

## Baldwin School Use Committee – 1/20/2016

Attendance: Kurt Olafsen, Paul Thomas, Julianne Warren, Deb Boulanger, Bruce Crawford & public attendance

1/6/2016 meeting minutes were reviewed and small word revision/removal recommended. Revision approved. Minutes post revision approved.

### NEEDS OF TOWN GOVERNMENT:

1. Town clerk/treasurer - per Debbie Wakefield - Counter area or space to provide more privacy for customers, space needs for photo copier, safes (2), desks (2), estimated 15 filing cabinets, closet or cabinet that can lock, table near cabinets for community research needs, small space for waiting area, space for pamphlets/hunting & fishing guides/town news etc.,

### 2. Back Office Space:

- a. Selectman/Selectmen's Assistance – per Bob Flint, Olin Thomas and Gary McNeil – 3 desks(2 for selectman and 1 for assistant), meeting space (can be community space), 5-6 filing cabinets. Area should be adjacent to town clerk and easily accessible to public
- b. Code Enforcement Officer – 1 desk, 2-3 filing cabinets. (Close to planning board meeting space)
- c. Future building manager/Public Works Director: potential future needs for office – desk/cabinets
- d. Fire Department Chief: per Bruce Crawford – room/area that can be locked and has access to tower. Need a desk, space for 2-3 filing cabinets and upright lockable locker cabinet.
- e. Planning board: per Norman – meeting space (can be community space) and space for 3-4 lockable cabinets

### 3. Other –

- a. EE break room - refrigerator, microwave, table
- b. Debbie Wakefield spoke about the needs of General Assistance. This space needs a desk and file cabinet and needs to be private OR have nearby access to private/confidential space.

### Zoning:

- a. Permitted & conditional uses – the list of uses were verbally listed. If/when the space is rented out for an operation that required permit, the Town would be responsible for applying for said permit. Permits continue with no renewal as long as operation remains active. If operation becomes in-active for a period of two years or more, a new permit is then required.
- b. is rural zone still appropriate – there is little change in use between rural and village district zoning – it is believed that rural remains appropriate

Town meeting presentation – Kurt Olafsen proposed to Selectman that the Baldwin School Use Committee be present at town meeting to provide an update and answer questions about building use. -Kathy Pierce suggested an area (desk, poster board listing recommendations, blank paper/pens, etc.) for town members to vote, comment or make new recommendations to committee.

F.E. Wood pellet mill: proposed right of way through school property – All committee members are in agreement that if changes were made to the right of way; there would be little to no impact on what is being completed with the building use as long as the current entrance to the building remains as is.

#### PUBLIC

Jeff Sanborn spoke about EMA shelter/operating center. Right now residents are split between Sebago and South Hiram. NEEDS: Auxiliary power, generator, kitchen access, shower access and cots. Jeff has agreed to research further and confirm the exact needs.

Next steps: Next meeting is February 3, 2016 @ 6:30pm.

-pending confirmation of attendance by Town Rep from Orland

-review/finalize all town government needs and potential code needs/issues