



PLANNING BOARD

Paul Mattor, Chair
Joe Ponzetti, Vice Chair
Peter Lovell
Kevin Flinner
Heather Sullivan
Jessica Brackett
Trevor Hustus
Bruce Wishart, alternate

Minutes of Planning Board Meeting 24 January 2018

Present: Paul Mattor, Chair; Joe Ponzetti, Vice Chair; Heather Sullivan, Peter Lovell, Kevin Flinner, Trevor Hustus, Jessica Brackett, Bruce Wishart (Alternate); Martha Turner, Secretary; Mike Seely, Select Board; Paul Goudreau, Deputy CEO.

Call to Order: A quorum being present, the meeting was called to order at 7:00 PM by Chair Paul Mattor.

Minutes: Motion was made and seconded to approve the minutes of 10 January 2018 as corrected. Motion carried.

Correspondence: None.

Reports: Mr. Mattor reported that there are several committees in Hollis that are looking for members: Long Range Planning Committee, New Municipal Complex Committee, the Hollis Conservation Commission, and the new Finance Committee. Mr. Mattor stated that he is one of the three members of the selection committee that will be screening applicants for the Finance Committee. Anyone interested in volunteering for any of these committees can apply via the town's website, or contact Bennet Flinner or Martha Turner at the town hall. All Hollis meetings are always open to the public.

Mr. Seely reported that there have been many residents requesting assistance with heating expenses this winter. He explained that the Hollis Heating Fund is in dire need of donations. This fund is designed for those who are not eligible for General Assistance. He noted that there are Clynk bags available at the town hall for anyone who wants to donate their empty cans and bottles. Funds generated from the Clynk bags will go directly into the heating fund.

Mr. Mattor reminded everyone that Planning Board meetings are scheduled to begin at 7:00 PM, and requested that all applicants appearing on the agenda must be present when the meeting begins, as sometimes agenda items are taken out of order.

Old Business: Indian Cellar Tea House, Shoreland Zone Permit #2200-0300. Presented by Sally McGarry, applicant, and Christopher Carroll, architect. Mr. Mattor noted that the next step in the process is a review of the land use requirements itemized in Chapter 17 of the Hollis Shoreland Zoning Ordinance.

Mr. Mattor asked Mr. Goudreau if he had any specific areas of concern about this proposal. Mr. Goudreau asked about parking, noting that they should not be parking on the road or in the right of way. Mr. Ponzetti stated that a septic system could be designed that is strong enough to allow for parking on top of it. Mr. Ponzetti made a motion that the applicant must revise the site plan to provide proof that there is adequate parking space on the property. Motion carried 6-0-1.

In discussing the parking space and driveway, Mr. Carroll noted that a gravel driveway is planned. Mr. Mattor stated that gravel is considered to be an impervious surface, and the total impervious area must be kept to a maximum of 20% of lot coverage. Mr. Carroll noted on the survey the triangular area described as "area of possible reversionary rights due to discontinuance," and suggested that this might also be used for parking.



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Mr. Mattor asked if any Board member had other concerns regarding any of the items in Chapter 17. Mr. Ponzetti noted that this is a non-conforming structure. Mr. Flinner stated that he has read through all the requirements in Chapter 17, and most of these are not relevant; the items that are relevant have already been addressed. Mr. Carroll stated that a new well will be drilled on the property. Mr. Mattor emphasized that this proposed location must also be noted on the revised plan.

Old Business: Planning Board Ordinance. Members reviewed the draft of the proposed ordinance. Mr. Mattor asked if the Select Board has the authority to change any of the items in this ordinance. Mr. Seely stated that any changes the Select Board might suggest would have to be brought back to the Planning Board for approval; otherwise, unless there is a legal issue discovered by the town's attorney, nothing else will be changed.

Ms. Sullivan made a motion to accept the draft of the Hollis Planning Board Ordinance as presented, with typos corrected. The motion was seconded, and carried 6-0-1. This draft will be available for the public to review prior to the hearing scheduled for February 14.

Upcoming business: the Hollis Shoreland Zoning Ordinance still needs to be updated according to the newest state regulations. Ms. Sullivan asked whether the town can simply vote to adopt the state's shoreland zoning ordinance. Mr. Mattor suggested that the basic ordinance must be tailored to the town. Mr. Flinner observed that a lot of the state's new ordinance looks exactly the same.

Mr. Ponzetti suggested asking SMPDC to assist with creating the town's new SZO, noting that SMPDC has certainly helped other towns with this. Mr. Mattor emphasized the importance of doing this correctly, and suggested that it would be worth the expense. Mr. Flinner asked if this expense is already in the Planning Board's budget. Mr. Mattor will contact Lee Jay Feldman at SMPDC, and ask him for a cost estimate.

Mr. Wishart asked if Mr. Feldman is still available to attend Planning Board meetings, noting that his expertise has often been helpful in the past. Mr. Mattor replied that Mr. Feldman is indeed available to consult with the Planning Board whenever required. He noted that some issues, such as conditional use permits, are more relevant to the Code Enforcement Officer, while other issues, such as subdivisions, are more relevant for Mr. Feldman's expertise.

Public Comment: None.

Plan for Next Meeting: The next Planning Board meeting will be held on Wednesday 14 February 2018, to begin with a public hearing regarding the proposed Planning Board Ordinance.

Adjourn: Meeting adjourned at 8:00 PM.

Minutes submitted by Martha Turner, Secretary
Approved by Planning Board 14 February 2018