

Planning Commission

Draft Minutes

Jan. 16, 2019 Special Meeting

Attending: Mimi Lines, Gail Mann, Larry Gubb, Dick Dale, Sharon Crossman (7:23), Dwight Johnson (7:58) and Shane O'Keefe (7:50)

Called to order by Dick at 7:16 because the DRB was delaying Sharon, Dwight and Shane

Minutes of Dec. 10, 2018 approved. (Moved by Mimi, seconded by Gail)

Agenda was approved. (Moved by Dick, seconded by Gail)

VI. The warned article for Town Meeting of \$100,000 the continuation of the reserve fund for Town Building Repair and Capital improvement was discussed. It will be read by the Moderator with the PC prepared to discuss if needed. Larry suggested that a Historic Preservation Trust grant could be applied for. (Shane added later that he had extensive experience in getting grants for building assessments that would help to discuss the condition of buildings and identify priorities for systematic improvement. Sharon noted that the PC should identify a need for all four buildings. Perhaps a shower for the road in the Town Garage.)

VII. Larry gave all his files concerning correspondence concerning the TOPP. She has organized the file in chronological order. There was some concern express over possible confusion over the TOPP project and the annual building fund reserve fund. The decision was to refer to the Old Town Hall as Middle-Town Hall. Kevin Smith of Maple Engineering told Larry he was ready to prepare the RFP for the project. Larry and Mimi agreed to bring Shane up to date and get the RFP completed ASAP. Larry informed the group of the Energy Committee's desire to get a grant for the installation of Solar panels for the Garage, Town Office, and Shed. The grant for 2019's deadline is Friday, too soon to prepare an application. The PC endorsed the idea.

VII. Sharon announced that the Municipal Planning Grant had been signed. Subsequently in the meeting, a motion to change the administrator of the Grant from Robert Neid to Shane O'Keefe was made.

Motion: The Planning Commission nominates Shane O'Keefe as the Zoning Administrating Officer for the Municipal Planning grant for three years effective Jan. 1, 2019 for a period of three years. Moved by Sharon, seconded by Dwight) Passed unanimously and will be forwarded to the Select Board.

An additional communication was received by Christina Haskins concerning a desire to assist the town in dealing with a waste water study similar to Jamaica's.

V. Gail and Larry commented on the favorable response to their presentation on Water/Waste Water to the Select Board. They will attend on Tuesday, January 22 in Jamaica the results of their study at 7:00 PM. As they will contact the Windham Reginal Commission, contacts suggested by Shane, and Christina Haskins to develop a cost estimates for a Jamaica like survey. The PC will discuss the results at the February 12th meeting and prepare a report for Select Board for their Feb. 18<sup>th</sup> meeting.

III. Shane O'Keefe introduced himself and the PC introduced themselves to him. His experience will be particularly helpful for many of the PC's agenda items.

IV. Dwight Johnson took the PC through his proposed RFP concerning the Zoning revision consultant. It was particularly helpful to have Shane present for the discussion. Dwight agreed to modify and Email a corrected version incorporating the agreed upon suggestions and propose a schedule to get it approved by the Select Board. He will Email the new version to all PC members and Kevin Beattie and Shane O'Keefe. All applauded his extensive effort in moving this essential document forward. We are lucky to tap into his experience preparing RFP's and his professional legal training and his hard work. Sharon will make sure any required language from the grant gets to him quickly.

Respectfully Submitted,

Dick Dale

Acting Secretary