

PLANNING BOARD MINUTES for Liberty, ME

I. MEETING DETAILS:

Chairperson: Steve Fountain
Co-Chairperson: Betty-Lu Davis
Secretary: Kate Meadows

Date: **January 13, 2022**

Time: 7:00 pm

Location: Overlook Room (and via Zoom)
Town Office, 7 Water Street, Liberty, ME 04949

II. ROLL CALL:

The **Chairperson** called the meeting to order at 6:59 pm.

Members in Attendance: Betty-Lu Davis, Steve Fountain, Dallas Parmenter, Francis Stewart

Members Absent: Carol McGovern (could not access Zoom)

Alternate Members Present: Carrie Peavey

Staff Present: Kate Meadows, Secretary (via Zoom), Don Harriman, CEO, Beth Cohen, Town Administrator

Guests: Melinda Steeves, First Selectman, Andre Blanchard, Second Selectman, Duane Dewey, Third Selectman, Jeremy Hart, Resident

III. CALL TO ORDER:

Previous Meeting Minutes: There was a motion by Steve Fountain to approve the meeting minutes of the previous meeting on December 9, 2021. The motion was seconded by Betty-Lu Davis. The Board adopted the minutes with three votes.

Adjustment to the Agenda: None

IV. APPLICATIONS / CORRESPONDENCE / ACTIVITY:

No new applications

CEO Report on Shoreland Zone Activity:

None

V. PUBLIC:

- a. Jeremy Hart, Resident at 119 Steven Road inquired of permit need(s) for several planned projects for 2022. Driveway entry, parking area, shrubbery removal, buried French drain, removal/replacement of decking with pavers (work to alleviate water entry into basement) – all appropriate as long as meets the 100' ordinance. New deck will require permit. Prior 2021 permit approved for a water cistern is 50% completed (has 2 years to complete).

VI. OLD BUSINESS:

- a. Three (3) previously submitted applications approved for permits were signed and will be forwarded to applicants by Secretary.
- b. Discussion regarding the open alternate position on the Planning Board due to Jeff Davis resigning in December as an alternate. Melinda inquired if the opening is posted. Beth Cohen indicated that it is posted on the town website. There was further discussion on who should move as an existing alternate to a full Planning Board member. Frances Stewart indicated he had longevity, although Carrie Peavey has more knowledge. Betty-Lu indicated that longevity should be the deciding factor to move an alternate member to a full member. It has not been formally voted by either the Planning Board or Select Board to make Francis a full member.

VII. NEW BUSINESS:

- a. Select Board members attendance: Melinda Steeves asked that communication improve between the Planning Board and Select Board, pointing out that critical activity occurs without notification (such as the Jeff Davis resignation). Carrie Peavey indicated that information can be found on the Liberty Town website via posted agendas and minutes. Kate Meadows took responsibility for lack of communication and timely sharing of important documents due to transitioning to the Secretary position. Carrie indicated that going forward there should be improved Board communication when there are gaps during transitions. Melinda also indicated that the Planning Board is important to Liberty should consider strategy and forward planning, not just permit approval. Betty-Lu stated that the Planning Board is "young" with many transitions with people in the past year. Alternates are important and need to feel included in the process.
- b. Training: Andre Blanchard brought up training, available courses, videos, etc. Melinda Steeves indicated that a written request should be submitted to the Town to document payment for training, if applicable.
- c. Process: Andre started a discussion regarding Maine law vs local ordinances and by-laws. It was discussed that we go by local by-laws, then see clarification from the state. MMA is an outside source however, they are a resource and not state law. Melinda indicated that Tammy Reynolds, Road Commissioner) was creating a specification process for private roads to be accepted for public plowing. She suggested that the Planning Board create similar written processes and procedures, such as for site visits.
Beth Cohen indicated there have been discussions with Kate Meadows regarding clarifying processes and procedures for specific tasks such as how to document an incoming application and when to disburse and the use of the Assessors file. Planning Board members would like a hard copy in their respective town office file in addition to a scan. Betty-Lu does not require a hard copy.
- d. Enforcement: Andre Blanchard brought up concern for properties where there may be a concern, such as the Am Vet building. Who does enforcement, is there a formal complaint process, are the insurance concerns when a property is not up to code? These concerns were discussed, no action taken.

VIII. ADJOURNMENT:

There was a motion by Steve Fountain to adjourn the meeting at 8:06 pm. The motion was seconded by Dallas Parmenter. The Board approved the motion with four votes.

The NEXT regularly scheduled meeting is **Thursday, February 10, 2022** at 7:00 pm. The draft minutes for the January 13, 2022 Planning Board meeting will be adopted at the February 10, 2022 meeting.

Draft minutes submitted by:  Kate Meadows

Approved by: 