

**Town of Otisfield  
Planning Board Meeting Minutes  
Town Office Annex  
October 8, 2019**

1. The meeting was called to order at 7:06 PM by Chair –Karen Turino
2. **Attendance:** Members present were Chair – Karen Turino, Recording Secretary - Otis Brown, Stan Brett & Alternate – Pauline Flagg. (Absent Vice Chair - Rick Jackson & Herb Olsen) \*Pauline moved up as a voting member.

Code Enforcement Officer: Richard St. John  
Secretary: Tanya Snow

3. **Announcement of Quorum:** Board had a quorum.
4. **Approve Secretary's Report:**
  - A. Regular Meeting Minutes from September 17, 2019. \*Motion to accept minutes. SB/OB – Unanimous.
5. **Discussion & Comments from public:**
  - A. Otis Brown: Moose Pond Shore Homeowners Association (MPSHA). In 1998 a subdivision was applied for on Moose Pond Shores. Conditions and restrictions were noted on the signed mylar and recorded at the Registry of Deeds. The Association does not care who owns it, but they do want to protect the pond by ensuring all construction meets the conditions. Land was identified and registered as lots 33-16 and 33-17 on Tax Map R5 Town of Otisfield and owned by Gary and Colleen Saucier. The MPSHA is requesting a temporary stop work order be placed on any lots noted on the recorded plan, as non-developed lots to be used for phosphorus control. According to Michael Freedman, Attorney for the MPSHA, "If a permit was issued allowing for the development or clearing of these lots then it must be revoked insofar as these activities are in violation of the restrictions required for subdivision approval and of the phosphorus control plan submitted for these approvals". (Submitted into public Record) CEO tried to make contact with Mr. Saucier per BOS's request, but was unsuccessful. He will make another attempt and report back at next meeting. MPSHA understands this is a civil issue but Otis would like to know what the PB can do to make sure this doesn't happen going forward. KT: The Subdivision Ordinance states now that if something is approved, if it is not registered at the Registry of Deeds within 90 days it becomes Null-void. CEO: The easiest way to resolve this for any future subdivision and the most common way is that each individual deed would say they also own a percentage of the common area so that it could not be deeded out and that they have a vested interest. Or it gets deeded directly to the Association. All agree that what we currently have in force should prevent this from happening again.
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 Regular Meeting November 12, 2019 at 7:00 PM

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

**A.** Town Beach – Asher Property: Received a permit 3 years ago to put a septic system on site, but has been trying to get a contractor to come and do it with very little luck. This fall a contractor agreed to do the work, but erroneously made a 15' path with his machinery and small shrubs were removed. No one intended for the trail to be as wide as it was. Septic field was finished and replanting is needed. The BOS with advice from Fire Chief will decide what revegetation is needed and proceed at that time. A proposal for Revegetation will be coming from Oxford County Soil and Water Conservation District.

## **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 Road Construction Ordinance, part of the 03.01.03 Subdivision Ordinance having to do with roads to make sure that both Ordinances were in agreement and also updated the Definitions for the Town of Otisfield's Ordinances. After a public workshop in May with Shelley in attendance, changes were made.

The Planning Board read through and finished the New Road Construction Ordinance at last meeting 09.17.19. Some minor issues were brought up to Shelley after that meeting and she will review those changes. \*All agree this has been completed depending on what Shelley has to say.

KT: July 11<sup>th</sup> the Town received a mailing from USPS regarding new requirements from the USPS (Submitted into public record) KT: We need to put this in as a requirement under major subdivision if it applies. CEO: There are (2) classes under major subdivision; 14 or less lots falls under Town control, but once over 15 lots, DEP gets to weigh in and make approvals. All agree that clarification is needed from the USPS on what they are looking for. KT will provide mailing to Shelley for her review to see what other towns are doing since receiving this mailing.

Subdivision Ordinance was reviewed page by page by Planning Board members. KT is going to Notify Shelley of all previously discussed changes and bring to her attention that it should state "calendar days" under section 15.1. \*Tabled until an upcoming meeting.

**14. Adjournment:** With no further business, the regular meeting was adjourned at 9:00 PM. OB/PF-Unanimous.

Respectfully submitted,  
Tanya Taft, Secretary

Approved by: *Karen Turino, Chair*  
Otisfield Planning Board

Approved on: January 14, 2020