



Town of Mount Holly Planning Commission

Remote Electronic – Regular Meeting Minutes

Wednesday December 16th, 2020

7:00 P.M.

Commission Members Present: Jon McCann (Chair), Jim Seward (Vice Chair), Stephen Michel, Lisa Terreri (Secretary), Brigid Sullivan

Commission Members Absent: none

Also Present: Renee Sarmiento (Clerk), Okemo Valley TV

1. Jon called the meeting to order at 7:02 pm.
2. No changes to agenda.
3. Minutes: The minutes from November 11th, 2020 and December 3rd, 2020, were approved as distributed.
4. Clerk Report:
 - a. Renée reported that she sent out a bill for unpaid fees for Timko subdivision on November 17th, and received record of payment on December 10th.
 - b. Next steps include sending decision letters by certified mail to the applicant, mailing copies of the decision to anyone appearing or having been heard at the hearing, and filing a copy of the decision. Stephen suggested checking with Sue to see if she needs a copy.
5. Correspondence
 - a. Subdivision Proposals: none
 - b. Building Construction Registrations:
 - Timothy Schaeffer, 19 Okemo Way, New, Storage/Garage: accepted
 - c. Wastewater system and potable water supply permits: none
 - d. Email/Other: none
6. Unfinished Business
 - a. Town Plan strategy
 - i. Jon spoke about continuing to build on the lists of groups or individuals to contact that was begun at the working meeting, and reaching out to these groups/individuals for information at the beginning of the year.
 - ii. Jon asked that members add any other suggestions of groups or individuals to speak with to the Town Plan Work Plan, or email/call Jon with the suggestion. Stephen suggested PC members identify themselves when adding suggestions by adding their name in parentheses.
 - iii. There were no conservation members to follow up on survey, and if they are interested in collaborating with the Planning Commission on the survey. Jon will try to reach out to Fra for this information.
7. New Business
 - a. Mr. Michel's thoughts about the AO

- i. Stephen shared his concerns regarding the Administrative Officer position. They included repeated information, job responsibilities exceeding the clerk's capabilities, tasks done by other individuals, and GIS not being supported by the town office computer.
 - ii. Jon pointed out that there were only slight modifications made to the existing job description, and that the tasks identified are things that the AO may be asked to do, but not necessarily something that will be required.
 - iii. Stephen will resend email with his edits and thoughts on the job description, and the discussion will be deferred until everyone is able to review the document.
 - b. Update Subdivision Guide
 - i. Jon reported the fee schedule is now linked to the guide on the webpage.
 - ii. Applicants will be asked to send digital files as well.
 - iii. PC members will review changes made to the Subdivision Guide, and will review in a future meeting.
 - iv. Jon requested if members would like changes made to the Subdivision Guide that they contact him through phone or email with suggestions.
8. Public Comments: none
9. Upcoming meetings
 - Regular meeting - January 20th, 7:00 pm (3rd Wednesday).
10. The meeting adjourned at 7:32 pm.

For the Commission,
Renee Sarmiento, Planning Commission Clerk

In draft form until approved on January 20th, 2020