

## July Albion Planning Board Minutes

July 10, 2017

**Members Present:** C. Rounds, Chair, K. Morrissey, A. Corson, M. Hackett\*, B.Gatti

**Members Absent:** J. Siviski \* M.H. joined the meeting at 7:25p.m.

**CEO:** Present

**Others Attending:** B. Milliken, R.Gilchrist (J. Seeds)

Chuck opened the meeting at 7:07p.m.

### June Planning Board Minutes:

Kevin made a motion to accept the minutes with one amendment: i.e. to add to the minutes that "the approval of the J. Marks permit was based upon the provisions within the Shoreland Zoning Ordinance enacted in 1994."

Allysa seconded. The motion passed. Bill will record the amended minutes as noted.

### CEO Report:

Brian distributed his report. No action that required Planning Board review was noted.

Brian noted that he had completed a satisfactory environmental review of J. Marks property.

### J. Seeds Amended Application Review.

The Board discussed various elements of the amended application including the new site plan. Brian confirmed that the application was complete in areas that he was responsible to review and that receipted fee was in hand.

Bill made a motion to approve the application. Kevin seconded. The motion passed without further comment. Bob Gilchrist will submit mylar copies to the town office once recorded.

### CEO Legal issues: ( prompted by his attendance at a workshop on these matters)

Brian distributed a copy of the CEO information regarding relationship with other officials. Among the items noted was that legal control over the CEO generally lies with the municipal officers ( Select Board).

He highlighted portions of the hand out that clarified the enforcement authority (and lack thereof) of the CEO and specifically the provision giving only the municipal officers the latitude to delegate to or request assistance of the CEO in certain enforcement duties. The Board requested a copy of the CEO job description used by other towns in the area.

### Planning Board Administration

Bill brought before the board the need to discuss and if necessary update certain forms and/or guidelines issued by the Board in order to serve the public and the board more effectively.

Among the updates will be corrections to the Land Use application, use and/or availability of certain form letters and further clarification on the use of the checklists provided to the public as part of the application process. Bill will follow up with corrections and updates.

Chuck adjourned the meeting at 8:35 p.m

Bill Gatti  
Planning Board Secretary