

**Town of Liberty, Maine
Planning Board Minutes
October 11, 2018 7:00pm
Overlook Room, Town Office**

Board Members

Kerry Black, Alternate
Don Harriman, CEO

Betty Lu Davis
Peter Mallow, Chair

Jeff Davis
Lou Pelletier

Norm Fuller
Kate Valleau, Secretary

Procedural

1. Open meeting. roll call & accept prior meeting minutes.
 - o Roll call: Kerry Black, Don Harriman, Peter Mallow, Lou Pelletier, Norm Fuller, Kate Valleau
 - o Motion to accept minutes: Lou Pelletier
 - o Second the motion to accept minutes: Norm Fuller
 - o Board in favor to accept minutes: 3-0

2. CEO comment: None

Applications

1. Marlene Costa, 444 Belfast-Augusta Road, tax map 25/lot 11. The application in its present state cannot be approved. The existing shed could be moved back or a new shed could be constructed. Ms. Costa was referred to the State of Maine for setback requirements pertaining to State Route 3 regarding the placement of the existing or a newly constructed shed. If the plan will be resubmitted another application fee does not need to be included with the amended plan.

Public

Steve Chapin inquired if the Planning Board has rules of conduct regarding the administration of meetings, and if not suggests adopting rules. He suggested the town lawyer should be involved in the discussion. Peter Mallow produced a copy of Planning Board rules, adopted September 9, 2004, which include conduct of meetings and agenda procedures. A work session was suggested to review, revise and implement rules of conduct.

Administration

Kate Valleau attended the Select Board Meeting on September 17, 2018 to request raising the hourly rate of pay for the secretary role from \$10 to \$15 an hour. The Select Board reviewed the Planning Board Ordinance and past Town Meeting records. The Select Board determined that a Warrant regarding the compensation for Planning Board members and support staff will need to be written and submitted for the 2019 Town Meeting. Peter Mallow will compose draft language for the Town Warrant.

Kerry Black inquired if the Brian Cooper application should have been on the September agenda as well as the June 2018 agenda. She suggested that a hard copy of the MMA handbook be posted in the Town Office. She inquired who had ability to speak and if alternates should not be speaking or voting. Peter Mallow said that anyone acting as an alternate cannot vote on applications but may ask questions and comment.

Carrie Peavey began a discussion regarding the actions taken when a new application is received at the Town Office. The result is that the receiving Town Clerk or Town Administrator will email a copy of the application to all Planning Board members.

Peter Mallow requested statistics for fiscal year 2018 (July 1, 2017 to June 30, 2018) to be included in the Town's Annual Report.

Adjourn

- o Time: 7:47pm
- o Motion to adjourn: Norman Fuller
- o Second: Kerry Black
- o Board in favor to adjourn: 4-0