



## Town of Mount Holly Planning Commission

### **Remote Electronic – Regular Meeting Minutes**

Wednesday January 20th, 2021

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 7:05pm.
2. No changes to agenda.
3. Minutes: The minutes from December 16th, were approved as distributed.
4. Reports
  - a. Town Budget
    - i. Jon reported the town budget was approved by the select board and has gone to a vote on the ballot.
    - ii. Planning Commission brought in more than \$600 from subdivision fees, and it is estimated the same or higher amount will be brought in this year.
    - iii. The increased budget for the planning commission clerk will allow for a few more hours a month. Helpful to address clerical backlog.
    - iv. Planning commission expense discussed. Expense in past years may have included printing costs and postage.
    - v. Stephen reported an additional line was added to the town budget for the Administrative Officer with a wages estimate of \$1000. Jon stated that this is unfortunate because the Commission recommendation was to make development applicants bear this cost so the taxpayers would not have to. Our recommendation was not taken this year.
  - b. Clerk Report:
    - i. Renée reported that she mailed the Timko decision letter to Robin Timko and a copy to interested party Kevin Thomson on January 4th, 2021. Stephen and Jim suggested a copy of the decision letter be sent to the individual who paid the fee. Jon said that was not required since he was not an interested party in the hearing.
5. Correspondence
  - a. Subdivision Proposals: none
  - b. Building Construction Registrations: none
  - c. Wastewater system and potable water supply permits: none
  - d. Email/Other: none

6. Unfinished Business

- a. Review Subdivision web page/guide
  - i. Review of updates to the web page including added links at the bottom of the page, a link to the Select Board fee schedule, request of PDF of plat when possible, and fees required up front after preliminary review.
  - ii. Jon will print the guide and provide the Town Office with a copy of all materials

7. New Business

- a. Article for Town Report
  - i. Auditors allowed deadline extension to submit the annual report until January 21st, 2021.
  - ii. Members reviewed and edited the annual report.
- b. Mr. Michel's thoughts on AO
  - i. Clarification made that the Administrative Officer is appointed by and reports to the Select Board.
  - ii. Stephen expressed concern that some functions of the position are beyond the qualifications of the current Administrative Officer, or are completed by the Town Clerk.
  - iii. Brigid commented that the job description was adopted in September, and that it is not necessary for it to be revised at this point in time.
  - iv. Jon recommended the revision of the Administrative Officer job description be revisited when seeking a new candidate for the Administrative officer position.
  - v. Stephen felt the AO was appointed by the SB but reports to the PC. Jon disagreed.

8. Public Comments: none

9. Upcoming meetings

- a. Working meeting - February 3rd, 7:00 pm (1st Wednesday)

10. The meeting adjourned at 7:41pm

For the Commission,  
Renee Sarmiento, Planning Commission Clerk

Edited and approved February 17<sup>th</sup>, 2021