

**Parsonsfield Planning Board Meeting**  
**634 North Rd Parsonsfield, ME**  
**Tuesday July 2<sup>nd</sup>, 2019**  
**Workshop**  
Minutes

**In Attendance:** Justin Espinosa (Chair), Nate Stacey, Andy Yale

**Absent:** Rick Sullivan, Clifford Krolick, Brendan Adelman

**Also, In Attendance:** Lindsay Gagne

**Draft Bylaws & Standard of Procedure**

The board reviews sample bylaws from Maine Municipal Association (MMA) guidelines and discusses their recommendations.

**Mr. Stacey** Suggests having an annual organizational planning board meeting where the board can establish rules and elected chairs. This can be scheduled during the monthly planning board meeting following the annual town election meeting, where newly officials may be joining the board. He also suggests having a quorum of at least three members.

**Mr. Yale** States he didn't see anything in the samples about notifying the public

**Mr. Stacey** Recommends adding some wording regarding public notification.

**Mr. Yale** Asks what "Action on held cases" may mean.

**Mr. Espinosa** Suggests changing the wording to "Action on Applications" to adhere to addressing agenda items.

**Mr. Yale** Asks about holding a special meeting and what that may entail.

**Mr. Espinosa** Believes there are a couple options, one being the chairperson could call a special meeting within 42 hours or the second option being three board members could advocate to the Chairman to hold a special meeting for pressing or unique circumstances.

**Mr. Stacey** Recommends when having alternate members voted as a regular member for a case, they should stay as a regular member for that particular case, rather than going from meeting to meeting. He also suggests when regular and voting members miss meetings on a case, they should submit in writing that they have reviewed all pertinent documents and recordings regarding that application to indicate they have been caught up on current matters. He suggests the board may decide to reconsider any decisions on an application within 30 days, in which case afterwards, they would have to notify all parties and make any changes of its original decision and may conduct additional hearings and review new evidence in its testimony.

**Mr. Yale** Asks about establishing or defining three prominent places for public postings

**Mr. Espinosa** Suggests the town hall, Kezar Falls Post office and East Parsonsfield Post Office.

**Mr. Stacey** Asks about setting up notification prior to public hearings, he thought it was two weeks

**Mrs. Gagne** States with Subdivision applications, the ordinance calls for two newspaper ads within at least 7 days of the hearing. With site plan reviews and other scenarios, the public notification ordinance does not specify how many times to run notification but to run the notification in whichever publication of current information is distributed to the greatest number of the town's residents.

**Mr. Stacey** Suggests notice of all public hearings within 7 days, except subdivisions which is 14 days.

**Mr. Espinosa** recommends when taking in new evidence the board could hold a vote, an example being, the public hearing in April regarding an email from an anonymous person.

**Mr. Stacey** Recommends changing the wording regarding board members asking questions through the chair and rather, have them be recognized by the chair when addressing comments or questions. He also suggests adding some wording defining that board members and/or secretaries have responsibility for operating video and audio recordings of public meetings as well as ensuring applicants are given the right to present their case without interruption.

**Mr. Yale** States the board should include wording regarding irrelevant material or unduly repetitious evidence presented to the board.

**Mr. Stacey** Suggests defining acceptance of public comment during meetings other than public hearings. Such as accepting comment from Parsonsfield citizens vs non-citizens and if they have standing or applicable interest.

**Mr Espinosa** The board chair may require people to state their name and citizenship, then could ask for a summary and hold a vote for non-Parsonsfield citizens

**Mr. Yale** Provides a mission statement to the board for review, that may be included as a preamble with the bylaws.

**Mr. Espinosa** Recommends adding some wording regarding training requirements for new board members. He also suggests relying on the technical advice from MMA while all decisions will be subordinate to the town ordinance and state regulations.

### **Workshop for Recreational Marijuana Facilities**

**Mr. Stacey** Reviews some information from Portland Press Harrold regarding recreational marijuana laws and regulations. Some of this includes several tiers of cultivation licenses and who is eligible for licensing. He suggests looking into this a little further. He reiterates Adult use is already in play and this is only specific to the retail side.

**Mr. Espinosa** Asks about what's on the agenda

**Mrs. Gagne** Reviews some agenda items and addressing some budget recommendations

**Mr. Espinosa** Suggests recommending an increase to purchase recording equipment. There's some discussion on what type of equipment may be appropriate. He also proposes writing a warrant article for tiny homes

**Mr. Stacey** Suggests looking into Bridgeton where they have an existing ordinance for tiny homes.

**Mr. Yale** Has some concerns of any negative externalities tiny homes may promote.

**Mr. Espinosa** Asks Mrs. Gagne if she could also reach out to MMA legal for any information regarding ordinances on tiny homes.

The meeting is adjourned

Draft completed by: Lindsay Gagne

Approved by board, Date: \_\_\_\_\_

\_\_\_\_\_  
Planning Board Chair or acting Chair  
Name & Signature