

**Town of Buckfield
Planning Board Meeting Minutes
October 23, 2024
Buckfield Municipal Center, 1st Floor Meeting Room**

CALL MEETING TO ORDER AND DECLARE QUORUM

The meeting was called to order and a quorum declared 6:04pm.

Present: Glen Sevigny

Michelle Casey

Erin Petrocelli

Jeremy Petrocelli

Vivian Wadas

No member of the public in attendance

ELECTION OF OFFICERS

1. **Chairperson:** Vivian Wadas motioned herself as Chairperson which was seconded by Michelle Casey. After a brief discussion the Board voted: Yes 5/ No 0, the motion carried.
2. **Vice Chairperson:** Vivian Wadas nominated and motioned Michelle Casey as Vice Chairperson which was seconded by Glen Sevigny. After a brief discussion the Board voted: Yes 5/ No 0, the motion carried.
3. **Secretary:** Vivian Wadas nominated and motioned Erin Petrocelli for Secretary, Michelle Casey seconded. After a brief discussion the Board voted: Yes 5/ No 0, the motion carried.

OLD BUSINESS

1. REVIEW OF OUTSTANDING, ON-GOING SUBDIVISION APPROVALS

The Chair briefly explained and answered questions asked during discussion. She explained that after talking with Town Manager Cameron Hinkley on Tuesday Oct 22, 2024, there were no outstanding subdivision applications waiting approval at this time. The chair stated that she would ask again before the Board's next meeting as well as attempt to obtain the most recent approved subdivision application so that the Board could review it in order to follow-up on any on-going responsibilities the Board may be responsible for.

2. CONFIRM NO ON-GOING OR UPCOMING 'PENDING' LICENSE RENEWALS

The Chair briefly explained that after talking with the Town Manager Cameron Hinkley on Tuesday Oct 22, 2024, there are no on-going or upcoming license applications or permit renewals.

3. REVIEW AND DISCUSS UPDATING THE COMPREHENSIVE PLAN

A motion was made by the Chair to table this item until the Board's next scheduled meeting. The motion was seconded by Michelle Casey. The Chair provided a brief overview of the Comp Plan, explained it could be found online on the Town of Buckfield's official website homepage, and that as the Board moved forward with its duties and responsibilities, the Board would most likely need to first get familiar with it. The vote was Yes 5/No 0, the motion carried.

NEW BUSINESS

1. PLANNING BOARD RESOURCES

The Chair reviewed the Board's resources with brief explanations of each. The Chair agreed to ask the Town Manager to order more 2021 Maine Land Use Law Booklets so all Board members would have a copy to use alongside their MMA Planning Board Book Manuals (Property of the Town of Buckfield).

2. PLANNING BOARD CONTACT INFORMATION

The Board discussed and exchanged contact information which the Chair will provide for all at the next meeting. The Board also discussed Maine State Statutes for communication between Board members: business such as scheduling meetings, etc.

3. TOWN WEBSITE - PLANNING BOARD PURPOSE

The Chair made a motion to accept the recommended updated changes to the Planning Board's section of the Town of Buckfield's official website. The motion was seconded by Erin Petrocelli. The vote was Yes 5/No 0, the motion carried.

4. COMMERCIAL SOLAR FACILITY ORDINANCE DEVELOPMENT

- a. The Board discussed the Town of Buckfield Commercial Solar Facility Moratorium Ordinance
- b. The date of the Special Town Meeting scheduled for October 29, 2024 at 6:30pm at the Town Municipal Building, 1st floor Meeting Room
- c. A rough idea of what the Board could develop for a working calendar. Such as working backwards from the Annual Town Meeting in June 2025 so there would be time for legal review, Select Board review, public hearings, etc.

OTHER BUSINESS

1. SET MEETING DATES

After discussion, the Chair motioned for upcoming Planning Board meetings to be held twice a month, on Wednesday evening from 6:30-8:00pm at the Town Municipal Building 1st Floor Meeting Room. Michelle Casey seconded the motion. The vote was Yes 5/No 0, the motion carried.

2. FREEDOM OF ACCESS LAW - TRAINING REQUIREMENTS

The Chair asked the Board to review the enclosed FOAA Training Materials and complete the necessary requirements.

3. PLANNING BOARD RESIGNATION

Glen Sevigny addressed the Board and announced his resignation due to medical reasons. The Chair drafted a letter of resignation which Glen signed. The Chair motioned to accept Glen's resignation with regret. The motion was seconded by Michelle Casey. The vote was Yes 5/No 0, the motion carried. The CHair noted she would pass the letter of resignation to the Town Manager for inclusion in the next Select Board meeting pre-packet and agenda.

4. NEXT MEETING DATES

The Chair motioned that the Planning Board's next meeting dates of Nov 6th and Nov 20th, from 6:30-8:00pm be accepted. Michelle Casey seconded. The vote was Yes 5/No 0, the motion carried.

5. ADJOURNMENT

The Chair motioned to adjourn the meeting at 7:05pm. The motion was seconded by Erin Petrocelli. The vote was Yes 5/No 0, the motion carried.

Chair: Vivian Wadas

Date Board Approved

Vice Chair: Michelle Casey

Date Board Approved