

**Town of Otisfield
Planning Board Meeting Minutes
Town Office Annex
October 25, 2022**

1. Call to Order
2. Attendance: Chair – Karen Turino, Vice Chair – Scott Arn, Stan Brett, Pauline Flagg, Herb Olson, Sarah Burnham - Alternate/Recording Secretary.
Code Enforcement Officer: Fred Collins

Absent: Herb Olson, John Ywoskus – Alternate
3. **Announcement of Quorum:** (or appoint alternate to serve)
Sarah Burnham was moved up as a regular voting member
4. **Approve Secretary's Report:**
A. Minutes of October 11, 2022 Meeting ***Motion to Accept minutes**, PF/SBrett – 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. Application to amend a 1998 Subdivision Approval for Moose Pond Shores. Map R05 Lot 033

KT informed the Board that the motion passed at the 10.11.22 meeting to approve the Application to revise the 1998 Subdivision Plan for Moose Pond Shore was invalid, according to Phil Saucier, the Town's attorney, and needs to be rescinded. Two of the four member who voted in favor were attending via Zoom and were not physically present. During the pandemic, the requirement that all votes needed to be made by members who were physically present was temporarily revised to allow votes by members who were attending via Zoon. This change to the State law was recently altered. Votes may now be legally made if the member is present via Zoom; however, a policy to allow this must be a recorded policy approved by the Board and recorded prior to any such vote.

***Motion to rescind the PB motion to approve the Application to revise the 1998 Subdivision Plan for Moose Pond Shore.** SA/SBurnham – Unanimous.

The board reviewed the Findings of Facts: 11.1 – 11.17 for the Application and the Subdivision Ordinance Performance Standards, Article 11.
They found that the following Performance Standards:

11.1, 11.2, 11.5, 11.8, 11.9, 11.10, 11.11, 11.12, 11.16 were met to the satisfaction of the Board,

and they further found that the following Performance Standards:

11.3, 11.4, 11.6, 11.7, 11.13, 11.14, 11.15, 11.17 were not applicable to the Application based on documentation and Responses of the Applicant.

***Motion that the Planning board finds that all the requirements and Standards applicable to and necessary to make a determination regarding the Application to Approve the Revisions to Sheet 3, File Plan #3131 of the previously approved subdivision plan for Moose Ponds Shores in 1998 have been met to the satisfaction of the Board. SBurnham/PF – Unanimous.**

The Planning Board concludes that based on the Findings of Facts determination, the Application to Approve the Revisions to Sheet 3, File Plan #3131, should be Approved and a motion should be made by the Board to do so.

***Motion to Approve the Application to Approve the Revisions to Sheet 3, File Plan #3131 of the previously approved subdivision plan for Moose Ponds Shores in 1998. SA/SBurnham – Unanimous.**

A letter of Approval will be sent to Colleen and Gary Saucier and the legal representative with the Finding of Facts.

10. Upcoming Dates:

A. Planning Board Meeting Workshop November 1, 2022

11. Discussion & comments from Code Enforcement Officer:

A. None.

12. Discussion & comments from Board:

A.

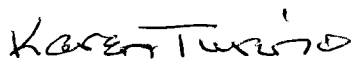
13. Unfinished Business:

A. Solar Farm Discussion postponed to the November 1 Workshop: For Background; 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. David Galbraith from AVCOG will be working with the Board.

14. Adjournment

***Motion to adjourn at 8:12PM. SBurnham/PF – Unanimous.**

Respectfully submitted,
Karen Turino, Secretary Pro Tem



Approved by Karen Turino, Chair
Otisfield Planning Board

Approved on November 15, 2022