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Hollis Maine Annual Town Warrant 2018

Hollis, Me.

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Warrant for the Hollis Annual Town Meeting
for the Fiscal Year July 1, 2018 - June 30, 2019

STATE OF MAINE

COUNTY OF YORK/ss

To: Kaden Flynn, a Constable in the Town of Hollis in the County of York, State of Maine.

GREETINGS:

In the name of the State of Maine, you are hereby required to notify and warn the inhabitants in said Town of Hollis qualified to vote in town affairs to meet at the Hollis Fire Station at 405 Plains Road in said Town of Hollis on Tuesday, the twelfth day of June A.D. 2018 (June 12, 2018) at 6:45 a.m. in the morning to act on ARTICLE 1. The polls will open at 7:00 a.m.(seven o'clock in the forenoon) and close at 8:00 p.m. (eight o'clock in the evening) to act on Articles 2 through 20.

Article #1 To elect a moderator by written ballot to preside at said meeting.

Article #2 To elect the necessary Town officials;

one (1) Select Board Member/Overseer of the Poor for a three (3) year term,
one (1) Treasurer for a three (3) year term,
one (1) Road Commissioner for a two (2) year term.

Article #3 Shall the Town vote to raise, appropriate and expend up to \$1,109,919.79 for General Government Operations?

Acct#	Department Name	17-18 Budget	18-19 Budget	
100	Administration Office	\$ 157,001.00	\$ 163,176.50	
101	Broadcasting	\$ 8,115.00	\$ 5,740.97	
103	Treasurer Office	\$ 50,949.00	\$ 40,006.75	
104	Town Clerk Office	\$ 50,135.00	\$ 40,113.75	
105	Elections	\$ 26,945.00	\$ 39,330.97	
106	Tax Collector Office	\$ 58,250.00	\$ 48,913.75	
107	Assessor Office	\$ 61,750.00	\$ 65,995.09	
150	Legal Fees	\$ 10,000.00	\$ 15,000.00	
400	Operations & Management	\$ 61,580.00	\$ 149,002.32	
1300	Insurance	\$ 253,318.00	\$ 292,802.84	
1600	FICA (withholding)	\$ 75,691.00	\$ 81,794.13	
1800	Animal Control	\$ 13,015.00	\$ 13,212.42	
2200	Planning Board	\$ 12,388.00	\$ 12,744.49	
2205	Finance Committee	\$ 2,200.00	\$ 3,014.16	
2210	Appeals Board	\$ 1,873.00	\$ 2,387.09	
2350	Community Clothing Closet	\$ 2,000.00	\$ 1,875.00	
2298	Veteran's Flags	\$ 700.00	\$ 700.00	
2370	Conservation Commission	\$ 600.00	\$ 600.00	
2400	Saco River TV	\$ 15,000.00	\$ 16,676.00	
2500	Code Enforcement Office	\$ 71,100.00	\$ 116,833.56	
		<u>\$ 932,610.00</u>	<u>\$ 1,109,919.79</u>	\$1,109,919.79

Select Board - Recommend

Article #4 Shall the Town vote to raise, appropriate and expend up to \$301,541.84 for the Recreation Department?

	17-18 Budget	18-19 Budget	
1200 Hollis Parks & Recreation	\$ 258,966.00	\$ 273,971.84	
1219 Sports Complex	\$ 43,394.00	\$ 27,570.00	
	<u>\$302,360.00</u>	<u>\$301,541.84</u>	\$301,541.84

Select Board - Recommend

Article #5 Shall the Town vote to raise, appropriate and expend up to \$434,000.00 for Snow & Sanding Services?

	17-18 Budget	18-19 Budget	
500 Snow and Sanding	\$434,000.00	\$434,000.00	\$434,000.00

Select Board - Recommend

Article #6 Shall the Town vote to raise, appropriate and expend up to \$297,205.00 for Road & Highway Services and Road Commissioner Salary?

	17-18 Budget	18-19 Budget	
600 Highway	\$147,205.00	\$147,205.00	
601 Paving	\$150,000.00	\$150,000.00	
	<u>\$297,205.00</u>	<u>\$297,205.00</u>	\$297,205.00

Select Board - Recommend

Article #7 Shall the Town vote to raise, appropriate and expend up to \$722,131.99 for Emergency Services provided by the Hollis Municipal Fire & Rescue Department?

	17-18 Budget	18-19 Budget	
300 Emergency Services	\$530,713.00	\$ 722,131.99	\$722,131.99

Select Board - Recommend

Article #8 Shall the Town vote to raise, appropriate and expend up to \$25,090.00 for General Assistance?

	17-18 Budget	18-19 Budget	
1000 General Assistance	\$15,000.00	\$25,090.00	\$25,090.00

Select Board - Recommend

Article #9 Shall the Town vote to raise, appropriate and expend up to \$255,750.00 for Public Services?

	17-18 Budget	18-19 Budget	
900 Solid Waste Disposal	\$240,200.00	\$241,000.00	
2000 Street Lights	\$14,750.00	\$14,750.00	
	<u>\$254,950.00</u>	<u>\$255,750.00</u>	\$255,750.00

Select Board - Recommend

Article #10 Shall the Town vote to raise, appropriate and expend up to \$84,373.07 for Hollis Libraries?

	17-18 Budget	18-19 Budget	
800 Salmon Falls Library	\$48,093.00	\$51,022.07	
810 Hollis Center Library	\$35,000.00	\$33,351.00	
	<u>\$83,093.00</u>	<u>\$84,373.07</u>	\$84,373.07

Select Board - Recommend

Article #11 Shall the Town vote to raise, appropriate and expend up to \$20,650.00 for the following Non-Municipal requests?

Non Municipal Requests	18-19 Budget	
2299 York County Shelters	\$700.00	
2300 Visiting Nurse Service	\$1,850.00	
2301 York County Comm. Action	\$3,400.00	
2302 Leavitt's Mills Health Care	\$1,800.00	
2303 Kids Free to Grow	\$500.00	
2305 Maine Behavioral Health	\$500.00	
2306 Day One Inc.	\$500.00	
2307 So Me. Agency on Aging	\$2,750.00	
2310 Cub Scouts	\$1,200.00	
2314 Red Cross	\$300.00	
2315 Buxton-Hollis Historical	\$1,000.00	
2317 VNA Home Health	\$250.00	
2318 Maine Public Broadcasting	\$100.00	
2320 Saco River Corridor Comm.	\$300.00	
2323 Ladawn Therapeutic Riding	\$1,500.00	
2328 Anytime Services for Seniors	\$1,500.00	
2329 Life Flight of Maine	\$1,000.00	
2330 So Me Veteran's Cemetery Assn	\$1,000.00	
2331 Health Equity Alliance	\$500.00	
	<u>\$20,650.00</u>	\$20,650.00

Select Board - Recommend

Article #12 Shall the Town vote to authorize the Select Board and the Tax Collector to:

1. Charge interest on unpaid taxes, determine the rate thereon, set the due date for taxes, and to set the date on which interest shall commence.
(Tax Collector charging interest at a rate of 8% per annum, that taxes be due and payable in two (2) payments. The first due on November 7, 2018 and the second half on May 1, 2019 with interest commencing on the first half of November 8, 2018 and the second half on May 2, 2019.)
2. Accept prepayment of taxes.
3. Set the interest rate to be paid by the Town on the refunded overpayment of taxes for the 2018-2019 Fiscal Year at 4% as recommended by the Tax Collector and Select Board.
4. Apply all tax payments to the oldest outstanding taxes first?

Select Board - Recommend

Article #13 Shall an Ordinance entitled "Town of Hollis Emergency Medical Subscription Program" be enacted?

Article #14 Shall the Town establish separate protected accounts for the Town Heat Fund and Town Christmas Fund each to be carried forward annually?

Article #15 Shall an Ordinance entitled "Mailbox Ordinance" be enacted?

Article #16 Shall an Ordinance entitled "Naming of Roads and Numbering of Properties" be amended?

Article #17 Shall the Town vote to raise, appropriate and expend up to \$120,000.00 to be added to the Emergency Services appropriation to provide for two (2) overnight staff at the Hollis Fire & Rescue Department?

Select Board - Recommend

Article #18 Shall an Ordinance entitled "Hollis Planning Board Ordinance" be enacted and the Ordinance entitled "Hollis Planning Board Membership Ordinance" be repealed?

Article #19 Shall the Town vote to increase the property tax levy limit in the amount of \$1,045,344.00 established for the Town of Hollis by State Law, in the event that the municipal budget approved under the preceding articles results in a tax commitment that is greater than this property tax limit?

Select Board - Recommend

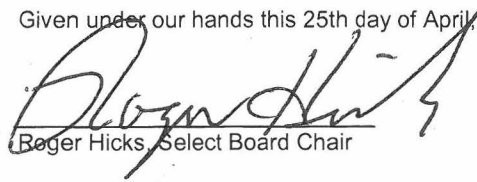
Article #20 Shall the Town vote to accept and apply up to the estimated and anticipated revenues and reimbursements to the 2018-2019 Tax Commitment in the amount of \$2,333,434.00?

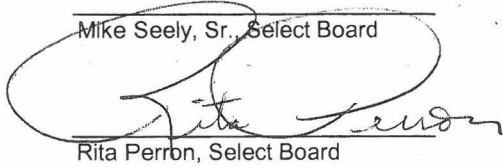
ANTICIPATED REVENUES	2017-2018	2018-2019
MDOT Block Grant	\$51,492.00	\$52,284.00
Code Enforcement Fees	\$80,000.00	\$100,000.00
Dog fees	\$2,000.00	\$1,500.00
Excise Taxes	\$810,000.00	\$925,000.00
Rescue Fees	\$120,000.00	\$120,000.00
Parks & Recreation Fees	\$180,000.00	\$180,000.00
Misc. Rev & Reimbursements	\$80,000.00	\$120,000.00
BETE Reimbursements	\$300,000.00	\$475,000.00
Homestead Reimbursement	\$116,000.00	\$160,000.00
Tree Growth Reimbursement	\$23,000.00	\$23,000.00
Veteran's Exemption Reim.	\$2,000.00	\$2,000.00
State Revenue Sharing	\$128,811.71	\$124,650.00
Cable Franchise Fees	\$40,000.00	\$50,000.00
	<u>\$1,933,303.71</u>	<u>\$2,333,434.00</u>

Select Board - Recommend

Original Warrant signed March 21, 2018.
Amended April 25, 2018.

Given under our hands this 25th day of April, A. D. 2018


Roger Hicks, Select Board Chair

Mike Seely, Sr., Select Board

Rita Perron, Select Board

Martha E. Huff, Hollis Town Clerk

The Registrar of Voters will hold regular Town Office hours two weeks prior to the election, Tuesday, Thursday and Friday 9-4 and Wednesday noon - 8 pm.

The Registrar of Voters will be available at the polls to correct any error, correct a name or address on the voting list, to accept registrations of any person eligible to vote and to accept new enrollments.

A person who is not registered to vote may NOT vote in any election.

A voter not enrolled in a political party may not vote in a primary election.

Hollis, Maine _____ 2018 A.D.

Warrant Return:

Pursuant to the within warrant to me directed, I have notified and warned inhabitants of said town, qualified as herein expressed, to meet at said time and place, and for purposes therein named, by posting an attested copy of said warrant at the Town Hall, Your Country Store, Johnson's Garage, Hollis Select Board Office, and Hollis Town Clerk in said town, being public and conspicuous places in said town, on the 5th day of June, 2018 A.D. being at least seven days before the meeting.

Constable of Hollis, Maine

Town of Hollis Emergency Medical Subscription Program Ordinance

This ordinance implements the Town of Hollis Emergency Medical Subscription program designed for Town residents, both individual and/or family members, residing in a household in the Town of Hollis.

The program provides cost coverage if a subscriber is transported and/or provided medical services, by the Town of Hollis Fire & Rescue Department, or a mutual aid medical transport service to a medical facility which is not covered by the subscriber's insurance or in the event that the subscriber has no insurance coverage.

The plan will not cover medical transportation/services provided by another emergency medical service provider, unless the provider is responding to a mutual aid request from the Hollis Fire & Rescue Department, or any medical emergency which occurs outside the Town of Hollis.

An annual fee, as shown on the attached application form, is required to accompany the subscription application and will cover any family member listed on the subscription form who resides in the household and in the Town of Hollis.

Medical transportation/services costs will not be billed by the Town of Hollis for the co-pay or charges that a subscriber's insurance does not cover for Emergency Medical Services. If a resident has no insurance, the entire bill will be forgiven by the Town.

The subscription plan is renewable annually of each calendar year, and for the year designated by the subscriber.

All funds collected through this plan will be placed in a protected account in the Town and will not be used for any other purpose other than to cover medical bills derived from transportation/services by the Hollis Fire & Rescue Department to this program subscribers.

Subscribers are required to complete the attached subscription agreement form and return it with the appropriate subscriber's fee to the Hollis Town Treasurer.

Adopted:

Town of Hollis Fire/EMS Subscription Program Agreement

Name: _____	Sex/Date of Birth: _____ / _____ / _____
Name: _____	Sex/Date of Birth: _____ / _____ / _____
Name: _____	Sex/Date of Birth: _____ / _____ / _____
Name: _____	Sex/Date of Birth: _____ / _____ / _____
Name: _____	Sex/Date of Birth: _____ / _____ / _____
Name: _____	Sex/Date of Birth: _____ / _____ / _____

Relationship: _____

Mailing Address: _____

Street Address: _____

Phone Number: _____

As a subscription member, you will be billed for emergency medical services provided by the Town of Hollis. That portion not covered by your insurance for Hollis Fire & Rescue (EMS) transportation to the hospital from within the Town will be covered by this plan.

This subscription agreement covers the period from January 1st to December 31st. Subscriptions are renewable during the calendar year.

This plan does not take the place of your existing insurance but only helps to assist in paying that portion of your bill that is not covered by other insurance.

Choose your plan:

- \$25.00 Senior Citizen Plan (per person, ages 60 & over)
- \$30.00 Senior Couple (ages 60 & over)
- \$35.00 Single Resident
- \$40.00 Family Plan of 2
- \$50.00 Family Plan of 3 or more

Please fill out this enrollment form and return it with your check payable to the Town of Hollis. Send to Town of Hollis, Attn: EMS Plan, 34 Town Farm Road, Hollis, ME 04042. Upon receipt of your application, you will receive membership confirmation. For more information regarding this program, you may call the Administrative Assistant to the Select Board at 207-929-8552, Ext 26.

TOWN OF HOLLIS

Mailbox Ordinance (Proposed)

For convenience and practicality, mailbox installations have been allowed within the right-of-way of Maine's public highways; however, it is important to recognize that such installations have two very important conditions:

- 1) The mailbox must be installed in accordance with applicable standards to ensure that mail can be delivered and that the mailbox does not create an obstacle or safety hazard to those that use or maintain the highway, and
- 2) The mailbox is installed entirely at the owner's risk. In other words, if the mailbox incurs damage during any sort of highway operations or maintenance, the property owner is not entitled to replacement or compensation. In fact, if the mailbox was not installed in accordance with the applicable standards as stated above, the owner may even be held liable for injuries or damages that may have been incurred as a result.

Mailbox design and installation standards are available from several sources, and mailbox owners are expected to consult this information prior to undertaking any mailbox installation or replacement. The following standards have nationwide relevance and were developed in cooperation with one another:

- The United States Postal Service (USPS) Mailbox Guidelines. The USPS defines the standards for mailbox construction, as well as the placement tolerance that must be met to accommodate postal operations. Specifics may be obtained from your local post office or online at: <https://www.usps.com/manage/mailboxes.htm>
- American Association of State Highway and Transportation Officials (AASHTO) Roadside Design Guide. The AASHTO Roadside Design Guide, Chapter 11: *Erecting Mailboxes on Streets and Highways* deals with the safety and construction of privately owned mailboxes, mailbox supports, and mailbox turnout designs and is less focused on postal operations. This publication may be obtained online through the AASHTO Bookstore at: https://bookstore.transportation.org/Item_details.aspx?id=1807

In addition, if the mailbox is to be installed in an area with sidewalks, it is important to recognize that the sidewalks must continue to comply with ADA requirements:

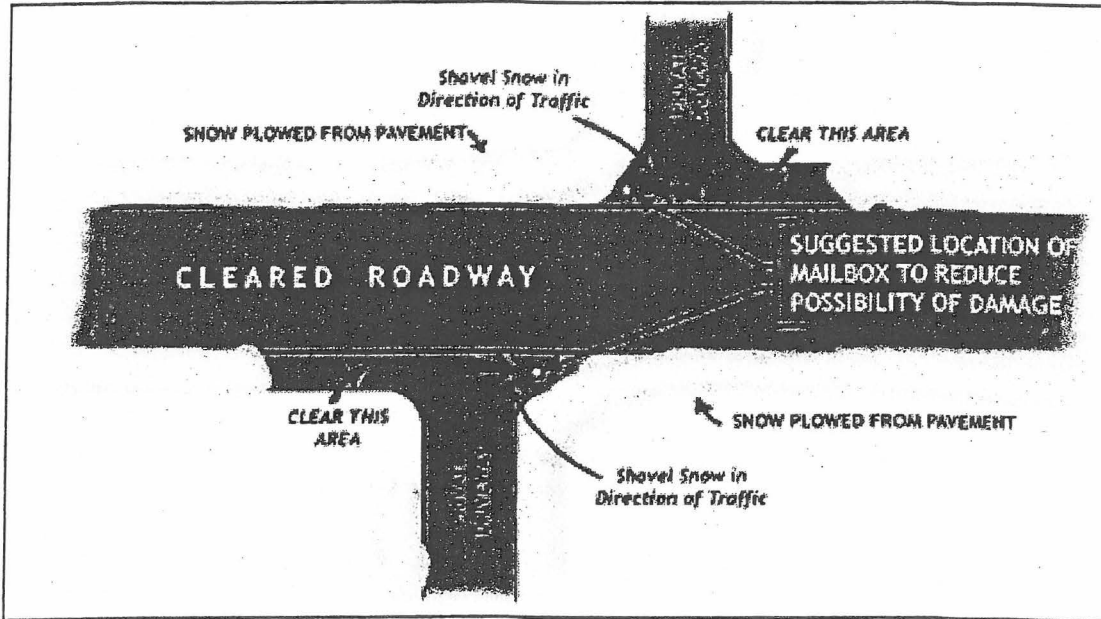
- American Disabilities Act (ADA). The most current version of the ADA Standards for Accessible Design set forth the minimum requirements to ensure facilities are readily accessible to and usable by individuals with disabilities.
<http://www.ada.gov/regs2010/2010ADASTandards/2010ADAstandards.htm#c4>

The municipality has developed this policy to promote compliance with these national standards and to help further clarify the expectations and responsibilities of Maine mailbox owners. Such compliance helps us ensure that we continue to provide safe, efficient and accessible highways for all. The following pages further specify the details associated with mailbox height, location, offset, and post type to minimize the potential hazards and conflicts associated with mailbox installations and to reduce the opportunities for damage to mailboxes.

Mailbox Installation Standards

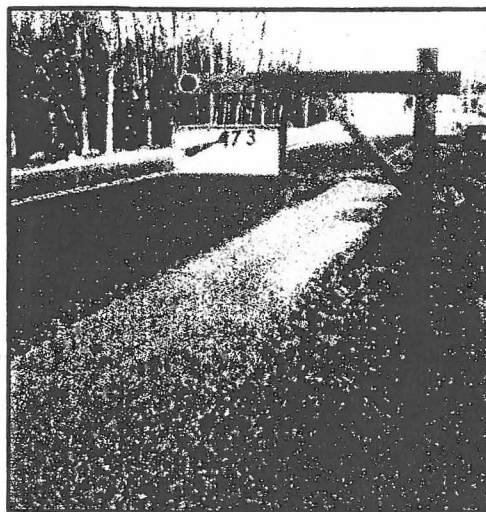
General Location:

Whenever possible, your mailbox should be located after your driveway opening. This location placement improves visibility, minimizes the amount of snow that comes off of the snow plow, and improves the approach for your mail carrier. The diagram below further clarifies this preferred placement:



Mailbox Support Design:

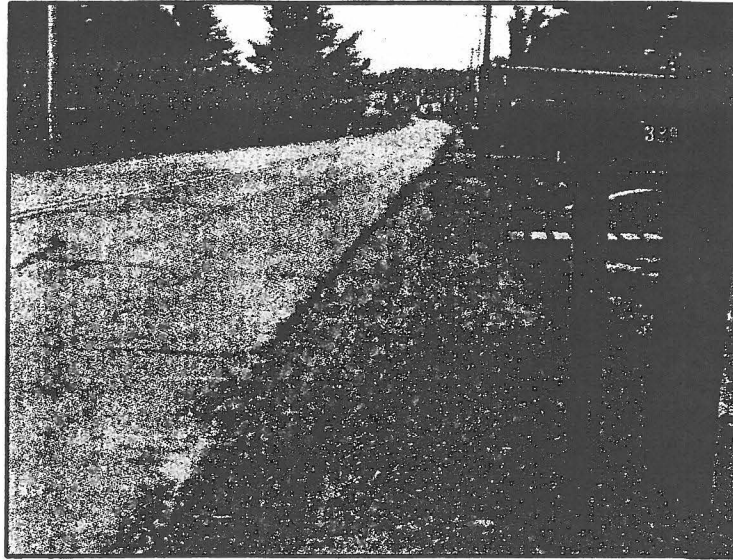
In many cases, it is best to use an extended arm type of post with a free-swinging suspended mailbox. This allows snowplows to sweep near or under boxes without damage to supports and provides easy access to the boxes by carrier and customers. The following picture shows a free-swinging suspended mailbox:



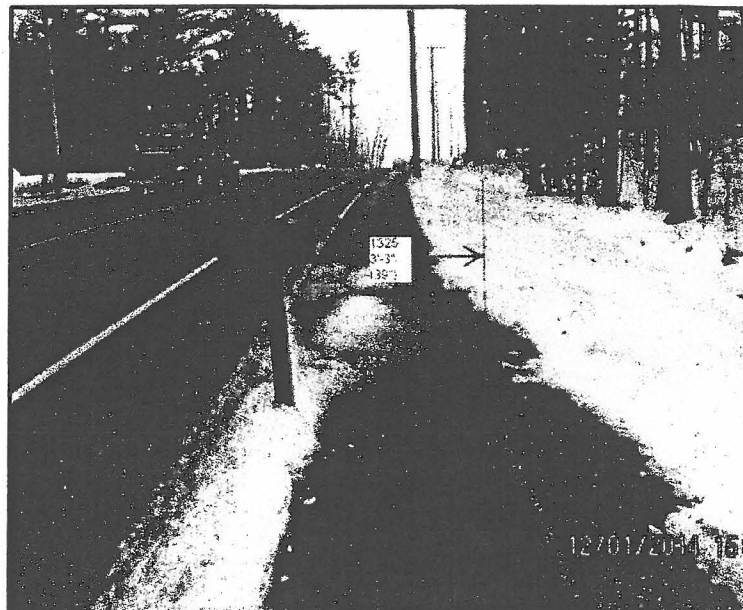
In addition, note the strategic placement of the red reflector on the point closest to the road. This will help your local snow fighter see and avoid your mailbox during winter storms.

Offset:

Mailboxes should be set back from the edge of the shoulder – regardless of whether the shoulder is gravel or paved. In other words, the face of the mailbox should be at least **one foot (1')** back from the edge of the normally plowed surface of the highway or the face of curb. Greater offset distances are encouraged whenever possible to allow the mail carrier to get further out of traffic and to further minimize potential damage to your mailbox. The following picture shows a mailbox with a reasonable offset:

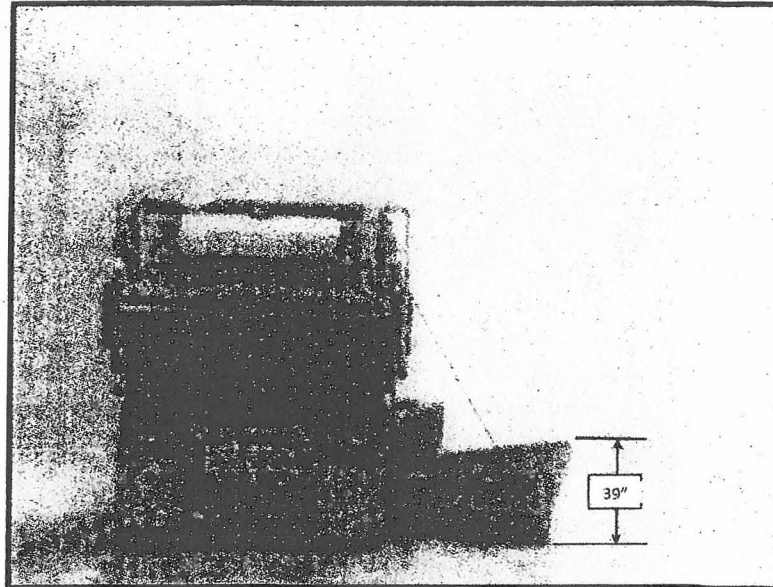


Mailboxes in sidewalk areas should leave at least 36" behind the back of the box or the post, whichever is located the furthest from the road.



Height:

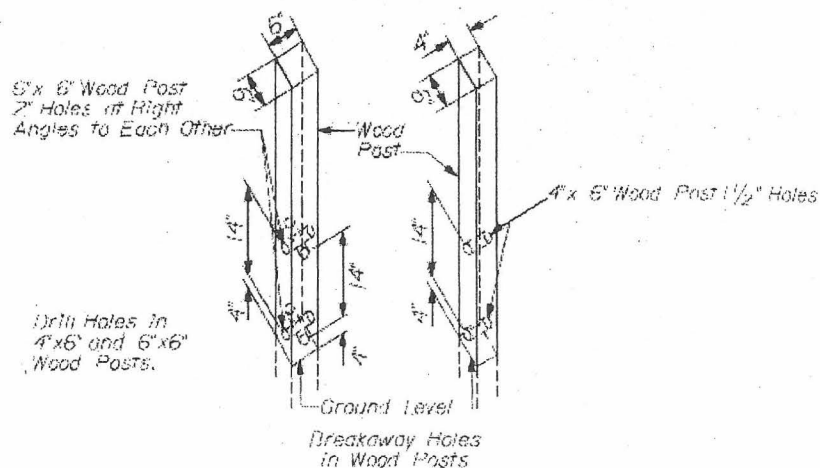
According to USPS standards, a mailbox must be installed with the bottom of the mailbox located between 41" and 45" high above the surface of the highway shoulder. We recommend that this height be closer to the 45" measurement to minimize conflict with the height of the plow truck wing when snow is being pushed back during, or between, winter storms. The following picture further clarifies the height considerations:



Post Size, Type and Embedment:

Mailbox posts must be sturdy enough to hold up the mailbox in all types of weather conditions, however they cannot be so rugged that they present a hazard to vehicles that inadvertently leave the road. If a mailbox support is struck by a vehicle, it must easily break away. Therefore, the following types of posts are deemed acceptable:

- **4" x 4" wooden posts** embedded **2 feet** into the ground. Larger wooden posts (4" x 6" or 6" x 6") may be used only if the post is drilled through with an appropriate spade bit to create a shear plane. The following diagram indicates the necessary holes and spacing.



- **1" to 2" round diameter steel or aluminum pipe or standard U-channel post** embedded **2 feet** into the ground.

- Unacceptable mailbox supports include: anything that is filled with concrete, masonry and stone structures, heavy steel structures, and most objects that were intended for other uses (e.g. antique plows, I-beams, and various other household tools and objects).

NOTICE: Mailboxes, attachments or support systems not consistent with this policy are considered “Deadly Fixed Objects” (aka. “DFOs”) and are in violation of 23 MRSA §1401-A on state and state aid roads. On local roads, they can be considered as “obstructions” and a number of statutes relate to these obstructions. As such, when these installations are recognized by the municipality, the owner will be informed of the hazard and immediate removal will be requested. If the property owner does not comply with this request, the municipality may elect to remove the installation and seek reimbursement from the property owner for all costs incurred.

TOWN OF HOLLIS
Naming of Roads and Numbering of Properties
(PROPOSED) ORDINANCE

1. Purpose

The purpose of this ordinance is to enhance the easy and rapid location of properties by law enforcement, fire, rescue, and emergency medical services personnel in the Town of Hollis.

2. Authority

This ordinance is adopted pursuant to and consistent with the Municipal Home Rule Powers as provided for in Article VIII, Part 2, Section 1 of the Constitution of the State of Maine and Title 30-A MR.S.A. Section 3001.

3. Administration

This Ordinance shall be administered by the Select Board ~~Board of Selectmen~~, which is authorized to and shall assign road names and numbers to all properties, both on existing and proposed roads, in accordance with the criteria in Sections 4 and 6. The ~~Board of Selectman~~ **Select Board** will, upon written request of the owner or their representatives, direct the Code Enforcement Officer as required, ~~form a committee~~ to research, with the purpose of recommending a name for affected public roads, streets, lanes, etc. within the Town of Hollis. The ~~committee~~ **Code Enforcement Officer** will also provide the naming of private roads, streets, lanes, etc., if an appropriate name has not been selected by the owners or their representatives.

The **Select Board** ~~Board of Selectmen~~ shall also be responsible for maintaining the following official records of this ordinance:

- a. A Hollis map for official use showing road names and numbers.
- b. An alphabetical list of all property owners as identified by current assessment records, by last name, showing the assigned numbers.
- c. An alphabetical list of all roads with property owners listed in order of their assigned numbers.

4. Naming System

All roads that serve two or more properties shall be named regardless of whether the ownership is public or private. A "road" refers to any highway, road, street, avenue, land, private way, or similar paved, gravel, or dirt thoroughfare. "Property" refers to any property on which a more or less permanent structure has been erected or could be

placed. A road name assigned by the Town of Hollis shall not constitute or imply acceptance of the road as a public way.

The following criteria shall govern the naming system:

- a. No two roads shall be given the same name (e.g., Pine Road and Pine Lane).
- b. No two roads should have similar-sounding names (e.g., Beech Street and Peach Street).
- c. Each road shall have the same name throughout its entire length unless the road is exceptionally long and crosses one or more major ways.

5. Numbering System

Numbers shall be assigned every 50 (fifty) feet along both sides of the road, with even numbers appearing on the left side of the road and odd numbers appearing on the right side of the road, determined by the number origin.

The following criteria shall govern the numbering system:

- a. All number origins shall begin from that end of the road closest to a major thoroughfare or at that end of the road at which emergency vehicles are most likely to enter when responding to a call for dead end roads, numbering shall originate at the intersection of the adjacent road and terminate at the dead end.
- b. The number assigned to each structure shall be that of the numbered interval falling closest to the main drive entrance.
- c. Every structure with more than one principal use or occupancy shall have a separate number for each use or occupancy (i.e. duplexes will have two separate numbers; apartments will have one road number with an apartment number, such as 235 Maple Street, Apt. 2).

6. Compliance

All owners of structures shall, by the date stipulated in Section 8, display and maintain in a conspicuous place on said structure, the assigned numbers in the following manner:

- a. Number of the Structure or Residence: where the residence or structure is within 50 (fifty) feet of the edge of the road right-of-way, the assigned number shall be displayed on the front of the residence or structure near the front door or entry.
- b. Number at the Street Line: Where the residence or structure is over 50 (fifty) feet from the edge of the road right-of-way, the assigned number shall be displayed on a post, fence, wall, the mail box, or on some structure at the property line next to the walk or access drive to the residence or structure.

- c. Size and Color of Number: Numbers shall be displayed in a color and size approved for use by the ~~Board of Selectmen~~ **Select Board** and shall be located to be visible from the road.
- d. Every person whose duty is to display the assigned number shall remove any different number that might be mistaken for or confused with the number assigned in conformance with this ordinance.
- e. Interior Location: All residents and other occupants are requested to post the assigned number and road name next to their telephone for emergency reference.

7. New Construction and Sub Divisions

All new construction and subdivisions shall be named and numbered in accordance with the provisions of this ordinance as follows:

New Construction:

Whenever any residence or other structure is constructed or developed, it shall be the duty of the new owner to request an assigned number from the **Select Board** ~~Board of Selectmen~~.

This shall be done at the time of the issuance of the building permit.

New Subdivisions:

Any prospective sub divider shall show a proposed road name and lot numbering system of the pre-application submission to the Planning Board. Approval by the Planning Board, after consultation with the ~~Board of Selectmen~~ **Select Board**, shall constitute the assignment of road names and numbers to the lots in the subdivision on the final plan showing proposed roads. The applicant shall mark on the plan lines or dots in the center of the street every 50 (fifty) f e e t to aid in assignment of numbers to structures subsequently constructed.

8. Effective Date

This ordinance shall become effective as of March 27, 1996. It shall be the duty of the **Select Board** ~~Board of Selectmen~~ to notify by mail each property owner and the Post Office of a new address at least 30 (thirty) days before the effective date of its use. It shall be the duty of each property owner to comply with this ordinance, including the posting of new property numbers, within 30 (thirty) days following notification. On new structures, numbering will be installed before final inspection or when the structure is first used or occupied, whichever comes first.

Adopted: March 27, 1996

TOWN OF HOLLIS

PLANNING BOARD ORDINANCE

1. Establishment: Pursuant to State of Maine statute, the Town of Hollis hereby redefines the Hollis Planning Board, and revises the Hollis Planning Board Ordinance approved at the March 3, 1984, Annual Town Meeting.

2. Appointment
 - A. Board members shall be appointed by the Hollis Select Board and sworn by the Town Clerk or other person authorized to administer oaths.
 - B. The Board shall consist of seven (7) members plus two (2) alternates.
 - C. The term of each member shall be for three (3) years. Members may be reappointed by the Select Board for additional three-year terms.
 - D. When there is a permanent vacancy, the Select Board shall within sixty (60) days of its occurrence appoint a person to serve for the unexpired term. A vacancy shall occur upon the resignation or death of any member, or when a member ceases to be a voting resident of the town, or when a member fails to attend seventy-five (75) percent of all meetings during the preceding twelve (12) months. When a vacancy occurs, the Board Chair shall immediately so advise the Select Board in writing. The Planning Board Chair may recommend to the Select Board that the attendance provision be waived for cause, such as medical or personal leave. The Select Board may remove a member of the Planning Board by unanimous vote.
 - E. A municipal officer may not be a member.

3. Organization and Rules
 - A. The Planning Board shall elect annually a Chair and a Vice-chair from among its members. The Vice-chair shall include secretarial responsibilities. Minutes will be recorded by a non-member secretary hired by the Select Board.
 - B. The Chair shall call a minimum of twelve (12) meetings per year.
 - C. No official meeting of the Board shall be held without a quorum consisting of four (4) members. Workshops, public hearings, and site visits may be held with fewer members present.
 - D. The Board shall adopt rules for transaction of business, and the recording secretary shall keep a record of the Board's resolutions, transactions,

correspondence, findings and determinations. All records shall be deemed public and may be inspected at reasonable times during regular business hours.

4. Duties and Powers

- A. The Board shall participate in the preparation of a Comprehensive Plan as defined by MRSA #4961.
- B. The Board shall perform such duties and exercise such powers as are provided by Hollis Zoning Ordinance, Hollis Shoreland Zoning Ordinance, Hollis Subdivision Regulations, and the laws of the State of Maine.
- C. The Board may obtain goods and services necessary to properly function within the limits of appropriations made for that purpose.
- D. The Board shall submit an annual report to be included in the town's annual report.
- E. The Board shall submit an annual budget request to the Select Board.