

## **Nobleboro Planning Board Regular Meeting Minutes Thursday, May 19, 2022**

**Members in attendance:** Patti Stevens, Chairman Matt Lewis, Michael Johnson, Nathan House and Jason Hopkins.

**Absent Members:** Vice Chair, Marianne Pinkham

**Planning Board Clerk:** Sharon Abair

**Meeting called to order at 7:00 pm by Chairman Chairperson Lewis.**

**Introductions all around:**

There were three new members of the Nobleboro Planning Board (Johnson, Stevens, Hopkins) in attendance. Clerk Abair suggests that if new members want to learn a bit about the process, they are free to review cases from previous years from the files to see how the board's work unfolds through the meetings. Lewis mentioned some paperwork that Sue needs new members to sign and submit to the office and be sworn in.

**A quorum was established** with Lewis, House, Johnson and Stevens.

The minutes from the last meeting were approved and placed on file.

**Correspondence:** This refers to any type of correspondence anyone receives between meetings. There is no correspondence this evening.

Officers of the Planning Board were discussed in terms of their responsibilities listed in the By-laws. All-present-pulled the officers duties information out for review. A few changes had been recommended over the last year by Board members but have not been formally approved or added to the official copies. Lewis read through the section of officers and their responsibilities.

The work of the Secretary actually gets done by the Clerk and Lewis would like to maintain that idea. The position of the Clerk has been added to the By-laws with those responsibilities. A member needs to become "Secretary" for the next year and those responsibilities would be to set the agenda and email it out to all the members, as well as LCN. The agenda is established by the Chair and the Secretary. The Clerk takes the minutes at public hearings, workshops and special meetings not regular NPB meetings. Upon approval the NPB minutes are filed and posted appropriately. A new NPB Clerk has been hired by the Select Board. Lewis will speak with her about her duties. Marianne Pinkham, after NPB Secretary Steve Plumb resigned from the Board, agreed to assist with creation, posting and dissemination of NPB agendas as well as the design and submission of Public Notices to the Lincoln County News. NPB Chair Matt Lewis would like someone as of tonight to take over those "Secretarial" duties.

Lewis says he is happy to continue as Chair since there are so many new members. Pinkham is also willing to continue as Vice-Chair but requests that another member of the NPB take on the tasks of the NPB Secretary which she has been assuming. Johnson volunteered to take that role on and will speak with Pinkham about the position.

Lewis will ask Sue at the town office to send everyone a copy of the proposed changes to the Bylaws that have been made so that all can review, discuss and approve them at future meetings.

**Motion is made for the following officers: Johnson nominates Lewis as Chairperson of the Board, second by Stevens. All vote in favor. Motion passed.**

**Motion is made for Pinkham to continue as Vice Chair and Lewis seconds. All vote in favor. Motion passes.**

**Stevens moved that Michael Johnson become the Secretary of the Board. Lewis seconds and all voted in favor. Motion passes.**

Both Hopkins and Stevens offer to help Johnson out if he ever is in need of assistance.

Clerk Abair was thanked for her years of service.

**Next business** to be undertaken by the NPB is proposed changes to the Bylaws which will be discussed and eventually approved. In due time, the Nobleboro Land Use Ordinances will need to be reviewed, clarified and updated especially areas which are not in compliance with new State laws related to land use and growth management. As the Board has used the Ordinances during the last few application processes, it has become apparent that several sections of NLU Ordinances are not clear, confusing, in some cases in conflict, do not reflect current State laws and thus need updating and clarifying.

**Other business:** Travis Kilbreath is interested in opening a garage on Upper East Pond Road where there is already a garage. Kilbreath would like to rent the space and open his own business. Lewis asks the board to look up "business change" sections in the Town's Land Use Ordinance and be ready to discuss that at the next meeting should an application be submitted.

There was no additional business.

**Next regular meeting is Thursday, June 16, 2022 at 6:30 pm..**

**NPB** meetings typically begin at 6:30 pm on the Third Thursday of the month. Lewis asks if ~~that~~ this schedule is acceptable to all. If everyone is in agreement the NPB will maintain the 6:30 pm start time. All in attendance agree to this meeting time. All present were informed that applicants need to submit applications and supporting documentation to the town office two weeks before each month's regular NPB meeting date so that NPB members and the NPB Clerk will know if there are applications to be reviewed and public notices need to be posted before the NPB's regular third Thursday of the month meeting.

**Meeting adjourned at 7:30 pm.**

Respectfully submitted,

Sharon E. Abair, NPB Clerk