

**Town of Otisfield  
Planning Board Meeting Minutes  
Town Office Annex  
January 15, 2019**

1. **Call to Order:** The regular meeting was called to order at 7:02 PM by Chair – Karen Turino.
2. **Attendance:** Members present were Chair – Karen Turino, Vice Chair - Rick Jackson, David Hyer, Stan Brett & Recording Secretary /Alternate – Otis Brown. \*Motion to move Otis Brown up as a voting member. DH/SB – Unanimous. (Absent: Herb Olsen, Pauline Flagg)

Secretary - Tanya Snow

Code Enforcement Officer: Richard St. John

3. **Announcement of Quorum:** Board has a quorum.
4. **Approve Secretary's Report:**
  - A. Regular Meeting Minutes from December 18, 2018. \*Motion to accept minutes with the following correction: Otis Brown is the recording secretary, not David Hyer. DH/SB – Unanimous
5. **Discussion & Comments from public:**
  - A. None.
6. **Residence - Based Business Applications:**
  - A. None.
7. **Shoreland Zoning Applications:**
  - A. None
8. **Site Plan Applications:**
  - A. None.
9. **Subdivision Application:**
  - A. None.
10. **Upcoming Dates:**
  - A. Planning Board Meeting February 19, 2019 at 7:00 PM.
11. **Discussion & comments from Code Enforcement Officer:**
  - A.
12. **Discussion & comments from Board:**
  - A. DH questioned the term of appointment for new member, Pauline Flagg. Her term is three (3) years, and the normal term has been five (5) years. He asked if the BOS had changed the term. A check of the PB By-laws showed a five-year term staggered to prevent all or a majority of the Board from terminating in the same year. A review of the term expirations for the current board found three members could leave in 2023. KT will ask the BOS if they changed the term of service or would like to change PF's term.

**13. Unfinished Business:**

- A.** Review the Subdivision and New Road Construction Ordinances regarding new road construction standards. Determine which to keep and which to eliminate. Resolve any differences.

- 14. Adjournment:** With no further business, the regular meeting was adjourned at 7:42 PM. RJ/DH – Unanimous and the Board reconvened as a Workshop to work on the road construction issue noted in 13. A. above.

Respectfully submitted,  
Karen Turino, Secretary  
Pro Tem

Approved by: Karen Turino, Chair  
Otisfield Planning Board  
Approved on: March 19, 2019