

**Town of Winterport Planning Board Meeting  
Winterport Town Office  
April 21, 2022**

The Town of Winterport Planning Board met on Thursday, April 21, 2022 at 7:00 p.m. at the town office. Members present were: Chair Jim Gilbert, Lew Aurelio, John Coggeshall, Kate Grossman, and Richard Jagels.

Mike Palmer was excused.

Others in attendance: Gloria Aurelio, Darrell Ginn, Lacey Archer, Joshua Vance, Diane Cleaves, Megan Cleaves, Marc Cleaves, John Atwood, Donna Atwood, Derek Davis and Chad Tozier.

**I. Call to Order**

Chair Gilbert called the meeting to order at 7:00 p.m.

a. Determination of Quorum

Five members of the Board were in attendance, indicating a quorum.

b. Announcement of Secretary

Chair Gilbert welcomed Gloria Aurelio as secretary to the Board.

c. Additions or Changes to Agenda

None.

Board member Coggeshall asked if agenda article 5b, Request to Transfer Ownership of Rancourt Place Subdivision, is under the jurisdiction of the Planning Board. Reply was positive.

**II. Approval of Minutes of March 17, 2022**

Coggeshall moved, Aurelio seconded, and the Board voted unanimously to approve the minutes of March 17, 2022. Chair Gilbert thanked Mr. Coggeshall for preparing the minutes.

**III. Chair's Report**

Chair Gilbert has asked the town for help in funding the position of secretary to the Board. The town Budget Committee will be requested to provide the funds of \$100 per meeting. The secretary may also be required to do necessary filing and record keeping pertaining to the planning board, at the town office.

Chair Gilbert announced that he will be writing letters of approval to building applicants, as these are generally needed for funding approval.

#### **IV. Old Business**

a. Eagle Ridge Subdivision Approval (2022-01)

At the regular meeting of March 17, 2022, the Board voted to accept the application, which is now presented for approval.

Grossman moved, Aurelio seconded, to approve the Eagle Ridge Subdivision application.

After considerable discussion, the Board voted 3 to 2 (Jagels, Coggeshall) to approve the Eagle Ridge Subdivision application. Motion carried.

Surveyor Darrell Ginn then presented documents for signatures. Chair Gilbert, Ms. Grossman and Mr. Aurelio signed the documents as approved.

#### **V. New Business**

a. Sketch Plan for Oak Hill Subdivision (2022-02)

Surveyor Darrell Ginn, representing property owner John Walker, presented a sketch plan for the proposed four lots on Monroe Road. The property has not been previously sub-divided, and is a small portion of the 25 acres owned. The entire acreage currently contains an original house and garage. No waivers of requirements were requested.

Chair Gilbert directed Mr. Ginn to present a final plan to the Town Office two weeks before the next meeting.

b. Request to Transfer Ownership of Rancourt Place Subdivision

The subdivision was last approved on July 17, 2021.

The Board has received a letter of financing approval from Machias Savings Bank for Tozier & Davis, LLC, who have agreement with the current owners to begin work. Sale of the property will be happening soon.

Chair Gilbert stated that the owners have approval to complete the project by July, 2023 (two years from the initial approval of July, 2021).

Coggeshall moved, Aurelio seconded to accept the transfer of ownership of Rancourt Place Subdivision to Tozier & Davis, LLC. The Board voted unanimously to approve. Motion carried.

Chair Gilbert will send a letter of approval to Tozier & Davis, LLC.

c. Other New Business

None.

At 7:40 p.m. Jagels moved, Grossman seconded, and the Board voted unanimously to adjourn.