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**Town of Pownal
Planning Board Minutes
Wednesday, January 17, 2024
Meeting Minutes**

Members Present: Matt Altieri, Todd Mellin, Marcia Bowen, Mercedes Pour- Previti, Brian Stronelli, Thomas Ursia, Town Planner, Ginnifir Giddige, Code Enforcement Officer, and Recording Secretary, Alison Purinton

Members Absent: Orion Breen, Bill Schmidt

Guests: Becky Taylor- Chase, Town Administrator, Jon Morris, Selectman

Call to Order at: 6:05 pm by Matt Altieri

Good evening, we will be switching things around a bit and we will be reviewing the budget first. We had circulated the agenda with some figures. We need to figure out if we want to stick with those or change for the upcoming year. Matt asks Town Administrator to come forward to give any insights or thoughts.

Becky- Introduces herself and indicates the only thing that has changed was a NorthStar bill that came in after those figures were circulated. It wasn't a huge amount. It was an additional \$262.50 on the Town Expense and an additional \$202.50 on the Ordinance review. That is where we are just over 6 months for the year as expense.

Matt- We have three different lines items and the way I see this is we are halfway through year 2024 and we are on target. I don't see any reason to change that unless others do. I also don't see things changing for year 2025.

Mercedes- Where does the town planner fall into this category.

Becky- The Town Planner is an employee of the town.

Tom- We have had a ½ dozen meetings with NorthStar and are collaborating on several things. We are on a good course for sharing knowledge which is a critical point. Ordinance(s) needs constant review. There are some instances that the Codes Enforcement Officer and I have found that complicate the review of an application because of inconsistencies. In the next 24 months we will be faced with areas of affordable housing, accessory dwelling units. There are already applicants testing both areas.

Brian- Do you see yourself tag teaming new submissions or will you be looking them directly?

Tom- For new submissions, I will be your point person.

Brian- So next year that could potentially go to zero. It sounds like we will be in a transitional year.

Tom- I am hoping to talk with the Selectboard about is peer review. Things like a scientific review/analysis.

Matt- The way our ordinances are worded we are able to push those costs on to the applicant. Is this something we really need to budget for?

Mercedes- I think we think of 2025 as a transitional year.

Marcia- I agree we need peer review.

Becky- Just so you all understand; NorthStar is a pay as you go contract. The 2nd clarification is that you started this work in the previous year. This cost is from July 1st when you were more in final draft phase.

Matt- Consensus is that we keep Town Expense at 7500.00 and have a line for a consultant set at 10,000.00. Is everyone ok with that number?

Becky- Confirms that we will be keeping Town Expense at 7500.00 and nothing in Ordinance review and Submission review. A new line will be created named Consultant in the amount of 10,000.00. I will supply members of the budget committee for the next budget meeting on February 12,2024.

APPROVED

Secretary report: Approval of meeting minutes for November 15, 2023

Marcia- I move that we accept the minutes as amended for the November 15th meeting. Matt to second, All in favor 4-0 Motion carries.

Old Business:

Status of proposed Conservation Ordinance (public hearings held December 11 and December 18: Special Town Meeting January 22, 2024

Matt- Monday is the special town meeting for the proposed conservation ordinance. Both hearings went well and had limited push back and were able to address concerns. It is important is to invite folks. Becky was asked if she could tell us when the meeting would be held.

Becky- Monday is a complex night with and Executive session at 5 and another at 6. Selectboard meeting at 6:30 and Special Town Meeting at 7 is the plan, and we will try to record it.

Update on SB meeting re Map 2 lot 30-32.

Marcia- Last meeting we as a board needed to sign two real estate forms. We had no objection to the sale of town owned property. One of those lots were here at Map 2 lots 30-32 on the Poland Range Road. His interest is building a small mobile home park. A sketch plan was drawn out and passed around. He is seeking to build 8-10 mobile home lots. He is aware of the ordinance and the complexities that surround it. There were quite a few people in the audience not in favor of building of the mobile home park.

Matt- Do we know when the meeting is?

Becky- January 22, 2024.

Todd- This is another property that they are talking about doing the same thing that we haven't done a form for.

Marcia- We filled out two forms as I understand it the Conservation Committee is anxious to put one of those under easement leaving the Poland Range Road property.

Brian- Same Developer?

Marcia- Yes, Shane Brady.

Matt- So they will address that Monday night at 6:30.

New Business

FEMA Floorplan Ordinance Revision

Marcia- We have a flood plain ordinance from 1980. The State of Maine is mandating to have a updated review instituted by June 20, 2024. In order to avoid being suspended from the National Flood insurance act. Town meeting is after that date. The bad news is we don't have the maps yet. We have to vote on instituting the ordinance but don't have the maps yet.

Matt-Does the ordinance need the maps?

Marcia- It refers to the maps. We have not kept up with the revisions from 2013 and 2015. However, it is pretty much plug and play. We should be able to complete this without much stress as it is mandated by the State. We need to decide tonight a contact person. I am happy to get back to them.

Matt- Can we be reinstated in July as we don't have a town meeting? I don't want to leave the residents of Pownal without insurance so if we have to have to have a special meeting than we should. Does anyone else have any questions? Thank you, Marcia, for flagging this for us.

Tom- If there is a request for extension of time , I encourage the board and town to heavily document it in writing you need a paper trail especially when it comes to an extension. The 2nd thing we should be calculating distances. We need to make some really precise high-water mark and low water marks. We

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should have sealed plans particularly with new homes coming in fairness to our codes enforcement officer; that delineates what those distances are. They should also be sealed.

Marcia- I will CC you and the Codes Enforcement and Select board.

Matt- Tom while you are there do you believe and agree with Marcia?

Tom- The ordinance is really straightforward. The updated map with the updated narrative goes back to the accuracy of the plans when they come in.

Marcia- The plans that will be coming will also be digital plans that will be huge.

Ginny- Explains the process and I don't have anything that states what I need.

Matt- To my mind this should be towards the top. Tom, Could I delegate to review the state ordinance and see how it needs to be adapted?

Tom- If you like detail it's follow the details.

Discussion

Matt- We have FEMA ordinance as number 1 to do. It sounds as though Tom and Ginny are compiling a list of Ordinance inconsistencies, discrepancies, and omissions. It sounds the list is long at this point.

Tom- It would be best to consolidate everyone's list together. This keeps us on track. Looking at things forthcoming Greater Portland Council of Government was given the charge to work with the economic and sustainability committee to create a vision plan. I anticipate that report to be out late Feb early March. Approximately 1/3 of the report will be zoning changes. There are some pretty dramatic changes being recommended.

Matt- Let me see if I can summarize the items: ADU, FEMA maps, solar farm ordinances, Air B & B and LD 2003. I want to confirm with Jon who is handling LD2003. That's a long list. The hard part is finding people. Tom- If you have bandwidth, I would like you to handle that. You are able to focus on what is happening here. That would be my hope.

Tom- I like the chairs approach but my commitment to keep the rural character as it is as you wish. I am a part time planner, and I am trying to be pivotal.

Matt- I would like to leave tonight with a subset of priorities.

1. FEMA
2. Checklists that we need to review and prioritize in February's meeting.
3. Focus in on ADU.
4. LD2003, we need clarification.

Brian- Also mobile homes parks, and ADU's. It basically a small lot that you can put an ADU on.

Marcia- We don't have any info on the village district. What is Ginny dealing with? Even though we don't know its full scope we need to work on it

Matt- I propose that we look at everyone's list for February's meeting. We will take the list and get some insight on what we should prioritize.

Marcia- Planning Board procedures and check lists are still out there depending on if the ordinance passes.

Matt- The ordinance sections are referencing the old ordinance, and I can change that.

Marcia- I rec'd a survey from GPCOG a survey action plan which has to do with Pownal. They are pinpointing areas for vehicular accidents and areas of concern. I took the survey myself to see what it is like. This person Teagan will outline the safety plan for zero injuries. She is wanting to disseminate it. I think the best thing would be to ask Becky to post it and put it in the towns newsletter. It will help pinpoint the area of high accidents.

Other Business

Bradbury Campground-

Matt- I want to make a suggestion that we are limited to how much we can talk about this. I don't want anyone to think we are deliberating. It is fine to say here is what is coming.

Tom- The process has started and I have met with the State civil engineer. Everything has been moving in a positive fashion. Certain things have been requested so hopefully at February meetings we will have the civil engineer here. That is basically to introduce the board to the proposal. It is adjacent to where the

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current campground is. The intention is recreational vehicle camping vs tent camping. It will take several months to review this.

Matt- Is it the State Bureaus of Parks and Lands that is applying?

Tom- Yes

Brain- Where does this fall under our ordinances?

Tom- Our codes enforcement conversations have been coming since before Tom was here. They were directed to NorthStar the site plan review is in the village district.

Tom- I suggest to the planning board there be a delineation of where the project falls in those two zones.

CMP-

Matt- As with any CMP issues, I will need to recuse myself.

Marcia- They are going to rebuild a transmission line and are planning to come before the board.

Tom- I have not heard a peep from them. I can do a follow up call.

Marcia- We need plans.

Adjourn

Matt- I move that we adjourn the meeting. Marcia to second. All in Favor meeting adjourned at 7:40pm

Respectively submitted,

Alison Purinton

Planning Board Recording Secretary