

**Town of Winterport Planning Board Meeting
Victoria Grant Center
June 8, 2023**

The Town of Winterport Planning Board met on Thursday, June 8, 2023, at 7:00 p.m. at the Victoria Grant Building. Members present were: Chair Jim Gilbert, Lew Aurelio, John Coggeshall, Livia Davis, Kate Grossman.

Carol Worster was excused.

Board Secretary Gloria Aurelio and Land Surveyor Darrell Ginn were also in attendance.

Public Hearing for Deer Meadows Subdivision

Chair Gilbert opened the public hearing at 7:01 p.m.

Abutters William V. Bruschi and Pamela J. Bruschi of 539 Monroe Road had a concern about the number of homes to be built. John Coggeshall explained the procedure for multiple builds on any town land.

The Bruschis were referred to town manager Casey Ashe on questions of broadband access.

The Hearing closed at 7:06 p.m.

Winterport Planning Board Meeting

1. Preliminaries

a. Call to Order

Chair Gilbert called the meeting to order at 7:06 p.m.

b. Determination of Quorum

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

c. Approval of Minutes of May 18, 2023

Coggeshall moved, Grossman seconded, and the Board voted unanimously to approve.

d. Chair's Report

Chair Gilbert referred the Board to correspondence sent since last meeting. Nothing additional to add.

He added that with the Town of Winterport operating on a four-day week, he suggests a 15-day lead time for pertinent information.

e. Land Use Ordinance Review Committee

Kate Grossman reported that she sent a brief memo to the town council yesterday, but has not yet heard back. She distributed proposed changes to existing ordinances to the Board. These will bring the Winterport Land Use Ordinance into compliance with State law.

The committee's proposed next steps are to schedule a workshop session to review changes with the town council and to schedule a public hearing, in conjunction with a Planning Board meeting, to receive public input on the proposed Dimensional Ordinance. (Attached).

2. Old Business

a. Deer Meadows Subdivision

Chair Gilbert announced that at their last meeting the Board voted to approve completion of the Deer Meadows Subdivision checklist.

Surveyor Darrell Ginn presented proof of tax payment on the lot in question; the Board then reviewed.

Aurelio then moved, Coggeshall seconded, and the Board voted unanimously to approve the subdivision plan as submitted.

b. By-laws for Planning Board

The Board has reviewed and Chair Gilbert asked for suggestions.

Ms. Grossman suggested to Article 4A, §1, to insert the word "first" regularly scheduled meeting after July 1.

Article 5E references remote attendance. The Board needs a remote meeting policy. The reference will be left in, and a remote meeting policy will be created.

p. 3 - we do not have Zoning Policy - delete.

Article 7 Public Hearings. "A" should be added.

Article 4B (the town being responsible for all records of the Planning Board meetings...) Suggested to leave as is for now, it can be amended.

On p. 2, "notice of public hearing being mailed to all abutters" is not needed.

Grossman then moved, Coggeshall seconded, to adopt these changes as presented. The Board voted unanimously to approve. The changes will be submitted to Town Manager Ashe for town council information.

3. New Business

Surveyor Ginn asked about attorney input on the Deer Meadows Subdivision application.

Ms. Grossman explained the need for legal advice from the town attorney in this matter.

At 7:37 p.m. the Board members signed the Deer Meadows Subdivision Plan.

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

Gloria Aurelio, Secretary
Winterport Planning Board