

Minutes for Tuesday, November 17, 2009 Planning Board Meeting

1. **Call to Order:** Chairman Dave Johnson called the meeting to order at 6:58 PM.
2. **Introduction of Attendees:** Present were: Chairman Dave Johnson, Secretary Laura Chadbourne, Member Gail Bartlett, Member Annette Bouchard, Member Bob Scott, Alternate Ron Kiesman, and CEO Eric Gulbrandsen.
3. **Read Minutes from October 8, 2009 Meeting:** The minutes from the October 8, 2009 meeting were read by Dave Johnson. Gail Bartlett moved and Annette Bouchard seconded the acceptance of the minutes. The motion passed unanimously.

4. Communication & Bills

A. Correspondence Received (by date):

1. 11/1: AVCOG flyer for Planning Day 2009 (Nov. 5th)
2. Received 11/1 from "Town of Sweden" email address: copy of email for teleconference on Low-Impact Development Maintenance and Upkeep Techniques, Nov. 4th
3. Received 11/1 from "Town of Sweden" email address: copy of email for teleconference on Claims Process on Federal Government Contracts, Nov. 12th
4. Received handwritten note dated 11/3/09 on 11/17 from Alberta Ridlon on behalf of the Board of Selectmen. Note asked that the Planning Board ensure all invoices for Planning Board purchases are brought directly to Fran and that they are approved by an official of the Board. The group discussed that the Planning Board already follows this procedure, so no changes need to be made to the process for Board member expenses. Arrangements will have to be made however for the Board to receive copies of other invoices that go directly to Fran (such as invoices from the Bridgton News and the Printery) since the Board currently does not see those invoices before they are paid. Arrangements will be made through the Selectmen.

B. Correspondence Sent (by date):

1. Letter dated October 30, 2009 to Mr. George Wilson (Applicant to further subdivide Map R-7 Lot 33 as and amendment to the Wildhaven Subdivision) from David Johnson, informing Mr. Wilson of new Planning Board meeting dates and place. Letter also included attachment with an updated list of Planning Board Members and their contact information.

5. CEO's Report: Eric Gulbrandsen submitted the October CEO report. One building permit and two timber harvesting notifications were issued. The group discussed the continued Ordinance violation of signage at the Kelly residence. Eric has notified them twice of the need for them to apply for a CUP. Eric will now issue a violation notice and demand that the sign be removed immediately.

Eric will send a copy of the September CEO report by mail to Ron Kiesman so Ron may be aware of any new E-911 assignments.

Laura Chadbourne moved and Gail Bartlett seconded the acceptance of the CEO's October report. The motion passed unanimously.

6. Old Business:

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7. New Business:

- A. Handed out updated contact information, including information for new Member Bob Scott.
- B. Laura Chadbourne asked Members to reconfirm how they would like to receive newsletter notifications from MMA and SMRPC. Bob Scott and Annette Bouchard indicated that they need all notifications by regular mail, not via email, due to slow internet speed and/or email problems. Gail Bartlett and Ron Kiesman also require regular mail notifications.
- C. The group reviewed a condensed version of Planning Board Manual information , Zoning Ordinance information and notes from workshops and previous Board experience regarding Conditional Use Permits. The group discussed looking into reviewing our CUP application to ensure that it outlines all items an applicant would need to present to the Board for an application to be accepted. Laura Chadbourne offered to research CUP applications from other towns for comparison. Ron Kiesman suggested looking at the Town of Waterford forms.

8. Announcements:

- A. The next regular Meeting will be Tuesday, December 15th at 7:00 PM at the Sweden Town Office.
- B. The board still has an opening for one alternate (an alternate serves a one year term). Should anyone express interest, they can be appointed by the Selectmen.

Gail Bartlett moved and Annette Bouchard seconded that the meeting be adjourned at 7:56 PM.

Respectfully submitted,

Laura Chadbourne
Secretary