IN ATTENDANCE: Chairman Ken Swayze, Vice Chairman George Holt, Alison Vallieres, Jeff Crosby, Brian Pike, Chuck Frost, Ex-Officio Mike Kaminski, and Planning/Zoning/Building Department Administrator Donna White

BUSINESS:

1. Approval of Minutes of June 20, 2018. George Holt made a motion to approve the minutes as written; Jeff Crosby seconded the motion. Mike Kaminski, Brian Pike, Chuck Frost abstained as they were not present at that meeting. Majority in favor.

2. Correspondence: None


4. Planning Department Report:
   a. Donna reported that she and the building inspector continue to monitor the status of the Botnick and Industrial Communications projects. Jeff Crosby noted there has been some grading around the Botnick site; the driveway has not been done per the engineered plans.
   b. There are four open Planning Board files; waiting for final plans on the Nault lot line adjustment, Comeau 2-lot subdivision, Riley 2-lot subdivision, and the Derochemont/Lake Gorham Association re-subdivision/lot line adjustment.

OLD BUSINESS: None

NEW BUSINESS:

Application #2018-PB-004 – 2-Lot Subdivision, Frances Hill, Jeanne Williams & Linda Porter, Alexander Road, F2-01-04

George Holt recused himself as an abutter to the property.

Donna read the introduction of the application. Based on the Department’s review of the plans, the application appears to be complete with the correction of minor typographical errors and omissions. Brian Pike made a motion to accept the application as complete and begin deliberations; seconded by Alison Vallieres. All were in favor.
Jacques Belanger with Keach-Nordstrom Associates represented the applicants. He explained the layout of the parcel with the proposed subdivision lines, location of the two existing dwellings, accesses, and existing barn. Mr. Belanger said the barn, which will sit in the setback with the creation of the new lot line, will be taken down and probably rebuilt in another area of the property. He pointed out two small lots that break up the frontage of this parcel; the remaining frontage segments meet the requirements for this subdivision under the Large Lot Zoning with Reduced Frontage. Mr. Belanger pointed out a 35-foot deeded strip at the southeast corner of the parcel; this was established many years ago. He also pointed out a range way at the southwest corner of the parcel; there are rights to pass and repass over the range way to the driveway accessing the St. Onge property (F2-01-02).

Chairman Swayze asked if there were any questions from the Board. Jeff Crosby asked if the access to the St. Onge property stays with the existing house at that corner of the parcel. Mr. Belanger said it would be part of that tract. Mr. Crosby asked about the order of events regarding the removal of the barn. Mr. Belanger said the barn would be removed before the plan is signed and recorded. He noted that the math on the frontage in the Subdivision Notes section will be corrected.

Chairman Swayze opened the public hearing. He asked if there were any questions from abutters. George Holt said he did not have any questions. Hearing nothing further, the chairman closed the public hearing and turned the meeting back to the Board. Several members stated that they had no further questions. Chuck Frost made a motion to continue the hearing to the meeting of August 15, 2018, 7:00 pm at the Town Offices; seconded by Alison Vallieres. All were in favor. There will be no further notification.

George Holt returned to the Board.

**OTHER BUSINESS:**

Donna reported that she is in the process of updating the Board’s documents. Copies of the current subdivision application packet and of proposed revisions were handed out to Board members for review and feedback. There was discussion about the process of updating the documents. The group agreed to begin the review of the site plan review and subdivision regulations. This will be added to the monthly agendas for public notification.

Brian Pike moved to adjourn the meeting at 7:40 p.m.; seconded by Jeff Crosby. All were in favor.

Respectfully submitted,
Donna White