

**Town of Otisfield  
Planning Board Meeting Minutes  
Town Office Annex  
March 10, 2020**

1. The meeting was called to order at 7:01 PM by Chair –Karen Turino
2. **Attendance:** Members present were Chair – Karen Turino, Vice Chair - Rick Jackson, Stan Brett & Alternate – Pauline Flagg. (Absent- Recording Secretary - Otis Brown & Herb Olsen)

Secretary: Tanya Snow

Code Enforcement Officer: - Fred Collins

BOS: Hal Ferguson & Rick Micklon

3. **Announcement of Quorum:** \*Pauline Flagg will move up for Otis Brown. Board has a quorum.
4. **Approve Secretary's Report:**
  - A. Regular Meeting Minutes from January 14, 2020. \*No motion. Board does not have a quorum of members who were at the January meeting. Minutes will be reviewed at the April PB meeting.

5. **Discussion & Comments from public:**

- A. BOS; Hal Ferguson and Rick Micklon introduced the new CEO Fred Collins to the PB members. Fred worked over in Mechanic Falls for many years and is happy to join Otisfield. RM provided background information on the transition between prior CEO to new CEO. RM was Deputy CEO in the interim and HF along with PB members thanked RM for filling in during the busy transition. PB members welcomed Fred to Otisfield and RM has offered to help Fred settle in.

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 April 14, 2020 at 7:00 PM, (2<sup>nd</sup> Tuesday of the month)

**11. Discussion & comments from Code Enforcement Officer:**

A.

**12. Discussion & comments from Board:**

A. None.

**13. Unfinished Business:**

- A. Shelley A. Norton Land Use Planner for Androscoggin Valley Council of Governments (AVCOG). AVCOG took on the project of going through the 03.05.05 New Road Construction Ordinance and part of the 03.01.03 Subdivision Ordinance having to do with roads to make sure that both Ordinances were in agreement. She then deleted all portions of the Subdivision Ordinance having to do with roads and added them to the New Road Construction Ordinance. All definitions in both ordinances were then deleted and moved to the Definitions Ordinance for the Town of Otisfield. After reviewing the changes, the Planning Board has asked TS to request a clean copy from Shelley and to post the mark up version along with the clean version on the website and to also provide a copy of both for the Public Hearing. TS will make 20 copies of each item for the Public Hearing. The Warrant Articles will be sent to the BOS and the PB members will attend the Public Hearing to answer any questions the public may have. All agree.

**14. Adjournment:** With no further business, the regular meeting was adjourned at 8:20 PM.  
RJ/SB- Unanimous.

Respectfully submitted,  
Tanya Taft, Secretary

Approved by: Karen Turino, Chair  
Otisfield Planning Board

Approved on: 05.12.2020

*Rich Jackson*  
Vice Chair