

**Town of Pownal
Planning Board Minutes**

**Wednesday, July 21, 2021
6:00 PM – Mallett Hall**

Members Present: John Bowdren, Jesse Peters, Matt Altieri, Secretary: Christine Watson Alternate: Brian Stornelli, Town Planner Consultant: Ben Smith - North Star

Members Absent: Todd Mellin

Guests: Selectboard Members – Heidi Curry, Andrew O’Brien, Jon Morris, CEO – Alan Hill, Shawn Tobey of Hoyle Tanner, Nancy Doble, Shawn Meehan, Doug and Anna Robbins, Doug Stewart, Jay Raitt of Little River Land Surveying and John Schwanda

Call to Order at: 6:04 pm by John Bowdren

John welcomed the public, the board and Ben Smith of North Star Planning. Ben is the Town’s new planning advisor. He will be helping us with site plan, subdivisions, and ordinance review going forward.

Thank you to Tony Dater who was the former town planner for his 32 years of service to the Town of Pownal and Matt St Cyr for his 10 years on the Planning Board and leadership as chairman.

John informed the board that he will be resigning from the board in September due to work and personal commitments. His thoughts are to hold workshops for the new members to go over procedures and pass on some accumulated knowledge.

Secretary’s Report:

- a. Minutes of Site Walk June 1, 2021, Loring Lane - on a motion by Matt to accept the minutes as written, second by John, Vote: All in favor – passes – Discussion: Christine and Matt A realized they were not at the site walk and Jesse as well. Quorum not present to vote – item was tabled to the August meeting.
- b. Minutes of Site Walk June 1, 2021 – NBD Solar Maine –quorum not present to vote – item was tabled to the August meeting.
- c. Meeting Minutes June 16, 2021 - On a motion by Matt to accept the minutes as written, seconded by John B, Discussion – None; Vote: Yes-3, No-0, Jesse abstained as he was not at the meeting. Minutes approved.

Christine stated that at the town meeting – The Shoreland Zoning, corrected & added Definitions and Zoning Ordinances were passed by the town. North Star was also approved as the new town planner consultant. Next meeting all planning board members should have updated binders.

Planning Board:

- ❖ Heidi, Planning Board Liaison addressed the planning board:
 - Matt Altieri and Todd Mellin (both alternates) were appointed as full voting planning board members by the Select Board.
 - Brian Stornelli was appointed by the Select Board as an alternate member to the planning board.
 - She is hoping to have the other alternate member appointed by the Select Board before our August meeting.
 - Town approved the budget for North Star Planning and happy to have them on board.
 - Zoom meetings will be in person for all boards, committees and public by order of state legislature.
- ❖ John welcomed Brian Stornelli to the board.
- ❖ Elections of Chair, Vice Chair and Secretary
 - Matt was nominated by Christine and Seconded by John to be Chair, Vote – All were in favor
 - Jesse was nominated by Christine and Seconded by Matt to be Vice-Chair, Vote – All were in favor

APPROVED

Discussion: Heidi stated the it is the Select Board desire to hire a recording secretary and Christine has provided her with a list of duties for a recording secretary. Matt asked if there would be other roles that they have envision this recording secretary would be doing along with taking minutes. This would be only recording secretary at this time. She suggested a meeting between, Select Board, North Star Planning, Chair and Secretary to delineate the responsibilities.

➤ Christine was nominated by Matt and Seconded by John to be Secretary, Vote – All were in favor

John led the meeting per the request of Matt.

Old Business: NBD Solar Maine

Submitted a final plan for review. Ben of North Star Planning provided a memo of findings for the planning board. John proceeded to go through Site Plan review application and Ben's memo at the same time. Discussions on were on the following:

- Fence surrounding the project – previous planning board meeting it was requested that a colored powder coated chain link fence be included on the plan. Consensus of the board was to have the galvanized fence on Alan Road since CMP has this on the other side of the road and a black powder coated on Fickett Road.
- Landscaping – Mr. Stewarts concern was seven/eight months of the year the trees would not have leaves. He would like to see a mix of different type of trees and suggested other species. Shawn Tobey worked with Terry DeWan, our outside consultant, on the type of trees to plant for a buffer. The plans show the type of species that was suggested by Terry DeWan and Associates. Ben stated that the landscaping variety of trees was to keep the area natural looking and soften the edges of the project. PB is leaving the landscaping as is based on our consultants' recommendations.
- Signs – A sign will be at the entrance with the owners contact – emergency contact numbers.
- Proof of letter of financial capacity was submitted from Raymond Green.
- Select Board requested that a check be issued to the town to be held in escrow for the Decommissioning and a legal agreement be drawn up between the Town of Pownal & NBD Solar. Select Board to write up agreement to be reviewed by town attorney and provide to applicant.
- FB Environmental to oversee the project to ensure conditions and standards are met. They will be extra set of eyes on the project along with the CEO. John will contact FB Environmental regarding the contract. \$6000.00 has been received for this.

Moved by Matt to approve the site plan as submitted subject to the three conditions of approval that we discussed tonight. Conditions of Approval:

- ❖ Prior to issuance of a building permit, the applicant shall provide the Town with a removal guarantee to be used by the Town in the event the system ceases producing electricity for 12 months in a row, and to be used for the removal of the solar farm structures and underground facilities and to stabilize the site. In the amount of \$168,586.92 in a form of a check to be deposited into an escrow account under terms approved by the Town Select Board.
- ❖ Applicant shall obtain all department of environmental protection NRPA Permits.
- ❖ Applicant shall submit a revised plan with the fence coloring powder coated black paint along that portion of the fence that is parallel to Fickett Road.

Christine Seconded – Discussion – None – Vote: Christine, John and Matt voted in the affirmative and Jesse voted in the negative.

Hilton Subdivision:

Jay Raitt gave a quick overview of the new plan as it has changed from the original plan submitted. Ms. Hilton merged three lots into one big lot and one lot will be conveyed to Cody Lapointe and Trisha Tower. No road will be needed; however, there will be an easement for Ms. Hilton have access to her property and a possible driveway

APPROVED

for the property owners of the large piece just created. Cody and Trisha will not be granted access to this easement.

Test pits have been updated on the plan and flagged. Proceeded to go over the minor checklist and North Star Planning memorandum the planning board received. There are pins staked for the previous plans which may cause concern in the future. The site walk will disclose if we request the pins to be pulled. A site walk is scheduled for August 10, 2021 @ 5pm.

New Business: Slocum Amended Subdivision/Back Lot:

Planning Board is treating this application as an amended subdivision. Minor checklist was reviewed. Ben asked if there a limit on how many houses that can be off a driveway. By definition of a driveway can only serve two lots or less. John Schwanda indicated he did not see in the back lot ordinance about net residential acreage for back lot as there is for a normal lot. The ordinance indicates the back lot needs to be 5 acres but does not indicate that it has to be 5 acres net buildable acres. Site walk date was not scheduled. Planning Board tabled until the applicant decides what to do about the driveway.

Other Business: Merrill Road Project

Applicant looking to get guidance on the how the road frontage and road length be interpreted in a cluster division development. Clarification on the road frontage is 75 feet. Workshop date was scheduled for Merrill Road Project for August 18th 5:00-6:00 PM.

Discussion:

- Procedures for applicants regarding North Star – Matt asked if North Star Planning can handle the checklist as this takes a lot of time. Ben stated that was the number one item on the list and they could do this. North Star Planning would also co-ordinate with the planning board to set the agenda. (i.e., what projects are ready to come before the board). Procedure for the planning board that was presented will be edited and posted on the town’s website.
- CEO emailed Christine asking if he should be at every planning board meeting. Christine replied that she thought he should be but would bring before the board for their thoughts. Matt stated he would like to see him at the meeting for the next 6 months.
- Architectural Design Ordinance – North Star – Matt researched from our last meeting about caps on building permits in a year. Matt found that it is permissible under the Maine Statutes. To do so, there is a procedure to follow and maximum cap that can be applied. Andy O’Brien requested that Matt send out to everyone what he stated and criteria. The Architectural Design Ordinance was tabled until the next meeting.

Agenda For August: NBD Solar
Hilton Amended Subdivision
Architectural Design Ordinance

Motion to adjourn meeting by Christine, seconded by Jesse – All were in favor - Meeting adjourned at 9:37pm

Respectively submitted,

Christine Watson

Christine Watson
Planning Board Secretary
August 18, 2021 Approved