

Town of Searsmont
Planning Board Meeting Minutes
January 3, 2023
6:30 PM

1. Call to order: The meeting of the Planning Board convened at 6:33 pm. These minutes are a summary of the Board's discussions. A recording of this meeting is available at the Town office.
2. Roll Call - Members Present:

Christian Halsted, Chair Evelyn deFrees Jon Thurston Jon Robbins Guy Hamlin Sarah Crosby, Vice Chair (late)	Others: Patricia Chapman, PB Clerk on Teams
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3. Applications: None.
4. Approval of Minutes:
 - a. C. Halsted moved to accept the December 6, 2022 minutes, E. deFrees seconded. Motion passed with 5 in favor, 0 opposed.
5. Treasurer's report: C. Halsted received a printout of our 2022 Expense Summary but has not reviewed it closely yet. C. Halsted will distribute copies to the board members and will forward an electronic copy to P. Chapman. Everything seems to be on track.
6. Communications:
 - a. CEO Report: F. Therio is not in attendance. There are no significant questions. Multiple items on the report refer to the same yurt that was discussed last month.
 - b. Building Permit spreadsheet: C. Halsted has not updated it since the last meeting. There were a few new permits that he will add after this meeting.
7. Committee Reports: None.
8. Old Business:
 - a. Final draft of the new proposed Section 610-Exterior Lighting: C. Halsted read the new section.
 - i. Item B: change "...of adjacent properties" to "...onto adjacent properties".
 - ii. Item C:
 1. specify "down shielding" – "...direct light shall be down shielded..." (to preserve the night sky). New draft wording: "Exterior lighting shall be limited to illuminating the immediate premises and shall be down shielded. Direct light shall not project onto adjacent residential properties or be directed skyward."
 - iii. Item D:

1. Do we have a way to measure lumens? No, other than checking the bulb label. Not really an issue unless someone complains. A 60-watt bulb is 800 lumens. 1-watt is approximately 10 lumens of light. (per Google)
2. Do lighting on flags ever get turned off? No. The protocol is that if the flag is not lit at night, it should be taken down.

E. deFrees made a motion to submit 610 for warrant, seconded by J Thurston. Motion passed 5 in favor, 0 opposed.

- iv. C. Halsted did not receive written comments from the Selectmen on the issue of not charging for permits for rebuilding after a fire.
C. Halsted made a motion to add this change to Section 302 Fees for the town warrant, J. Thurston seconded. Motion passed, 5 in favor, 0 opposed.
- v. F. Therio had commented at a previous meeting that the Selectmen were not happy about some of the fees – we weren't charging enough fees. C. Halsted brought it up to the Selectmen but they had no feedback. C. Halsted does not suggest we make any changes unless the Selectmen have comments.
- vi. Update on the Comp Plan:
 1. C. Halsted reached out to Tom Miragliuolo, Senior Planner, Maine Municipal Planning Assistance, and asked for information about how to get started on updating the comp plan and any resources that are available to the town.
 2. His response:
 - a. Consistency findings are good for 12 years (not 10) – once you submit a plan to the state and it's approved, it's good for 12 years.
 - b. Comp Plans typically have a 10-year planning window.
 - c. 2x per year (fall & spring), T. Miragliuolo solicits state agencies to gather the minimum amount of state data needed to complete a comp plan. Once the data is received, it is valid for 3 years.
 - d. The town should wait until they are ready to start working on the plan before responding to the solicitation for state data.
 3. C. Halsted has not shared this new information with the Selectmen yet.

S. Crosby arrived at 7 pm. F. Therio called in at 7 pm but there were no additional questions for him so he did not stay on.

4. The town should plan to start the new comp plan in the fall of 2023. The last one in 2003 took about 2 years but it included public hearings, etc. 2013 did not take as long as it was more of a review without significant changes. This year's review should be similar.
5. T. Miragliuolo is willing to assist the town when they are ready to start.
6. Who was on the past committee(s)? How can the town get new members for a committee? Can incentives/stipends be offered to recruit volunteers?
7. The selectmen need to initiate the process.

8. The past plan is on the website so it can be downloaded and copied to be used as a starting template for the new one.

9. New Business:

a. Flowcharts and Checklists:

- i. There have been discussions about having a checklist that applicants can use to make sure they complete all the pieces of an application.
 - ii. P. Chapman sent out copies of a checklist and a flow chart that were created in the past.
 - iii. F. Therio needs to be on board in order to make it work with applicants. If not, the board can use it for their own purposes to make sure they receive everything they need and help prompt the CEO and applicant to complete the appropriate steps.
 - iv. Once reviewed/updated, we can add the checklist and/or flowchart to the Planning Board Appendices as those are not an official part of the LUO that needs approval.
 - v. There need to be checklists and/or flowcharts for subdivisions as well as site plans.
 - vi. Everyone should review the flowchart and checklist before the next meeting so the board can start working on updating it. The board can also decide if it should be added directly in the LUO or put in the appendix and reference it in the LUO.
 - vii. More applicants are using information on the website to prepare for presenting to the board. If applicants start coming to F. Therio with the checklist from the appendix, he will need to start using it as well.
- b. After the flowcharts/checklists project, the board can go on to the project of reviewing Section 1000 for typos and missing information. Those changes can be prepared for next year's warrant.
- c. LD2003 – do we need to add this to our project list? Not yet.

10. Adjournment: J. Thurston made a motion to adjourn, seconded by C. Halsted. Motion passed by a vote of 6 in favor, 0 opposed and the meeting was adjourned at 7:24 pm.

Respectfully submitted,
Patricia Chapman, Planning Board Clerk

C. Halsted made a motion at the February 7 meeting to accept the January 3, 2023 minutes, E. deFrees seconded. Motion passed with 4 in favor, 1 abstained