AGENDA

ITEM

5. h.

Town of Clinton
27 Baker Street
426-8511 phone Clinton, ME 04927 426-8323 fax

May 8, 2007

Planning Board Members
James Turcotte
Robert Hartley
Jenni Tilton-Flood
David Holden
Michael Hachey
Marie Barber

RE: Planning Board Official Minutes and Quorum Issues.

Dear Board Members:

The Board of Selectmen, on April 10, 2007, reviewed eight (8) enclosed official minutes of Planning Board Meetings for the following dates: January 18, 2006, March 15, 2006, March 29, 2006, April 19, 2006, April 27, 2006, May 17, 2006, July 19, 2006, and August 16, 2006.

The Board of Selectmen found these official minutes to contain illustrative prose, witty comments, and other non-professional comments or language. The Board of Selectmen advised the Planning Board Chair, James Turcotte, that these type comments in the official minutes of Planning Board meetings would cease in the future and the minutes would be confined to just the facts.

The Planning Board Chair, James Turcotte, sent the enclosed E-mail to 3 Planning Board Members on April 10, 2007 at 10:22 PM. It was our hope that this issue would be resolved by the Planning Board.

The Board of Selectmen, on April 24, 2007, reviewed three (3) enclosed official minutes of the Planning Board for the following dates: September 20, 2006, February 7, 2007, March 21, 2007 and submitted to the Town Office on April 13, 2007. This was the day after the April 12, 2007 Planning Board Meeting. These three (3) official minutes contain unprofessional comments in the Secretary's signature block.

These types of comments must cease and the minutes must reflect accurately the Board's decision-making process.

If a Planning Board's decision is ever appealed to the Board of Appeals or to Superior Court, then it is absolutely crucial that the minutes accurately reflect your decision-making process without un-professional comments. The official minutes are used extensively in the legal review process

The Board of Selectmen sincerely hope that future minutes of the Planning Board that are submitted to the Town Office, as the official Planning Board minutes, reflect a positive image of the Town of Clinton and will pass legal muster if ever reviewed in an appeal process.

Board of Selectmen members have received complaints from applicants that there are too many Planning Board meetings that are not held due to lack of a quorum or cancelled without notification to all applicants.

The Planning Board needs to keep a regular monthly schedule throughout the year. This will help with attendance, unless there are members who cannot put the time in any longer. Whatever the reason, this problem needs to be resolved.

Sincerely,

_____
Jeffrey Towne, Chairman

_____
Stephen Hatch

_____
Randy Clark

_____
Chester Nutting

_____
Joseph Massey

Enclosures

Planning Board Minutes
August 16th, 2006

Meeting Opened at 709pm due to the tardiness of the secretary.
Presence of a quorum, as defined by the Home Rule Charter Rules, is established
Members Present:
Jim Turcotte, Robert Hartley, Jenni Tilton-Flood, Dave Holden
Also Present: Michael Glencross (Sebasticook Valley Hospital

Minutes from the July 19th, 2006 Planning Board meeting are reviewed and then, drum roll please:

Motion made by Bob Hartley to accept the minutes as proof and official record of none of this being a dream.

Seconded by Dave Holden

The decision of the board, in as far as the abovementioned proof and official record of this meeting being a fact of reality, as opposed to a figment of imagination is unanimous.

Motion made by Bob Hartley to reschedule the rescheduled September meeting to the 20th, as opposed to the 27th as had been moved, seconded and unanimously agreed upon at a prior meeting.

Motion seconded by Jim Turcotte.

Motion unanimously and thankfully passed.

Motion made by…yup, y'all guessed it…Bob Hartley to table the LUO update until September when it is likely that the members will have copies of the LUO to actually work with.

Second offered by Jenni Tilton-Flood.

If there be but a bit of doubt as to the result of the Board's decision on this matter, worry ye minds no further as said motion was passed unanimously.

And it is here the Secretary, at the behest of the Vice Chairman, pro-tem, notes, for all to read and remember, that he is a very generous man. Of course all the men present are of a very generous nature. and that will be duly noted here as well.

Next Meeting: September 20th, 2006
Agenda: Organizational Meeting
LUO
Correspondence: Zilch!

And is there a motion for adjournment?
Will there be a proud and courageous Second?
What will the fate of this evening's meeting be?
Tune in next time, as we join our faithful crusaders gathered for….
The Planning Board Meeting….

Somewhat Respectfully Submitted by
Jenni Tilton-Flood
Secretary

Planning Board Minutes
July 19, 2006

Meeting Opened at some point near 7pm.
Presence of a quorum, as defined by the Home Rule Charter Rules, is established
Members Present:
Jim Turcotte, Robert Hartley, Jenni Tilton-Flood
Also Present: Michael Glencross (Sebasticook Valley Hospital)
Gene Frye (FEDCO)

Minutes from the June 21st, 2006 meeting were reviewed.
Monsieur Hartley has offered a motion of acceptance of the hastily written minutes and après him was Monsieur Turcotte avec une seconde d'acceptance les minutes avec les corrections.
Unanimous.
Vive la Planning Board!

Organizational Meeting"
Robert Hartley motions to postpone organizational meeting to September or when the other members are present, whichever comes first. He also motions the September meeting be moved to September 27th, 2006.
James Turcotte seconds said motion, cause there ain't no dissent in this little corner of the world.
Quelle surprise: the vote is unanimous in favour of the motion!
New Business:
Michael Glencross of Sebasticook Valley Hospital Re: Change of Use for 1309 Main Street.
The SPR for the change of use for the above indicated building from hair salon to medical offices is reviewed by the Board and without further adieu I give you the important crap:

Motion made by Robert Hartley to accept the change of use application for 1309 Main Street. Motion seconded by Jenni Tilton-Flood.
Motion passed unanimously.

Gene Frye of FEDCO Re: future expansion of business
Mr. Frye inquired about any requirements to his possible future expansion of his building on the upper Bellsqueeze. Due to the location in the Rural Zone the agricultural business would require only a building permit from the CEO.
How kind of him to inquire in advance. Nice gent!

New Maps....YEAH!!!! Pretty darn nifty!

Next Meeting: August 16th, 2006
Agenda: Organizational Meeting
LUO
Correspondence: Zilch!

As for the obligatory, and required motioning and seconding and voting of the members to adjourn the meeting, let it be safely, and rather correctly assumed that the matter was handled with appropriate, and professional care. Furthermore, let this simple, understated description of said official business suffice.

Somewhat Respectfully Submitted by
Jenni Tilton-Flood
Secretary

Planning Board Minutes
May 17, 2006

Meeting Opened at 7:00pm
Presence of a quorum, as defined by the Home Rule Charter Rules, is established
Members Present:
Jim Turcotte, Robert Hartley, Jenni Tilton-Flood
Also Present: Steve Dostie
Minutes from the regularly scheduled April119th meeting as well as the emergency April 27th meeting were reviewed.
Motion made by Robert Hartley to accept minutes, with a plethora of changes that range from spelling and typographical errors, to mundane changes that the secretary can only account for as changes for the sake of changing, but they were duly noted.
Motion seconded by James Turcotte.
Minutes accepted into record by unanimous vote of the board.

New Business:
Steve Dostie
Mr. Dostie proposes an addition onto the building currently situated on Main Street in the Low Density Residential area. He had started construction prior to receiving approval from the governing authority and the CEO placed a stop work order on the site. At the April 27th meeting MR. Dostie was apprised of the site review process and what would be required of him.

The proposed business is medical office, and Mr.Dostie currently has a signed lease.

The board went through the requirements of the site plan review with Mr.Dostie, again, and instructed him on the applicability of the items and maps he had provided to the board.

The Board offered to waive some extraneous and non applicable requirements of the Site Review application, especially those pertaining to depictions and illustrations on maps.

Mr.Dostie declined the offer.

Mr. Dostie will be added to the agenda of the next Planning Board Meeting (June 21st, 2006) and was told that if he wished to expedite the process the Planning Board would gladly accommodate a request for an earlier meeting as long as member schedules could be coordinated and enough allowance was provided for proper public notification.
Motion made by Jenni Tilton-Flood to adjourn.
Seconded by Robert Hartley.
And unlike the United States Senate, the Planning Board was able to actually vote, unanimously on this motion without boring the viewers of CSPAN for 8 hours and still not accomplish anything.
Respectfully Submitted by
Jenni Tilton-Flood
Secretary

Planning Board Minutes
April 27, 2006

Meeting Opened at 7:00pm
Presence of a quorum, as defined by the Home Rule Charter Rules, is established
Members Present:
Jim Turcotte, Robert Hartley, Dave Holden, Jenni Tilton-Flood
Also Present: Tracvis Gould, CEO, Mr. and Mrs. Wiswell, Steve Dostie
This meeting was an emergency meeting with appropriate notice to the public. The minutes from the previous meeting were not read.
New Business:
Mr. and Mrs. Wiswell representing Wiswell Electric
The Wiswells would like to build a 65 x 50 building on their property after tearing down accessory buildings and a barn. The property, on Pleasant Street, is within the Medium Density Residential Zone, requiring a Site Plan Review under Minor Development rules.
Motion made by Robert Hartley to accept the application as presented
Seconded by Jenni Tilton-Flood
Motion passed unanimously and Copies of the Map were signed by the Board members. (one given to CEO
Steve Dostie
Mr. Dostie would like to add onto a current building on Main Street. The CEO issued a Stop Work Order for lack of appropriate building permits. Mr. Dostie was placed on the Agenda for the May 17th meeting and advised as to what sections of the Site Plan Review would be required of him.
Motion made by Robert Hartley to adjourn.
Seconded by Jenni Tilton-Flood
Use your imagination and try to figure out what happened next.
Respectfully Submitted by
Jenni Tilton-Flood
Secretary

Planning Board Minutes
April 19, 2006

Meeting Opened at 7:00pm
Presence of a quorum, as defined by the Home Rule Charter Rules, is established
Members Present:
Jim Turcotte, Robert Hartley, Jenni Tilton-Flood
Also Present: Donna Walston, Linda Butterfield, Scott White, Mr. Sherburne, Becky Turcotte
Minutes from Nov.16th,Nov.30th, 2005; Jan. 18th,Mar 15th,Mar29th, 2006 Meetings reviewed.
Motion made by Robert Hartley to accept the minutes as presented with selected spelling corrections.
Motion seconded by James Turcotte.
Motion unanimously passed.
New Business:
Donna Walston, Owner of the lot where the former "Mary's Place" is located
The parties involved with a possible real estate transaction where present to inquire about a division of the property related to mortgage requirements. The issue is not necessarily one for the Planning Board, but the Board advised as best they could, read the appropriate LUO section on pp 2 -3 was read and they were directed to the Code Enforcement Officer.
Russell Sherburne: Monk Rd Property Owner
Mr. Sherburne would like to rezone the Shoreland Zone area off the Monk Road to ease building of a new home near the River. The procedures available and utilized in the process of changing Shoreland Zones were explained to him.
Old Business:
Comp Plan revisions: Bill Najpauer was unable to attend
Public input from Public Hearing on proposed warrant articles:
Outline of changes to comp plan because some people think it is too hard to read the document with all the big words
More emphasis on Recycling
Motion made by Robert Hartley to adjourn.
Seconded by Jenni Tilton-Flood
Unanimously, and without any sort of delay the meeting is over!!!!.
Respectfully Submitted by
Jenni Tilton-Flood
Secretary

Planning Board Minutes
March 29, 2006

Meeting Opened at 7:00pm
Presence of a quorum, as defined by the Home Rule Charter Rules, is established
Members Present:
Jim Turcotte, Robert Hartley,Jenni Tilton-Flood
Next Meeting: April 19th, 2006
This Public Meeting to gain comments and input from the public is actually attended by no public. Even I, your creative writing teacher's worst nightmare, is not gonna be able to mae this exciting.
Upcoming Meetings: Public Hearing for Upcoming Warrant April 4th, 2006
Next Meeting: April 19th, 2006

Motion made by Robert Hartley to adjourn.
Seconded by Jenni Tilton-Flood
Unanimously these folks are outta here.
Respectfully Submitted by
Jenni Tilton-Flood
Secretary

Planning Board Minutes
March 15, 2006

Meeting Opened at 7:00pm
Presence of a quorum, as defined by the Home Rule Charter Rules, is established
Members Present:
Jim Turcotte, Jenni Tilton-Flood, David Holden

Here is the part where the Board reviews the minutes of previous meetings. But, alas, gentle reader the secretary has no items of interest to present. The backlog includes minutes from November and January, but February is anybody's guess because the Secretary was not there.

Old Business: Mr. and Mrs. Pelletier Re: Automobile Recycler Permit
Did not Appear...3rd no show, will not be on next agenda unless they contact the Board.

Comp Plan Revisions, Bill Najpauer, KVCOG
Public Meeting scheduled for March 29th

- Overview of work so far
- Comments from public
- Questions

Final Additions and Revisions for Comp Plan:

- Conditional Use Zoning
- Handicap Accessibility of Public Buildings and Locations
- Longterm Planning for Public Space (i.e. Highway Garage)
-

Next Meeting: April 19th, 2006

Upcoming Meetings: Public Meeting March 29th, 2006

Motion made by David Holden to adjourn. (Yeah for the new guy, gettin' his hands dirty in the world of Robert's Rules of Order with the Planning Board!)
Motion seconded by Jenni Tilton-Flood
The planning board unanimously decides to adjourn. (like you were actually worried it wouldn't happen)

Respectfully Submitted by
Jenni Tilton-Flood
Secretary

Planning Board Minutes
January 18, 2006

Meeting Opened at 7:00pm
Presence of a quorum, as defined by the Home Rule Charter Rules, is established
Members Present:
Jim Turcotte, Robert Hartley, Jenni Tilton-Flood, David Holden

Motion made by Robert Hartley to forgo the whole review and accept thing about the Novemebr 16th and 30th, 2005 meeting minutes due to the fact that they are not actually here.

Motion seconded by James Turcotte

Motion passed unanimously (the Planning Board is creative, but they have yet to review and accept meeting minutes that aren't present)

New Business: Mr. and Mrs. Pelletier Re: Automobile Recycler Permit
Did not Appear

Next Meeting: February 15th, 2006
Upcoming Meetings: February 8th, 2006 Public Hearing and Workshop for warrant articles

Motion made by Robert Hartley to adjourn.
Motion seconded by Jenni Tilton-Flood
The planning board unanimously decides to adjourn. Oh, the drama.

Respectfully Submitted by
Jenni Tilton-Flood
Secretary

Randy motions board appoint Eugene Hutchins, New Portland, Maine as a Civil Constable for the Town of Clinton.
Second Joe
4-0 vote yes

f. Order 07-01: Submission of Agendas and Meeting Minutes of the Planning Board to the Town Office.

4/10/07 The Board of Selectman advised the chair, Planning Board, James Turcotte to insure that all future approved Planning Board Minutes are to be submitted to the Town Office with only the facts of the meeting and without illustrative prose witty comments or other non-professional comments or language. See Attached

Joe motions board adopt Order 07-01.
Second by Randy
In Favor- Joe Against- Randy, Chester, Jeff

g. Closing of Clerk's Counter on Tuesday, April 24 and Thursday, April 26, 2007 for Clerk's Training.

Randy moves board authorize the closing of the Clerk's Counter on April 24 th and 26 th , 2007 due to training for town clerk.
Second By Joe
4-0 vote yes

6. DISCUSSION ISSUES.

a. McCallister Road Reconstruction and Paving.

b. Pay per Bag at the Transfer Station.

c. Land Use Permit Fee Schedule.

d. Draft Town Meeting Warrant.

e. Public Hearing: April 12, 2007 Draft Town Meeting Warrant and Municipal Warrant.

7. SUPPLEMENTS AND ABATEMENTS.
None

8. TOWN MANAGER'S REPORT.

a. Expense / Revenue Report.
See Attached

James Rhodes

From: James.Turcotte [JamesTurcotte@roadrunner.com]

Sent: Tuesday, April 10, 2007 10:22 PM

To: Jenni Tilton-Flood; Bob Hartley; Dave Holden

Cc: Jim Rhodes; chetnut@hot.mail.net; jmassey@waterville-me.gov; jptowne@prexar.com; rancinclark@verizon.net; wildcat99@adelphia.net

Subject: Re Selectmans meeting of 10 April 2007

Importance: High

10 April 2007

To All members of the Planning Board;

Per request of the Selectman of the Town of Clinton as stated at their meeting of this evening.

Hence forth and further more the minutes of Planning Board Meetings shall contain only the facts of the meeting without illustrative prose, witty comments or other non-professional inclusions, comments or language. The minutes are professional records reflecting the Town and it's inhabitants. It is also requested that approved minutes be forwarded to the Town Manager within 40 hrs of acceptance by the Planning Board if at all possible.

The Agenda for the Planning Board will be sent to the Town Manager on the Friday before the next regularly scheduled Planning Board meeting. However, modification will be allowed up to 48-hrs before the meeting, with changes forwarded to the Town Manager.

James M. Turcotte
Chairman, Clinton Planning Board
jtsystems@bigfoot.com

Planning Board Minutes
20 September 2006

Meeting opened at 7:04p
Members present: Bob Hartley, David Holden, Jim Turcotte, Jenni Tilton-Flood
Also Present: Heather Hartley; Steve Martin
Quorum present under Home Rule Charter.

Minutes of 16 August 2006 meeting reviewed.

Motion made by Robert Hartley to accept minutes into record.
Second by David Holden.
Minutes accepted into record unanimously by Board.

Organizational Meeting:

Motion made by Robert Hartley to keep current slate of officers.
Second by David Holden.
Motion passed unanimously.

Motion made by Robert Hartley to cease nominations.
Second by David Holden.

Agenda for October 18th, 2006 meeting: Nothing slated.

Motion made by Robert Hartley to adjourn.
Seconded by Jenni Tilton-Flood
Meeting adjourned by unanimous decision of Board.

Respectfully submitted without wit and prose by:
Jenni Tilton-Flood
Secretary, Clinton Planning Board

Planning Board Minutes
7 February 2007

Meeting opened at 7:00p
Members present: Bob Hartley, Jim Turcotte, Jenni Tilton-Flood, Marie Barber (Associate Member)
Also Present: Rachel Anderson; Nancy Smith; Donna Walston; Steve Martin; Mr. Sharkey, CEO
Quorum present under Home Rule Charter.
Minutes unavailable for review.

Old Business:
Planning Board supplied Mr. Martin with the correct Subdivision Application to replace the incomplete and incorrect one provided to him by the Town Office.

Agenda for 7 March 2007 meeting:
Steve Martin Subdivision Application
Tentative: Rufus Grard

Motion made by Robert Hartley to adjourn.
Seconded by Jenni Tilton-Flood
Meeting adjourned by unanimous decision of Board.

Respectfully submitted without wit and prose by:
Jenni Tilton-Flood
Secretary, Clinton Planning Board

Planning Board Minutes
21 March 2007

Meeting opened at 7:00p
Members present: Bob Hartley, Jim Turcotte, Jenni Tilton-Flood
Also Present: Danny Chamberland
Quorum present under Home Rule Charter.
(Please note that the March meeting scheduled to have been held March 7th was postponed to this date due to a lack of quorum)
Minutes unavailable for review.
Motion made by Robert Hartley to dispense with approval of past minutes as they are not available.
Second by Jenni Tilton-Flood.
Motion unanimously passed.

Old Business:
Steve Martin: Not present.

New Business:
Rufus Grard: Not present.
Tim Williams/Greg Casey: Not present
Danny Chamberland: Bush School House Road proposed subdivision.
Reviewed application and requirements.
On Site Inspection scheduled for 7 April 2007 at 1pm.
Old Business: Steve Martin (now arrived)
Pre-Application meeting.
Secretary to notify abutters, as well as Town of Benton.
On Site Inspection scheduled for 31 March 2007 at 1pm.
Mr. Martin reminded that required notations needed to be placed on the maps; Warranty Deed to be included with Application; Board to provide writing contour requirements at Site Inspection.
Agenda for 4 April 2007 meeting:
Steve Martin Subdivision Application
Danny Chamberland Subdivision Application

Motion made by Robert Hartley to adjourn.
Seconded by Jenni Tilton-Flood
Meeting adjourned by unanimous decision of Board.

Respectfully submitted without wit and prose by:
Jenni Tilton-Flood
Secretary, Clinton Planning Board