. *Subdivision is not located in the shoreland zone. Permanent access to open spaces is provided. A snowmobile trail currently exists, and will be maintained. Carried 4-0-1.*
- 1.9 Is in conformance with a duly adopted subdivision regulation or ordinance, comprehensive plan, development plan or land use plan. *This subdivision was in process prior to enactment of changes to the ordinance re: cluster subdivision density bonus. The subdivision complies with the Zoning Ordinance in place at the time. Carried 4-0-1.*
- 1.10 Will be developed by a subdivider with adequate financial and technical capacity to meet the standards and requirements in the Subdivision Regulations. *Developer will submit performance bond acceptable to the Select Board. Carried 4-0-1.*
- 1.11 Is in conformance with the Town of Hollis Shoreland Zoning Ordinance. *Not located in shoreland zone. Carried 4-0-1.*
- 1.12 Will be developed so that all principal structures within the subdivision shall be constructed with their lowest floor, including the basement, at least one foot above the 100-year flood elevation in accordance with Hollis Ordinances. *Not located in flood plain. Carried 4-0-1.*
- 1.13 Will provide for adequate storm water management. *Storm water management plan has been reviewed by an engineer, and meets all standards. Carried 4-0-1.*



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Motion was made and seconded to approve the Harmon Farm Estates Subdivision as conditioned, based on best professional information that has been provided by the applicant. Motion was discussed. Carried 4-0-1.

**New Business:** Ms. Brackett discussed an MMA webinar she attended regarding Planning Boards and Boards of Appeal. One of the topics discussed was the need to avoid ex parte communication among Board members. Also discussed the Freedom of Access law. Members discussed the implications of using their personal electronic devices for town business, and questioned whether it would be too expensive to provide each member with an inexpensive tablet. Motion was made and seconded to ask the Select Board if they could provide an individual official Hollis email address for each Planning Board member. Motioned carried 4-0-1.

**Public Comment:** None

**Long Range Planning:** Mr. Mattor stated that he is a member of the Hollis Long Range Planning Committee. They are working on updating and revising the entire Comprehensive Plan. There is a chapter on the Planning Board and Land Use Planning. Mr. Mattor asked Board members to think about issues that may have been troublesome for them in the past, such as driveway standards and cluster subdivisions. Emphasis on a future land use plan for Hollis: which areas to consider for encouraging or discouraging growth.

**Plan for Next Meeting:** Wednesday 11 August 2021, 7:00 PM at Community Building.

**Adjourn:** Meeting adjourned 9:15 PM.

Minutes submitted by Martha Turner, Secretary