

**MINUTES  
TOWN OF PARSONSFIELD  
PLANNING BOARD MINUTES  
6:00 PM  
Wednesday, December 15, 2021  
TOWN OFFICE BUILDING**

**I. Call to Order**

Allen Jackson called the meeting to order at 6:02 p.m.

Present: Sabin Beckwith, Aaron Boguen, Allen Jackson, Andy Yale, Roger Moreau (Alternate), Code Enforcement Officer Jesse Winters, Recorder Desirae Lyle

Absent: Gerard Clifford

Guests Present: Selectmen Harvey Macomber, Mark Bolton, Dawn & Rodney Barrett, Jeff Wright

(Note: It was noted at the end of the meeting that Roger Moreau who is an alternate member raised his hand to vote during the meeting. Roger was not designated as a voting member during this meeting. All in favor refers to the four (4) voting members.)

**II. Correspondence**

- a. Letter of Decision was sent to Michael Hasty on 11/17/2021.
- b. Meeting Notification was sent to Gaylee Selkirk/Mark Bolton on 11/30/2021.
- c. Notification was sent to Gaylee Selkirk/Mark Bolton Abutters on 11/23/2021.
- d. Meeting Notification was sent to Rodney Barrett on 12/7/2021.
- e. Notification was sent to Rodney Barrett Abutters on 12/7/2021.
- f. 2022 Meeting Dates were distributed to the Board members.

**III. Review of Minutes (November 17, 2021)**

Aaron Boguen made a motion to approve the November 17, 2021 meeting minutes as amended. Sabin Beckwith seconded motion. Motion carried with all in favor.

**IV. Old Business**

None

**V. New Business**

**a. Site Plan Review – Mark Bolton (Applicant) – Gaylee Selkirk (Owner) – 55 Road Between the Ponds – Map U11, Lot 007 – Private Residence**

Andy Yale asked the applicant to clarify who the owner is. Mr. Bolton explained that Gaylee MacGregor is deceased, and Gaylee Selkirk and Gaylee Lockwood are the same person and the current owner who inherited the property from Gaylee MacGregor.

The Board review the contents of the application.

**General Submission Information:**

a) *name and address of all property owners within 500 feet of edge of property line (Abutters List Form).*

The list is attached to the application but is the locations not the mailing addresses.

b) *sketch map showing general location of site within the Town.*

This was attached to the application.

c) *boundaries of all contiguous property under control of owner/applicant regardless of whether all or part is being developed at this time.*

There are none.

d) *copy of the deed to the property, option to purchase the property or other documentation to demonstrate right, title or interest.*

This was attached to the application.

e) *name, registration number and seal of the land surveyor, architect, engineer and/or similar professional who prepared any plan.*

This was attached to the application.

**Existing Conditions:**

f) *bearings and distances of all property lines of property to be developed and source of information.*

This is not applicable since this is not a new development.

g) *location and size of any existing sewer and water mains, culverts and drains that will serve the development whether on or off the property, along with the direction of existing surface water drainage across the site.*

This was attached to the application.

h) *location, names and present widths of existing streets and rights-of-way within or adjacent to the proposed development.*

This item needs to be submitted to the Board prior to the January 19, 2021 meeting.

i) *location, dimensions and ground floor elevations Above Ground Level (AGL) of all existing and proposed buildings on the site.*

A drawing is attached to the application.

j) *location and dimensions of existing driveways, streets, parking and loading areas and walkways on the site.*

This item needs to be submitted to the Board prior to the January 19, 2021 meeting.

k) *location of intersecting roads or driveways within 200 feet of site.*

This was attached to the application.

l) *location of open drainage courses, wetlands, stands of trees, and other important natural features, with description of features to be retained and of any new landscaping.*

A drawing is attached to the application.

m) *location, front view, and dimensions of existing and proposed signs.*

There will be no signs, therefore this is not applicable.

n) *location and dimensions of any existing easements and ten (10) copies of existing covenants or deed restrictions.*

This item needs to be submitted to the Board prior to the January 19, 2021 meeting.

***Proposed Development Activity:***

This information is only needed for new developments and is not applicable to this application.

o) *location of all building setbacks, yards and buffers, required by this or other Town Ordinances*

p) *location, dimensions and ground floor elevations Above Ground Level (AGL) of all proposed buildings*

q) *location and dimensions of proposed driveways, parking and loading areas, and walkways*

r) *location and dimensions of all provisions for water supply and wastewater disposal*

s) *direction and route of proposed surface water drainage*

t) *location, front view, and dimensions of proposed signs*

u) *location and type of exterior lighting*

v) *proposed landscaping and buffering*

w) *demonstration of any applicable State applications, or permits which have been or may be issued*

x) *schedule of construction, including anticipated beginning and completion dates*

The Board asked the applicant to provide the following information in preparation for the January 19, 2022 meeting:

1. h) location, names and present widths of existing streets and rights-of-way within or adjacent to the proposed development
2. j) location and dimensions of existing driveways, streets, parking and loading areas and walkways on the site
3. n) location and dimensions of any existing easements and ten (10) copies of existing covenants or deed restrictions

Andy Yale made a motion to hold a Site Walk on Saturday, January 8, 2022 at 1:00 p.m. Sabin Beckwith seconded the motion. Motion carried with all in favor.

Aaron Boguen made a motion to hold a public hearing at the January 19, 2021 meeting. Andy Yale seconded motion. Motion carried with all in favor.

**b. Site Plan Review – Dawn Barrett – 20 Federal Road – Map U04, Lot 004 – Retail Business for Wood Stoves**

The Board reviewed the application and deemed it incomplete. The building structure is not changing, but a drawing of the site should be submitted.

**General Submission Information:**

a) *name and address of all property owners within 500 feet of edge of property line (Abutters List Form).*

The list is attached to the application.

b) *sketch map showing general location of site within the Town.*

This item needs to be submitted to the Board prior to the January 19, 2021 meeting.

c) *boundaries of all contiguous property under control of owner/applicant regardless of whether all or part is being developed at this time.*

Mrs. Barrett rents the building next door as well and this item needs to be submitted to the Board prior to the January 19, 2021 meeting.

d) *copy of the deed to the property, option to purchase the property or other documentation to demonstrate right, title or interest.*

Mrs. Barrett has a note from her landlord attached to the application demonstrating interest.

e) *name, registration number and seal of the land surveyor, architect, engineer and/or similar professional who prepared any plan.*

This was not applicable.

**Existing Conditions:**

f) *bearings and distances of all property lines of property to be developed and source of information.*

This is not applicable since this is not a new development.

g) *location and size of any existing sewer and water mains, culverts and drains that will serve the development whether on or off the property, along with the direction of existing surface water drainage across the site.*

The Board asked that Mrs. Barrett mark where any sinks or toilets are in the building on the drawing. This item needs to be submitted to the Board prior to the January 19, 2021 meeting.

h) *location, names and present widths of existing streets and rights-of-way within or adjacent to the proposed development.*

This item needs to be submitted to the Board prior to the January 19, 2021 meeting.

- i) *location, dimensions and ground floor elevations Above Ground Level (AGL) of all existing and proposed buildings on the site.*  
This is not applicable.
- j) *location and dimensions of existing driveways, streets, parking and loading areas and walkways on the site.*  
This item needs to be submitted to the Board prior to the January 19, 2021 meeting.
- k) *location of intersecting roads or driveways within 200 feet of site.*  
This item needs to be submitted to the Board prior to the January 19, 2021 meeting.
- l) *location of open drainage courses, wetlands, stands of trees, and other important natural features, with description of features to be retained and of any new landscaping.*  
This is not applicable.
- m) *location, front view, and dimensions of existing and proposed signs.*  
There is currently a sign and the Barrett's may change the signage. This item needs to be submitted to the Board prior to the January 19, 2021 meeting.
- n) *location and dimensions of any existing easements and ten (10) copies of existing covenants or deed restrictions.*  
This item needs to be submitted to the Board prior to the January 19, 2021 meeting.

**Proposed Development Activity:**

This information is only needed for new developments and is not applicable to this application.

- o) *location of all building setbacks, yards and buffers, required by this or other Town Ordinances*
- p) *location, dimensions and ground floor elevations Above Ground Level (AGL) of all proposed buildings*
- q) *location and dimensions of proposed driveways, parking and loading areas, and walkways*
- r) *location and dimensions of all provisions for water supply and wastewater disposal*
- s) *direction and route of proposed surface water drainage*
- t) *location, front view, and dimensions of proposed signs*
- u) *location and type of exterior lighting*
- v) *proposed landscaping and buffering*
- w) *demonstration of any applicable State applications, or permits which have been or may be issued*
- x) *schedule of construction, including anticipated beginning and completion dates*

The Board asked the applicant to provide the following information in preparation for the January 19, 2022 meeting:

1. A statement that there is no vehicular access to the back of the property;



2. b) sketch map showing general location of site within the Town;
3. c) boundaries of all contiguous property under control of owner/applicant regardless of whether all or part is being developed at this time;
4. g) location and size of any existing sewer and water mains, culverts and drains that will serve the development whether on or off the property, along with the direction of existing surface water drainage across the site;
5. h) location, names and present widths of existing streets and rights-of-way within or adjacent to the proposed development;
6. j) location and dimensions of existing driveways, streets, parking and loading areas and walkways on the site;
7. k) location of intersecting roads or driveways within 200 feet of site;
8. m) location, front view, and dimensions of existing and proposed signs;
9. n) location and dimensions of any existing easements and ten (10) copies of existing covenants or deed restrictions

Andy Yale explained that for every one hundred and fifty (150) square feet of retail space, they will need one (1) parking space this will need to be addressed on the drawing.

Sabin Beckwith made a motion to hold a Site Walk on Saturday, January 8, 2022 at 12:00 p.m. Andy Yale seconded the motion. Motion carried with all in favor.

Sabin Beckwith made a motion to hold a public hearing at the January 19, 2022 meeting following the Selkirk/Bolton public hearing. Andy Yale seconded the motion. Motion carried with all in favor.

### **c. Review New Site Plan Review Application**

Desirae Lyle presented an updated Site Plan Review Application, along with the original application and a document that shows all the notes detailing the changes she has made. (Note: All copies of the application will be filed in the Planning Board office.)

Allen Jackson made a motion to amend the application to read "CEO Reviewed and Accepted." Sabin Beckwith seconded motion. Motion carried with all in favor.

Andy Yale made a motion to send the application to the Board of Selectmen and CEO for review. Aaron Boguen seconded motion. Motion carried with all in favor.

Sabin Beckwith made a motion that upon the review of the Board of Selectmen and CEO that the updated application begin being used. Aaron Boguen seconded motion. Motion carried with all in favor.

## **VI. Open to Public Questions**

1. Jeff Wright asked about Gerard Clifford's concern about reviewing the 55 Road Between the Ponds application at a workshop.

2. Mr. Wright asked if 55 Road Between the Ponds is considered a camp or a residence. Jesse Winters noted that the house is insulated for year-round use and Ms. Selkirk does use the property during the winter.
3. Mr. Wright asked if the 55 Road Between the Ponds application will make the lot more conforming or if the Board will investigate making this lot more conforming with regulations.
4. Mr. Wright asked if the CEO could clarify if the foundation at 55 Road Between the Ponds is falling into the pond.
5. Mr. Wright asked about alternate member Roger Moreau voting on agenda items tonight.

**VII. Schedule Workshop for Wednesday, January 5, 2021**

Sabin Beckwith made a motion to hold a workshop on January 5, 2022. Aaron Boguen seconded motion. Motion carried with all in favor.

Desirae Lyle will be in contact with the Board by December 29, 2021 to ask about canceling the workshop if there is nothing for the Board to review.

**VIII. Adjournment**

Andy Yale made a motion to adjourn at 7:25 p.m. Aaron Boguen seconded the motion. Motion carried with all in favor.

**Respectfully Submitted,**



**Desirae Lyle  
PPB Secretary**

**Approved by the Board at the January 19, 2022 Meeting.**



**Allen Jackson, Chair**

