

**Town of Otisfield
Planning Board Meeting Minutes
Town Office Annex
September 17, 2019**

1. **Call to Order:** The regular meeting was called to order at 7:00 PM by Chair – Karen Turino.
2. **Attendance:** Members present were Chair – Karen Turino, Recording Secretary - Otis Brown, Stan Brett, Herb Olsen & Alternate – Pauline Flagg. (Absent- Vice Chair - Rick Jackson) *Pauline moved up as a voting member.
3. **Announcement of Quorum:** Board has a quorum.
4. **Approve Secretary's Report:**
 - A. Regular Meeting Minutes from August 20, 2019. *Motion to accept minutes. HO/OB – (4) in agreement, (1) abstention - SB - not at last meeting.
5. **Discussion & Comments from public:**
 - A. Mr. Schaff, part time Otisfield resident: His brother James F. Schaff submitted a letter at last meeting and he wanted to sit in and listen in on tonight's discussion regarding the proposed New Road Ordinance.
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 – October 8, 2019 at 7:00 PM.
*Note new change. PB will be meeting the 2nd Tuesday of the month.
11. **Discussion & comments from Code Enforcement Officer: (Absent)**
 - A. None.
12. **Discussion & comments from Board:**
 - A. Planning Board Meeting Discussion: KT: A few members and the Secretary have some schedule conflicts with the 3rd Tuesday of the month and discussed possibly changing the meeting date to the 2nd Tuesday of the month. KT asked PB members if anyone had any issues with moving it. SB, PF, OB & HO all agree they have no problem changing it to the 2nd Tuesday. *Motion that we change our scheduled Planning Board meetings from the 3rd Tuesday of the month to the 2nd Tuesday of the month. OB/PF – Unanimous.

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 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 and highlighted the differences which need to be resolved. Changes were made and sent out via email to be discussed. Shelley also updated the Definitions for the Town of Otisfield's Ordinances.

*At last meeting RJ suggested members take it home and review the changes to the Proposed New Road Construction Ordinance. Tonight the PB members reviewed New Road Construction Ordinance page by page. KT would like to ask Shelley Norton about the following items that the board had already discussed, because they may have been possible over sights.


- 1) Road verbiage: Page 15 of proposed New Road Ordinance. Section 9. *Streets* should be changed to *Roads*.
- 2) *Days* should be changed to *Calendar* days: Page 18 of proposed New Road Ordinance. Section 11. We discussed using calendar days instead of business days. And *street* should be changed to *road*.
- 3) *Days* on Page 19 of proposed New Road Ordinance. Under Appeals. Should be *calendar*.
- 4) Trip generation Rates: Page 8 of proposed New Road Ordinance. (just a spacing issue)

Subdivision Ordinance – phosphorous levels: CEO called Norway to ask about who to call at DEP to help identify where the numbers can be located. He found the levels through DEP and all numbers are correct with the exception of one number, which they changed. (CEO and Shelley discussed this was probably a typo. (submitted into public record).

*All agree that once final changes are made, they will make one last review and pass on to BOS for next Town Meeting Warrant.

14. Adjournment: With no further business, the regular meeting was adjourned at 8:40 PM. SB/HO -- Unanimous.

Respectfully submitted,
Tanya Snow, Secretary

Approved by: *Karen Turino, Chair* 
Otisfield Planning Board
Approved on: October 8, 2019