

**City of Hallowell  
Planning Board Meeting  
City Council Chamber  
August 21, 2024  
6:00 pm**

**1. Call to Order**

Ms. Feinstein called the meeting to order at 6:00 PM.

**2. Roll Call / Quorum**

Ms. Feinstein took the roll call and established a quorum.

Present: Judith Feinstein (Chair), Richard Bostwick, Darryl Brown, Andrew Landry, Melvin Morrison,  
Richard Seymour (1<sup>st</sup> alt.),

Gary Lamb, City Manager; Daniel Kelley, Deputy City Clerk

Excused: Lisa Rigoulot, Matthew Rolnick, Keith Taylor (2<sup>nd</sup> alt.)

Mr. Seymour will be voting.

**3. Public Comments** (The Board has agreed to limit the time allotted to Public Comment to fifteen minutes.)

None.

**4. Approval of Minutes of the July 17, 2024 Planning Board Meeting**

Motion to approve the minutes of the July 17, 2024 meeting as presented.

Moved: Landry

Seconded: Brown

Unanimously approved

**5. Certificate of Appropriateness for Installation of Two Heat Pumps for Matthew Moccia,  
11 Middle Street, Map 5 Lot 15**

Marissa Moccia represented Matthew Moccia in presenting an application for installation of two heat pumps. Ms. Feinstein noted that Ms. Weston expressed a need for drawings to accompany the application and information regarding the mounting of the condenser units.

Ms. Moccia said the existing fence will completely screen the unit at the rear of the house. The units will sit on just slightly above the ground on "feet." She said she felt that evergreen shrubs will be better than fencing for the unit at the front/street-facing side of the house. The piping will be colored to match the siding of the house.

There was a brief discussion of the units' size; these will be standard residential units, not the larger commercial units.

Mr. Seymour noted that snow sliding off the roof may require shielding; Mr. Bostwick suggested that a hood should be installed over the units. Ms. Moccia said that would be up to the installer (Heat Pumps of Maine). Ms. Feinstein observed that the hood is usually the same color as the unit.

Ms. Moccia explained that they don't want to see the unit any more than the Board does and will screen it. The installer will turn the side unit to face the driveway so the narrow end will be toward the street.

Mr. Seymour said he felt it was more important to match the piping to the siding.

The Board decided by consensus that the photographs were sufficient for them to act on the application.

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Motion to find the application complete subject to the clarification that the condenser will be screened with year-round shrubbery and that piping will be colored to match the siding.

Moved: Landry                      Seconded: Morrison                      Unanimously approved

Motion to find the application in harmony with Historic District standards and approve the application as amended.

Moved: Landry                      Seconded: Morrison                      Unanimously approved

**6. Other Business**

**Enforcement Issues**

Mr. Seymour asked Mr. Lamb if he had found out anything about the swimming pool that was installed at 69 Winthrop Street; Mr. Lamb said he has not talked to the CEO about it yet.

Ms. Feinstein asked about the apparently new window at 230 Water Street in the south-facing side of the building.

Mr. Seymour asked about the two casement windows that have been installed at 157 Water Street. Mr. Lamb said he had taken a look but could not distinguish which windows they were. He asked Mr. Seymour to accompany him to the site at some time.

There was a brief discussion of the new siding on the Elm Street Condominiums; the Board members generally agreed that it is like for like except for the color.

Ms. Feinstein observed that all of these would be after-the-fact permits; Mr. Seymour pointed out that they still need to be approved.

Ms. Feinstein asked Mr. Lamb to have the CEO examine these issues.

**Design Guidelines Draft**

Ms. Feinstein explained that Ms. Weston gathered several examples of Design Guidelines from other municipalities and is drafting one for Hallowell using local photographs when possible. The Board had been provided with the Table of Contents, which provides a topical outline. Ms. Feinstein asked for comments that might help Ms. Weston. Mr. Bostwick asked if Ms. Weston had a copy of the historic building survey, though he admitted that he was not sure it has been fully processed. Ms. Feinstein said she will look into the status of the survey.

Mr. Seymour stressed the need for an explicit statement of which permits are necessary. There was general discussion of permit requirements. Mr. Seymour noted that “when in doubt” you need to apply for a permit; Mr. Landry agreed, saying that if you have to ask the question the answer is yes. Ms. Feinstein agreed that the Guide should stress that there are no “gray areas.”

**Delegation of Authority**

Mr. Morrison suggested that heat pumps be included in the Delegation of Authority. He compared heat pumps to cable boxes, gas meters, etc., which need no permits. Ms. Feinstein said she will work with Ms. Weston on the Delegation of Authority.

**7. Adjournment**

Motion to adjourn.

Moved: Bostwick                      Seconded: Brown                      Unanimously approved

The meeting was adjourned at 6:55 PM.

*Accepted as Corrected on September 18, 2024, by a vote of 7 Yea to 0 Nay.*

Attested: \_\_\_\_\_ S/  
 Judith Feinstein, Chair