

MINUTES
TOWN OF PARSONSFIELD
PLANNING BOARD MINUTES
7:00 PM
Tuesday, January 19, 2021
TOWN OFFICE BUILDING

I. Call to Order

Thelma Lavoie, Acting Chair, called the meeting to order at 7:00 p.m.

Present: Gerard Clifford, Allen Jackson, Thelma Lavoie, Sabin Beckwith (Alternate), Clifford Krolick (Alternate) – arrived at 7:05 pm

Absent: Richard Sullivan, Andy Yale

Guests Present: Selectman Harvey Macomber, Jeff Wright, Desirae Lyle

NOTE: There was no formal agenda prepared for or known to the Board for tonight's meeting

II. Correspondence

This was discussed during the business portion of the meeting.

III. New Business

- a. The members present welcomed Allen Jackson as a new member to the Planning Board.
- b. The Board discussed the vacant secretary position and the need to keep records of the meetings. Sabin Beckwith mentioned that he has discussed this with someone at MMA (Maine Municipal Association) and they advised that a Board member can take the minutes in the absence of a hired secretary. Gerard Clifford stated that he is happy to hear this as it is important to show complete transparency to town residents on all issues discussed by the Board and this helps the Board adhere to the Freedom of Access Right to Know Laws.
- c. The Board indicated their wish to see future agendas posted on the town's website in advance of the meetings as well as timely posting of the meeting minutes after they are approved.
- d. It was indicated that the Solar Project is complete but there was a concern that the Environmental Reports are now available for review if the Board chair requests them. There were concerns expressed by some Board members that this project may have been finalized before having the completed documents for review before votes were made.

The Board agreed that a formal letter should be sent to the Town Clerk from tonight's Acting Chair, Thelma Lavoie, requesting the report be issued to all Planning Board members. (Note: A copy of this letter will be included with these minutes.)

- e. Cliff Krolick noted the importance of following step and guidelines (Ordinances) before matters or applications are settled, and if any information is missing the Board should reject or table the matter as incomplete until that information is presented to the Board.
- f. The Board completed the earlier discussion about a Board member taking minutes until a secretary can be found. Gerard Clifford made a motion to have a Board member take minutes until a secretary can be found. The motion was seconded by Cliff Krolick. Motion carried will all in favor.
- g. Selectman Harvey Macomber deliver a copy of a document from MMA's Legal Services Department regarding the Marijuana vote that still needs to be addressed. The document advises how to handle the situation of a larger than normal turnout for a meeting and subsequent vote during the Governor's mandated gathering limits.

The Board agreed to table the matter until all members can review the document presented. This matter will be added to the February agenda. The Board will not decide this matter at the February meeting, but will discuss how to proceed.

- h. The Board briefly discussed the recent Appeals Board meeting regarding the Reed Lane property. There were several questions and concerns that the Board would like addressed.
 - 1. Is the matter in litigation or returning to the Planning Board?
 - 2. The Board would like to formally request the minutes from the meeting.
 - 3. Gerard Clifford will recuse himself as he was an alternate when this application first came before the Board. However, he would like it noted for the record that he felt that the projected was initially handled poorly by the Board, with the abutters being treated poorly by the Board and the Applicant being handled as if the matter had already been decided upon. Gerard indicated that the project had driven a neighbor to move from the community, and a letter had been sent to the Town regarding this.
- i. There was more discussion about the Reed Lane project. Cliff Krolick and Gerard Clifford indicated that, as with many other small towns, there is an issue of enforcement of the Boards decisions and Stop Work Orders. Cliff was also concerned that the work at the Watson Woods Subdivision was not adhering to the Board's guidelines and there have been no attempts at posting a Stop Work Order.

The senior Board members agreed that posting Stop Work Orders and enforcement of Planning Board decisions falls to the Code Enforcement Officer. Gerard Clifford also noted that it is important in small towns to recuse yourself from matters you have personal knowledge or connections to.

Sabin Beckwith made a motion to formally request meeting documentation from the Zoning Board of Appeals regarding the Reed Lane project. Motion was seconded by Gerard Clifford. Motion carried with all in favor. This matter should be reviewed at the February Planning Board meeting.

- j. Selectman Harvey Macomber introduced Desirae Lyle to the Board. She is currently a subcontractor working as the Zoning Board of Appeals secretary. Desirae presented sample packets of the work she currently does in the Town of Sebago. The issue of possible meeting conflicts was discussed as Desirae currently cannot make it to the meeting until 7:30 pm on Tuesdays and she is concerned that longer meetings may not allow her to give her all as she goes to her full time job at 8:00 am the next day.

The Board members present were happy to accept Desirae as secretary based on her presentation. The Board requested that Desirae work for the Planning Board for the months of February and March with the meeting time adjusted to 7:30 pm to allow her time to arrive at the meeting. The Board agreed that the matter of changing the meeting day and time to accommodate Desirae will be discussed at the February meeting to allow the Board members who are absent tonight a chance to weigh in on the subject.

- k. Gerard Clifford asked that it be noted for the record that he is troubled by the Code Enforcement Officer Jesse Winters not having the proper license (i.e., LPI license) when issuing permits. Mr. Clifford mentioned that there may be an investigation by the State's Fire Marshal and other permitting offices.

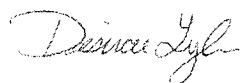
The Board also discussed whether Mr. Winters as CEO should be attending the Planning Board meetings or if the Board needed to request that he come to the meetings. Sabin Beckwith asked that this question be posed to the Town Clerk for further review and discussed at the February meeting.

- l. Clifford Krolick would like the Board to review the amended Local Food and Community Self-Governance Ordinance at the next meeting.

IV. Adjournment


Sabin Beckwith made a motion to adjourn at 7:55 p.m. It was seconded by Allen Jackson. Motion carried with all in favor.

Respectfully Submitted,



**Desirae Lyle
PPB Secretary**

Approved at the February 16, 2021 Meeting



Chair, Vice Chair, Acting Chair Signature

