

Town of Parsonsfield Comprehensive Plan Committee Meeting Minutes

Meeting Date: Tuesday, November 28, 2023

Meeting Duration: 6:00PM to 7:50PM

Location: Parsonsfield Town Hall.

Attending: Harvey Macomber; Dan Flint; Aaron Bogue; Lynda Sudlow; Raegan Young (SMPDC); James Baron, Tom Winter

- 1) Next meeting will be a year from now, January 01 2024 at 06:00 PM.
- 2) The purpose of this meeting was to review the following. Reference material for the discussion was provided by Raegan Young (SMPDC) via email on 11/21/2023.
 - **DRAFT Community Facilities Goals, Policies and Strategies** – new section review.
 - **DRAFT Fiscal Capacity Goals, Policies and Strategies** – new section review.
 - **2nd DRAFT Natural Resources Goals, Policies and Strategies** – edited based feedback last month.
 - **Ongoing list of needs for the inventory** – edited based on discussion last month.
 - **Inventory section:** Harvey to update Introduction.
- 3) **Transportation:**
 - Hasty Road description will be updated.
- 4) **Residential Development:**
 - Overall Permits application need to be updated. We have 2022 data. 5-to-10-year data is desired. Issue may be our database. 15 new “full develop” homes in 2022. Review town reports, etc.
- 5) **Community Facilities & Services, Existing Land Use:**
 - Solar farm expansion to be further investigated.
 - Further discussion on mining pits (code enforcement issue?) How is it taxed? Business? Personal property tax? How are other towns dealing with this? Perhaps code enforcement needs to be augmented.
 - It was noted currently there are no protection from windmills and farms. Action is to set up guidelines.
 - Review policy requiring the developer to pay for any outside technical assistance necessary to review an application or proposal.
- 6) **Fiscal Capacity Goals, Policies & Strategies:**
 - Policy One:**
 - No discussion. Keep discussion of town bonds for future major development, roads, emergency response.
 - Policy Two:**
 - Develop / improve 10-year CIP. Tough but necessary.
 - Our Fire department is not full time. Check on Porter and Hiram SOP.
 - Ambulance is town owned.

- No or little job description for many positions for Town of Parsonsfield. Maybe requires update to charter / job description? Currently is based on state documents.
- Budget guidelines: committee reviews proposals before town meeting. Sort of final say, can go line by line. Transparency? More info / time needed for boards, etc. to respond to budget proposal? Line by line review suggested but may add significant more time to overall process. Set drop dead dates for each phase.
- Current audit dates are too far out vs. town action dates (town meetings, etc.)
- Recommended to provide 5-year history for annual budget items.
- Recommended to switch to a revolving evaluation schedule (can be 3 or so year, staggered) to avoid 10 year “shock and awe” with each 10-year cycle.

Community Facilities and Services Goals, Policies & Strategies:

Policy One:

- Reevaluate line items in capital account. Combine current capital plans to include capital improvements.
- Currently we seem to be talking with neighboring towns regarding joint provision of services and alternatives available to the Town and region to improve the services. Maybe plan for this 2x year meetings. Could be improved. Zoom meetings are cool and may be best for all parties. Library.
- Discussion on providing satellite ambulance other rescue services site in rural areas.
- Brief mention to survey of current municipal employees, such as Code Enforcement and Administration, to ensure that staffing capacity is meeting the needs of the community, and make recommendations for increased staff if necessary.
- Remove: private and quasi-public water companies in Parsonsfield to provide a map of their water sources within the Town and/or used by the Town, as well as current service areas.
- Continue relationship with Trans Maine.

7) Meeting was adjourned at approximately 07:50.

Submitted by Thomas E. Winter on 12/01/2023. Have an excellent holiday everyone!