

**Durham Planning Board
Meeting Minutes
October 4, 2017**

Note: The DVD recording and/or streaming video located on the Town's website are legal records of this meeting. Copies of the DVD recording are available by contacting the Town Office.

Call to Order: Chairwoman Woerter called the meeting to Order at 7:00 p.m.

Members Present: Chairwoman Mindy Woerter, John Simoneau, Juliet Caplinger, Brian Lanoie. Vice Chairwoman Anne Torregrossa excused.

Also Present: Calvin Beaumier, Interim Codes Official; Tammy Quimby, Meeting Secretary, Alden Allen, Assistant PIT; Kevin Nadeau

Establishment of Quorum: Chairwoman Woerter announced a Quorum has been met with four (4) present.

Public Present: Barry Baldwin, Joseph Howe

Pledge of Allegiance: Completed

Chairwoman Woerter thanks Jill Toher as previous Secretary for all her hard work, welcome Tammy Quimby on as new.

Amendments to Agenda: Barry Baldwin there to be added in as with new developments. Brian Lanoie indicated that Kevin Nadeau wanted them to discuss Comp Plan and to add him in. Chairwoman adds to the end of the agenda.

Acceptance of Minutes – September 6, 2017: Chairwoman indicated just added in list of conclusions attached. Changing typo Mr. First's last name. John moves to accept minutes with typo change, Chairwoman seconds, Motion Passes 4-0

Continuing Business - Conditional Use Permit Application for Durham Youth Baseball at Swamp Road Fields – Map #3, Lot #26 submitted by Joseph R. Howe: Information about the ground water supply, still waiting on information from DEP. Mr. Howe indicated they are meeting next week re: stormwater. No additional Board questions. Mr. Howe brought up concerns from abutters about open area and landscaping buffering in the area. All agreed that would all be addressed as the process continues, that the application not complete enough at this time, Board suggests working with abutters through the process, and to table this item until it is more complete. Indicated to contact and get put on agenda when have some significant pieces complete. No need to come every meeting to report in, just come for meetings when any significant developments.

New Business – New old business Barry Baldwin, received letter from Performance standing findings and conclusions; as well as, changes on subdivision plan. Some items just condition's he has to do. A couple of changes on the plan itself. Set back lines within the

buffer zones on lot 5 removed. Adding 17 was the second item; also adding the discontinued county way and note about language in the deeds which conveys rights of discontinued. Chairwoman indicated that since they have approved the application that they only need to be made aware of changes. Looked a plan for revisions. All that were at last meeting signed the mylar (Mindy, John and Brian) leaving for Anne Torregrossa to sign at the town office. Secretary Quimby following up with her (Anne came in and signed the mylar on 10/12/17).

Comprehensive Planning – Kevin Nadeau joined in official capacity discussed the division of duties of the town boards. He wanted to reach out to establish stronger support role link between Planning Board and Board of Selectman; offered Select board support. New Code Enforcement office onboarding later in the month. State certified plumbing inspector, needs to only take legal land use course throughout the year. Experienced with requirements and documents. They are going to gradually transition in CEO, Calvin staying on Mr. Baldwin's case, so that new CEO does not have to come in and pick up in the middle. Calvin will cover items like that. Indicated Planning Board should have a workshop with CEO to establish clear roles for all parties. CEO is required to come to Planning Board meetings, other boards as needed.

Kevin continue about how Comp has been contracting Greater Portland Council of Governance (GP COG) to assist in drafting a plan. Indicated the Planning Board may want to engage about ordinances and really anything they think they may need. Going to do a more formal ordinance review process down the road. All talked about the need to align the ordinances to modernize them and make them consistent. Talked about potential for hiring this out to a firm to do down the road. Kevin suggested GP Cog coming to do a joint presentation to both Boards with topics and guidance that Durham may need.

Mr. Baldwin asked if ordinances could be changed without a Comp Plan being approved. They discussed how the Comprehensive plan works in correlation with ordinances. Kevin indicated that ordinances changes go to a town vote, but there does not need to be a completed Comp Plan for an ordinance to be changed. It all just has to go through the proper voting, vetting and changes.

Kevin suggested both Boards set aside some consulting funds in their budgets going forward for work like ordinance consulting, etc. They all discussed resources they could all tap to do so. He indicated he would get a copy of the letter from the State about what issues were in their last Comp plan; ie. Affordable housing plan and other items; so they could see concerns they all need to address going forward.

All going to plan to do some ordinance workshops over the winter, to work through some of these issues.

Chairwoman asked what Select Board and Comp Plan use to share documents. Kevin indicated they are using Dropbox. Secretary Quimby indicated would look into setting up Dropbox/Cloud storage for the Boards/Town to use. Kevin indicated to keep in mind it is all public record and to use durhamme email addresses. Discussed who had. Tammy indicated she will create one for Brian and check on all the others. Also asked about Wi-Fi in the building, Tammy indicated also going to be fixed with server upgrades on 10/18/17.


Chairman's Comments:

Next Regular Planning Board Meeting – Wednesday November 1, 2017 at the Town Office beginning at 7:00 p.m.

Applications – with nine (9) separate packets of supporting documentation are due at the Town Office no later than the close of business, 4:30 p.m., on Monday, October 23th 2017.

Adjournment – Juliet Motion to Adjourn, John Second. Motion passes 4-0.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Tammy Quimby', written over a horizontal line.

Tammy Quimby
Meetings Secretary;o

