

**Town of Otisfield
Planning Board Minutes
Town Office Annex
May 10, 2022
7:00 PM**

1. The regular meeting was called to order at 7:00 PM by Chair – Karen Turino.
2. **Attendance:** Members present were Chair – Karen Turino, Vice Chair – Stan Brett, Pauline Flagg, John Ywoskus – Alternate & Scott Arn - Alternate/Recording Secretary. (Absent - Otis Brown, Herb Olson).
*John Ywoskus & Scott Arn moved up as voting members.

Secretary: Tanya Snow
Code Enforcement Officer: Fred Collins

3. **Announcement of Quorum:** Board has a quorum.
4. **Approve Secretary's Report:**
 - A. Regular Meeting Minutes from April 19, 2022. *Motion to accept minutes. SB/PF – Unanimous.
5. **Discussion & Comments from Public:**
 - A. None.
6. **Residence - Based Business Applications:**
 - A. None.
7. **Shoreland Zoning Applications:**
 - A. None.
8. **Miscellaneous Applications:**
 - A. None.
9. **Subdivision Application:**
 - A. None.
10. **Upcoming Dates:**
 - A. Planning Board WORKSHOP May, 24, 2022 at 7:00 PM.
 - B. Planning Board Meeting June 14, 2022 at 7:00 PM. (If no items on the agenda, meeting will be cancelled)
11. **Discussion & comments from Code Enforcement Officer:**
 - A. None.
12. **Discussion & comments from Board:**
 - A. Solar Farm Discussion: The BOS requested the PB members DRAFT the Solar Farm Ordinance. BOS are looking for this to be a stand-alone Solar Farm Ordinance and AVCOG is available as a resource if needed, but we are currently waiting for the replacement of our prior representative, Shelley Norton. RM has been contacting AVCOG on behalf of the PB members. *Selectmen offered to cover professional expertise and consulting service fees, to assist the Planning Board as needed.

TONIGHT'S DISCUSSION:

- PB members discussed a time frame target. Not expecting to have final draft ready by June's Town Meeting but agreed that a Special Town Meeting soon after will be needed.
- All agreed at a prior meeting that the Bethel Ordinance had the most detail and was most likely the newest and most updated. PB members reviewed Bethel's Ordinance and began to mark it up with additions & omissions they felt were necessary. SA provided the markup based on last meeting's discussion. (Submitted into public record)
- The total allowable Commercial & Industrial solar systems combined moving forward from when the Solar Ordinance is approved at a Town Meeting: all agreed on 100 acres total – 20 acres maximum per install. The only exemption to the 100-acre limit for a total in Otisfield is for a single-family residential installation.
- The Property owner shall maintain a current general liability policy "in an amount commensurate to the potential liability of the solar energy system". (All agree this needs to be defined by legal-council/MMA) SA will highlight on working draft.
- What gets reported to the Maine Public Utilities Commission (MPUC)? What are their reporting requirements? Does a report get generated, and if so can the Town be added to that list? (All agree this needs to be defined by legal-council/MMA) SA will highlight on working draft.
- Two-year updates / revaluation – PB discussed putting timeline on Maine Public Utilities Commission (MPUC) requirements. All agreed an initial inspection is necessary and the review timeline can be two- or four-year increments. (This is to be decided, but all agree this needs to be defined once we get information from MPUC) SA will highlight on working draft.
- PB would like to have the CEO issue an Operating Permit and develop the process needed.

*PB Members will start at OSO 8 (Site Plan Application & Review) at next workshop.

13. Unfinished Business:

14. Adjournment: With no further business, the meeting was adjourned at 9:10 PM. PF/SB -Unanimous.

Respectfully submitted,
Tanya Snow, Secretary

Karen Turino

Approved by: Karen Turino, Chair
Otisfield Planning Board
Approved on: July 12, 2022