

**Town of Hollis
Planning Board**

08 February 2012

Call to Order:

The regular meeting of the Town of Hollis Planning Board was called to order at 7:04 PM on February 8, 2012 in the community building in Hollis, Maine by Dave Goodwin.

Roll Call:

Dave Goodwin, Ted Durost, Chris Roy, Charmen Goehring-Fox

Also attending is Peter Gordon, CEO

A quorum is present.

CEO Report:

Peter Gordon: Kevin Martel contacted him stating he needs to plans for his road signed by the board in order to get his permit from the town of Waterboro. Response letter from Power Engineers re: transmission line upgrade which stated the board had no jurisdiction.

Public Comment:

None.

Public Hearing:

Not scheduled

Old Business:

Hidden Brook Subdivision: Dave Goodwin states he recalls there were some conditions that needed to be fulfilled, specifically a road maintenance agreement. He reads an email from Mary Day concerning this matter. He notes that the road maintenance agreement needs to be found prior to the signing of the plans.

Subdivision Regs Revision: Dave Goodwin states he will have a flow chart, which the board can review at the next meeting. Ted Durost asks if there should be a peer review after the re-write. Dave states yes, there should be. Peter Gordon states the board needs to review the Use Table. The version on the website has no column for shore land zone or resource protection. Dave states the zoning board should revise and bring to a public meeting. Ted asks if the selectmen should be involved; Dave states yes. Peter will get copies of the use table to the board to review and revise.

Accessory Use: Dave spoke with an attorney regarding accessory use versus permitted use as shown on the use table. He states there could be a note stating "unless otherwise specified". Peter states the board can vote on adding a footnote. Dave Goodwin motions: if accessory use is not specifically defined, the general category applies, and board approval is needed. Charmen Goehring-Fox seconds. The motion is carried unanimously.

New Business

Planning Board Bylaws: Ted Durost states the board reviewed the bylaws to make sure they reflected what the board is currently doing, and also for clarity. Possibly review the draft at the next regular meeting. Dave states review the draft at the next meeting; give the board time to review, and then vote on the following meeting. Ted states the wording in the current version isn't clear, and there is also the issue of the number of members required. Dave states the selectmen would need to be advised of that. Ted adds that the electronic acceptance of the meeting minutes if a member is unable to attend; also defining how the minutes and agenda get to the website. Dave states including in the bylaws making the website one of the two permanent records of the meeting minutes. Ted asks if the website content is permanent. Dave states this would be a question for Saco River RP Commission. Ted notes the current bylaws allow for the records to be reviewed by the public with the executive secretary.

Additional Items:

Dave Goodwin states there will be an ongoing list of open items on the back of the agenda. Each item will be put on and taken off by board vote. Current items for the list: Hidden Brook finding of fact and signing of plans; also locating the completed maintenance agreement. Also the request by the Appeals Board regarding changing the zoning rules. Ted Durost notes refers to the Land Use guide, page 73, section 624.2 C vs. 620.22. Dave Goodwin motions to approve the outstanding items list; Ted Durost seconds. The motion is carried unanimously.

Chris Roy motions to adjourn the meeting at 7:45 PM; Charmen seconds the motion. The meeting is adjourned.

Minutes submitted by: Shelley Pelkey

Approved by the Board: 04-11-12