

HOLLIS PLANNING BOARD MINUTES

April 21, 2020

Final

PLANNING BOARD MEMBERS PRESENT: Bill Moseley – Chairman; Doug Cleveland – Vice Chairman, Ben Ming, Jeff Peters, Chet Rogers, David Petry (Ex-Officio for Selectmen), Matt Hartnett (Alternate), Rick Hardy (Alternate)

ABSENT: Cathy Hoffman, (R. Hardy appointed to vote for C. Hoffman).

STAFF PRESENT: Mark Fougere, Town Planner; Evan Clements, Assistant Planner

**THIS MEETING WAS CONDUCTED VIRTUALLY WITHOUT A PHYSICAL LOCATION
IN COMPLIANCE WITH GOVERNOR SUNUNU'S EMERGENCY ORDERS #12, 16, & 17**

1. CALL TO ORDER: 7:00 PM. B. Moseley led the group in the Pledge of Allegiance.

2. APPROVAL OF PLANNING BOARD MINUTES:

- a. Feb. 18, 2020** – J. Peters motioned; D. Cleveland seconded – approved unanimously
- b. Mar. 19, 2020** – R. Hardy motioned; J. Peters seconded – approved; B. Ming abstained

3. DISCUSSION AND STAFF BRIEFING

- a. Agenda additions and deletions – Three cases asked to be postponed
 - a. PB2020-001: Design Review** 82 Runnells Bridge Road Mixed Use Dev.
 - b. PB2020-005: Sky Orchard Estates Plan Note Amendment**
 - c. PB2020-009: Design Review** 4 Spaulding Lane 4 lot-subdivision
 - i. Motion to table the above three projects – R. Hardy motioned; D. Cleveland seconded – passed unanimously
- b. Committee Reports - none
- c. Staff Report - none
- d. Regional Impact – Staff is in receipt of a notice from the Town of Amherst relative to a proposed 54-unit condo development on Rt. 122

4. SIGNATURE OF PLANS – None

5. HEARINGS

- a. Scenic Road Hearing** – tree trimming and removal: Eversource – Baxter Road, Federal Hill Road, Hardy Lane, Hayden Road, Parker Lane, Plain Road, Rideout Road, Rocky Pond Road, Van Dyke Road, South Merrimack Road, Wheeler Road, Wright Road.

As part of their seasonal tree trimming and power line maintenance, Eversource has provided a trimming route and list of trees to be removed. B. Moesley raised concerns regarding the failure of Eversource's tree trimming vendor to clean up the trimmings along the public right of way and on resident property. It was noted that leftover trimmings had been left on Depot Road since 2014.

Ian Farley, Vegetation Management Supervisor for Eversource had been made aware of the cleanup issues and promised to work with the Town of Hollis to

ensure that past routes would be cleaned up in a timely fashion. Crystal Franciosi, ACRT, Inc. Arborist stated that smaller branches would be chipped at the time of removal and larger logs would be left for pick up approximately two to three weeks after trimming. Various Planning Board members stated that two to three weeks was too long and requested a one to two week timeframe.

After further discussion, the Board decided that no new maintenance trimming activity would be allowed until past operations were properly cleaned up. Mr. Farley agreed and stated that he would work with planning staff to identify areas that needed to be cleaned up.

A Public Hearing was opened and closed with no participants.

Motion to table approval of new work until the May 19, 2020 meeting – C.
Rodgers motioned; R. Hardy seconded – passed unanimously

- b. File PB2019:018** Proposed site plan for the installation of a two 450 square foot ground mounted solar tracking systems, Map 3 Lot 31, Applicant: Go Solar NE Owner Mathew Levine, 16 Blood Road, Zoned R/A Residential Agriculture. **AA 10-15-19, Tabled from March 17th.**

The Board's ongoing concern for this project has been appropriate screening of the tracking solar arrays from the public right of way. The applicant has requested a waiver from the height requirement of the Hollis Solar Ordinance. In order to grant the waiver, the Planning Board must be satisfied that the proposed landscaping adequately screens the arrays from view of the public.

Part of the Board's request from the applicant was an engineered site plan that shows the location of proposed landscaping and grading changes to help screen the arrays. Doug Gagne, Town Landscape Inspector performed a review of the submitted site plan and its proposed landscaping.

Erik Pickhardt, Go Solar NE explained that the proposed location of the solar arrays to the east of the tennis court is the most optimal location for power generation. He also noted that too many trees near the array would negatively impact the efficiency of the arrays.

Jake Ottolini, Go Solar NE discussed the proposed grading on the site plan and stated that the intent was to create an area of flat land below the grade of the tennis court. This would use the tennis court to help screen the arrays from a

viewer to the north looking south. E. Pickhardt stated that the tracker can only be installed so far below grade as three feet of clearance is required for the panels to avoid be obstructed as they move.

R. Hardy noted some issues in regards to grading on the proposed site plan. The major issue being that the site plan did not reflect the discussion. The plan shows a three to four foot depression but the array needed three feet of clearance as earlier stated. He reiterated that the site plan must reflect the proposed work to be done. It was also stated the proposed landscaping was not sufficient to properly screen the array.

The Planning Board recommended that the location of the array be moved so that the house and tennis court would block the view of the array from Blood Road. Another option to heavily landscape was also proposed. The Board recommended to the applicant to update the site plan to better address the screening, grading, and location concerns.

Motion to table application until May 19, 2020 meeting – J. Peters motioned; D. Cleveland seconded – passed unanimously

- c. **File PB2020:010** Proposed minor changes to approved site plan removing new drop off driveway and removal of public sidewalk segment, Map 52 Lot 53, 3 Monument Square, Applicant/Owner: The Congregational Church of Hollis, Zoned TC Town Center, Historic District. **Application Acceptance & Public Hearing**

Motion to Accept the Application – J. Peters motioned; D. Cleveland seconded; C. Rodgers recused himself as he is an abutter; M. Hartnett authorized to vote in C. Rodgers place – motion passed.

The proposed plan is very similar to plan that was originally approved last year. The Hollis Select Board came to an arrangement with the Church regarding the installation and maintenance of the sidewalk along the property.

M. Hartnett raised some concerns regarding the installation of new lighting fixtures on the property and light pollution. Tom Hildreth, Church Representative, stated that the fixtures would be the same design as the existing fixtures. The new fixtures would be on the same timer that the existing fixtures were on. It was also noted that there was an existing street light on a utility pole that is much brighter than the existing and proposed fixtures.

The Public Hearing was opened.

Chet Rodgers 3 Broad Street – asked about the location of the new light fixtures. Wanted to know if there were new fixtures being installed along Broad Street. There are not.

The Public Hearing was closed.

T. Hildreth requested a waiver from the 30 day appeal period signature hold and requested that the plan be signed immediately.

Motion to Approve Waiver and Application – J. Peters motioned; D. Petry seconded – passed unanimously.

- d. File PB2020:011** Proposed Final application for the subdivision of an existing 43.3 acre lot into four frontage lots and conservation back lot & lot line relocation, Nartoff Road, Map 26 Lot 5 & 5-1, Applicant Gateway Homes, Inc., Owner William Corosa Rev. Trust, Zoned R&A & Recreation. **Application Acceptance & Public Hearing**

Motion to Accept Application – J. Peters motioned; D. Cleveland seconded – passed unanimously

M. Fougere began by explaining that this is a proposed major subdivision with a lot line relocation that creates four frontage lots along Nartoff Road and one back lot with no frontage that will be dedicated to the Town of Hollis at no cost. There is a significant amount of wetlands as the property abuts Flint Pond. A fire cistern easement has been dedicated to the Town of Hollis. The Fire Cistern fee has been waived. To address the Rural Character Ordinance a 50 foot no cut, non-disturbance buffer is shown along the sites frontage. The only disturbance that will be allowed is to install driveways for the lots and selective cutting to enhance tree growth.

The only outstanding issue raised during design review was to waive the HOSPD subdivision requirement.

B. Mosely stated that there was some abutter concerns that since Nartoff Road is a dirt road, the machinery used to develop the lots have the potential to do damage to the road. A stipulation was considered that the developer of the lot

would be responsible for either repairing the damage to the road or reimbursing the Town for the cost of the repairs. R. Haight, Meridian Land Services and the applicant's representative agreed that condition would be reasonable.

R. Haight recommended that there be permanent wetland buffer signs installed on the property in addition to the temporary fence. M. Fougere explained that the temporary fence is to ensure that timber removal and site development does not accidentally encroach on the approved buffer areas.

The Public Hearing was opened.

Joe Garruba, 28 Winchester Drive – asked if the property being deeded to the Town would be going before Town Meeting next year and how does the Town officially accept the property

R. Haight stated that the Select Board can accept land deed to them without Town Meeting. If the land needed to be purchased or the plat modified then Town Meeting approval would be needed.

D. Petry stated that the Select Board has already been briefed on the possibility of the Town being deeded this parcel and does not see any reason why the Town would not accept the parcel.

The Public Hearing was closed.

There was no further discussion on this application.

Motion to Waive HOSPD Requirement – D. Cleveland motioned; C. Rodgers seconded – J. Peters abstained – passed

E. Clements asked to clarify the condition regarding the buffer delineation. The temporary fencing of the cut line and wetland buffer must be installed before the issuance of a Building Permit. The permanent wetland buffer signs must be installed prior to the issuance of a Certificate of Occupancy.

Motion to Approve Application with Conditions – D. Petry motioned; D. Cleveland seconded – J. Peters abstained – passed

- e. **File PB2019:21 Proposed Design Review** subdivision application of an existing 17.75 acre property into five frontage lots, Map 2 Lot 44, North Pepperell Road & Worcester Road, Owner/Applicant: Kathleen & Hans Olson, Zoned R&A Residential & Agriculture. **Tabled Jan 21st.**

M. Fougere explained that the proposal was tabled in January to give the applicant time to conduct a number of studies requested by the Planning Board including and Wildlife study and Rural Character study. A site walk was intended to be conducted prior to tonight's hearing, however, with COVID-19 concerns and the Governor's Executive Order prohibiting gatherings of larger than ten people, the site walk was not performed. Staff recommended that a site walk be conducted only after the studies have been completed and reviewed.

T. Carr, Meridian Land Services gave an update on the site design and studies that were requested. A common drive was proposed for lots 2-44-1 & 2-44 to reduce both stormwater runoff and earth work along Worcester Road. He noted that as long as the wetland in the field was not a vernal pool than the Conservation Commission would be satisfied with the normal 100 foot buffer.

T. Carr stated that in conjunction with R. Towne, Fire Chief, it was determined that the best location for the Fire Cistern easement was at the corner of Worcester and North Pepperell Road.

T. Carr gave an update on the Vernal Pool study which had been completed. The wetland in the field was determined to not be a Vernal Pool. The farm pond west of the field wetland is functioning as a Vernal Pool. M. Fougere clarified that the pond is actually on both the applicant's property and the westerly abutter's property.

Meridian intends to complete the Migratory Bird study in early May. The study should be received two weeks before the next site walk.

A Site Walk was scheduled for June 13, 2020 at 9:00 am contingent on COVID-19 and reports submitted on time.

R. Hardy asked if the driveway and building locations could be staked out for the site walk so a discussion about Rural Character of screening could occur.

T. Carr did note that the Board is treating this proposal as a site plan but it is actually a subdivision plan. Building locations shown on the plat are what Meridian believes is the best layout but final building locations may change. D.

251 **Motion to Table Application until June 16, 2020 Meeting – D. Petry**
252 **motioned; J. Peters seconded – passed unanimously**

254 **6. OTHER BUSINESS**

256 The chairman, Bill Moseley, would like to add several items to section d.
257 relative to the public hearing procedure. He presented a slide of the public
258 hearing rules used by the Budget Committee, and noted that other boards in
259 Hollis operate under similar rules. This will codify the operating procedure. The
260 proposed additions are:

- 261 (1) Speakers at the podium will be recognized by the Chair;
262 (2) Speakers must state their Name and Address for the record;
263 (3) Speakers may comment once for 2 minutes. Speakers may be recognized to
264 speak again on an issue after all others have had an opportunity to speak once.
265 (4) If a Speaker's point has been substantially made by others, the Speaker will be
266 requested to briefly conclude the presentation and be asked to yield the speaking
267 opportunity.
268 (5) Speaker will direct all comments to the Planning Chair and not engage with
269 members of the public.

272 Petry motioned; C. Rodgers seconded – passed unanimously

274 7. ADJOURN

275 There being no further business, D. Petry presented a non-debatable motion to adjourn.
276 Motion seconded by. C. Rodgers and unanimously approved. Meeting adjourns at 9:09 PM.

278 Respectfully submitted,

279 Evan J. Clements,

280 Assistant Planner

281