



PLANNING BOARD

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

Minutes of Planning Board Meeting 8 November 2017

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

Roll Call - Present: Paul Mattor, Chair; Joe Ponzetti, Vice Chair; Kevin Flinner, Peter Lovell, Heather Sullivan, Trevor Hustus; Martha Turner, Secretary; Mike Seely, Select Board.

Absent: Jessica Brackett, Bruce Wishart.

Others present: Sam Snellings, John Sheahan, Joanne Toone.

Correspondence: None

Reports: (1) Sam Snellings presented a report from the Hollis New Municipal Complex Committee. The committee members are working toward defining exactly what the complex will include, as well as where it will be located. Three parcels of land in Hollis have been identified as potential sites. Mr. Snellings noted that Hollis has several building needs due to the aging of the existing facilities and the continued growth of the Hollis population. He reported on the survey that was recently conducted, which resulted in 350 responses. Some of the comments were: keep the cost low, keep it simple, convenient location, plan for the future.

Mr. Snellings stated that there are many possibilities being considered regarding what might be included in the complex. Suggestions have included: upgraded municipal offices with space for future expansion, library/media center, fire station, public works department, post office, and community gathering spaces which would be accessible to everyone, such as scout troops and other community organizations. He noted that Hollis could use lots of community space, such as meeting rooms, but also walking trails and community gardens – shared spaces where people can simply be. The committee has also surveyed what adjacent towns have done, including Gorham, Standish, Buxton, and Dayton.

John Sheahan discussed the TIF. He stated that the State requires the money to be used only for projects that encourage economic development. Thus, these funds cannot be used to build new municipal offices, but the money can be used to build the infrastructure. Mr. Sheahan noted that the committee could use a few more members, especially someone who has background with senior citizens' facilities, as well as anyone with construction expertise. Mr. Mattor noted that this project will eventually have to come before the Planning Board, and will have to meet all ordinance guidelines for a conditional use.

(2) Mr. Seely responded to a question raised by the secretary regarding a request for a letter of consent for a non-conforming structure that needs to be lifted up and replaced on a new foundation. He noted that he has denied this request, as this permission is clearly the responsibility of the Planning Board, referring to the Zoning Ordinance, Article 1.4.2.2, regarding non-conforming uses and structures: "Construction or enlargement for a foundation beneath the existing structure shall not be considered an expansion of the structure provided that the structure and new foundation are placed such that the setback requirement is met to the greatest practical extent as determined by the Planning Board." Mr. Mattor noted that there is a procedure to be followed, and a complete application will have to be submitted to the Board.



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(3) Mr. Seely reported on the meeting that he and the CEO attended with Van Hertel and his attorney and the town's attorney, regarding the resolution of the illegal subdivision on Bean Street. They are working on a settlement that will bring this matter to a close. The town's attorney will present the proposal to the Planning Board at a future meeting.

Review of Minutes: Motion to approve the minutes of October 25 as presented. Motion was seconded, and carried 5-0-1.

Old Business: None

New Business: Election of officers. Mr. Hustus nominated Paul Mattor to continue as Chair for the next year. Mr. Flinner seconded. Motion carried 5-0-1. Mr. Mattor accepted. Ms. Sullivan nominated Joe Ponzetti to continue as Vice Chair for the next year. Mr. Flinner seconded. Motion carried 4-0-2. Mr. Ponzetti accepted.

New Business: Release letter of credit for Clark Farm Estates subdivision. The board has received notices from both the Road Commissioner and the Fire Chief that all of their requirements have been met, the fire cistern and the road have both been constructed to town standards. Mr. Seely reported that there are no legal issues pending regarding this subdivision. The Treasurer has confirmed that there are no outstanding debts associated with this subdivision. Mr. Seely noted that it is actually the responsibility of the Select Board to release the bond, upon the recommendation of the Planning Board.

Based on the reports from the Road Commissioner and the Fire Chief that all conditions of approval have been met, Ms. Sullivan made a motion to recommend that the Hollis Select Board may now release the letter of credit for Clark Farm Estates. Motion was seconded, and carried 5-0-1.

New Business: Review draft Hollis Planning Board Ordinance. Mr. Mattor noted that the most recent Planning Board Ordinance on record was approved in 1984, and now needs to be updated. Members discussed whether or not a quorum would be needed in order to hold a public hearing, which is actually a fact-finding meeting similar to a site visit. The function of a public hearing is solely to hear input from community members regarding the issue at hand. If the Planning Board approves the revised ordinance, the next step would be to schedule a public hearing. The ordinance would be placed on the warrant for a vote at the June town meeting.

Next Meeting: Saturday 2 December 2017, 9:00 AM, site visit at 214 Hollis Road. Wednesday 13 December 2017, 7:00 PM, regular meeting plus public hearing for 214 Hollis Road.

Adjourn: The meeting was adjourned at 7:45 PM.

Minutes Submitted by Martha Turner, Secretary
Approved by Planning Board 13 December 2017