

**TOWN OF HOLDERNESS**  
**Planning Board Meeting Minutes: June 20, 2023**

Angi Francesco, Chair called the meeting to order at 5:32 PM

**ROLL CALL OF MEMBERS:**

Members Present: Angi Francesco, Chair, Bill Nesheim, Vice Chair, Clayton Titus, Member, Janet Cocchiaro, Member, Christine Renzi, Alternate (late arrival)

Members Absent: Peter Francesco, Ex-Officio, Carl Lehner, Member, and Ron Huntoon, Member,  
Also Present: Lucinda Hannus, Land Use Assistant

**APPROVAL OF MINUTES: May 16, 2023**

Angi Francesco asked for any corrections to the minutes. Three typographical errors were mentioned to be corrected

**MOTION: “To approve the minutes of May 16, 2023 as corrected”**

**Motion: B. Nesheim**

**Second: J. Cocchiaro**

**Discussion: None**

**Motion Passed: 4–Yes    0– No**

Upon arrival, the chair elevated the alternate Christine Renzi to a full voting member for this meeting.

**PUBLIC HEARINGS:        NONE**

**NEW BUSINESS:        NONE**

**OLD BUSINESS:        NONE**

L. Hannus introduced a memo to the members and explained the issue that has arisen due to the failure to record an approved Boundary Line Adjustment (BLA) for Shepherds View Ranch, LLC. A letter has been drafted to send to the property owner. She is requesting the board’s concurrence with the plan to send the referenced letter as the first step to rectifying the fact that the BLA was never recorded at the time of approval.

J. Cocchiaro would like to see the letter amended to formally address Ms. Connor, that the contact name and phone number be added to page 3, and that the closure on page 6 be relocated to the end of page 3.

C. Renzi made a motion “To send the letter as amended to the property owners”

C. Titus seconded the motion

Motion Passed 5-Yes 0- No

## **WORK SESSION:**

### **Subdivision Regulations – Road Standards**

L. Hannus provided a copy of the DRAFT road standards that were previously developed by the town and dated June 2019. She gave a brief history of the document and some of the outstanding questions that still need to be resolved.

B. Nesheim stated he would like to see these standards and a road acceptance policy be finalized and the subdivision regulations refer back to these new documents. The town needs to have a written policy to avoid problems going forward with new developments and how to deal with issues like the acceptance of Pleasant Place Drive which has presented itself at town meeting the last two years with no resolution to date.

A. Francesco stated that there are other roads that are currently not town roads with varying levels of construction and improvements and a policy would help guide the town going forward on how to handle acceptance.

C. Titus spoke to the issue of construction inspections and establishing bare minimums for existing roads.

B. Nesheim indicated that he has been working on gathering a subcommittee to work on this and would like to pull in a subject matter expert to help.

Discussions continued on the relationship of the proposed road standards and the subdivision regulations. At a minimum the two documents need to agree with each other, some parts need to stay in the subdivision regulations while the standards and policy for acceptance could be in a separate document(s).

B. Nesheim will continue efforts on formulating a policy and updating the standards with a goal of a public hearing on the matter in September. Will also reach out to local developers for their input.

A. Francesco reminded the members to read the amended subdivision regulations emailed to them by the land use assistant for discussion at next months meeting. L. Hannus explained that the revisions indicated in this document update references, corrects spelling and grammatical errors, and also includes comments on sections that need to be discussed further. Any changes to road construction/standards within the subdivision regulations would be made once the standards document is closer to finalization.

B. Nesheim stated that he attended the Lakes Region Conference recently and how several towns have instituted what is referred to as a Lake Front District Overlay to provide stronger protections to water bodies than what the current default state standards are. One particular item would be the application of fertilizers in shoreland areas. The state allows up to 25' where other towns are much stricter. Fertilizers are a larger source of nutrients that cause cyanobacteria blooms in waterbodies than what fireworks may introduce. Septic systems are also a potentially larger source if they are not maintained properly. He would like to see an element of the district include a requirement that septic systems are properly maintained and property owners be required to submit records of pump outs to the town. This at least would be a reminder to them to check their systems and keep them operating properly.

## **Fireworks Ordinance**

A. Francesco stated that she had not had an opportunity to speak with J. Cocchiaro in regards to the proposed fireworks ordinance and therefore had no updates for the members at this time.

**NEXT MEETING:**        **July 18, 2023**

## **ADJOURNMENT:**

At 6:45 PM, the following motion was made.

**MOTION: "To adjourn."**

**Motion: J. Cocchiaro**

**Second: C. Titus**

**Discussion: None**

**Motion Passed: 5–Yes    0– No**

Respectfully submitted,

Lucinda Hannus  
Land Use Assistant