

**Lancaster Planning Board
Minutes of Meeting**

Meeting held upstairs in Town Hall

Wednesday – May 9, 2018

The meeting was called to order by Chairman Mark M. E. Frank at 6:30 P.M., followed by the Pledge of Allegiance.

Initial Business:

Roll Call:

Regular Members:

Present: Chairman Mark M. E. Frank, Vice Chairman Andy Nadeau, Selectmen's Representative Leo Enos, Rusty Scott, Justin Carter, Mark M. St. Pierre and Penny Noyes.

Alternate Members:

Present: Don Doolan and Rick McCarten.

Absent: Greg Westcott.

Student Representatives:

Present: Andy Smith

Absent: Isabella Gaetjens-Oleson.

Others attending:

Planning/Zoning Coordinator Benjamin Gaetjens-Oleson and Shane Beattie.

Review and approve the minutes of the April 11, 2018 meeting.

A motion was made by Mark M. St. Pierre and seconded by Rusty Scott to accept the minutes as written. A vote was taken and the motion carried.

Andy Smith arrived at 6:32 P.M.

Election of Chairman and Vice Chairman:

The meeting was opened for nominations for Chairman and Vice Chairman.

A motion was made by Mark M. St. Pierre and seconded by Rusty Scott to elect the current Chairman Mark M. E. Frank and Vice Chairman Andy Nadeau for another year. A vote was taken and the motion carried.

Appointments: None.

Public Hearing(s): None.

Justin Carter arrived at 6:38 P.M.

Other Business:

Preliminary Conceptual Consultation:

Lancaster Rotary Club – Main Street Parking

Benjamin Gaetjens Oleson, representing the Lancaster Rotary Club, explained the club received a grant from the Northern Borders Regional Commission (NBRC) to redevelop the parking area off Canal Street behind the vacant lots as well as create a park along the river on Canal Street. The parking area will be where the abandoned building, formerly owned by Lisa McCullough, is located and

include portions of the vacant lots. The park will be where the Glines's have their barns. The properties will be acquired by the Club and be for public use and eventually offered to the Town for ownership. It is anticipated that the required lot-line adjustment and site plan will come to the Planning Board in a few months for their review. Mr. Gaetjens-Oleson explained, with the new parking area there may be an opportunity for the Town to offer alternating days for parking during the winter parking ban so all lots aren't closed for overnight parking. This may also be accommodated on Middle Street.

Commercial Building Permit(s):

Mt. Orne Enterprises/KJK Wireless-Verizon is replacing some of the equipment on the Mt. Orne cell tower.

Voluntary Merger(s):

None.

Recent Zoning Decision(s):

Mr. Gaetjens-Oleson stated there were none but explained the ZBA would be meeting every other month even if they did not have any cases so they can do trainings and be updated on relevant information.

Training Topic(s)/Material(s):

Public Meeting/Public Hearing Conduct

Mr. Gaetjens-Oleson explained the difference between a Public Meeting and Public Hearing. In a Public Meeting the public has the right to attend but does not have to be allowed to speak or address the Board. During a Public Hearing the public has the opportunity to give input on the topic of the hearing. He also explained the steps and conduct that should occur during a hearing. He reminded the Board that these steps are in the Rules of Procedure. He also stressed that the Board needs to respect each other and the public during the meetings/hearings and only speak when recognized by the Chairman.

Announcement(s)/Correspondence(s):

Potential Member Shane Beattie

Shane Beattie, in attendance, has sent a letter of interest to be a member of the Planning Board. Mr. Gaetjens-Oleson read the letter and stated that it would be sent to the Board of Selectmen for approval if the Planning Board recommended him. Mr. Beattie stated he was very interested in learning about and being a part of the process for Lancaster's growth.

A motion was made by Rusty Scott and seconded by Mark M. St. Pierre to recommend Shane Beattie to the Board of Selectmen as an alternate member to the Planning Board. A vote was taken and the motion carried.

Planning Zoning Conference Recap

Mr. Gaetjens-Oleson stated that several members of the Planning Board and Zoning Board attended the State's Planning/Zoning Conference. The information from all the sessions will be posted to the Office of Strategic Initiatives website soon and once it is he will email the Board a link to it.

Other Business as may legally be brought before said meeting:

Chairman Mark M. E. Frank asked Mr. Gaetjens-Oleson if AJ Dupere was contacted to assist the Town with street trees as was discussed at the last meeting. Mr. Gaetjens-Oleson stated he had been

contacted and he was going to schedule a trip to Town soon with one of his new employees and give instruction to the Town Highway crew on how to care for trees. Chairman Frank stated that may be a good meeting for the Planning Board to attend as well. Mr. Gaetjens-Oleson explained that if a quorum of the Board attended it would have to be a public meeting and noticed as such and the public would have to be allowed to attend. He felt this may make the lesson too difficult so it might be best for them not to attend.

Noting that there was nothing further to come before the meeting a motion was called for to adjourn.

A motion was made by Leo Enos and seconded by Mark M. St. Pierre to adjourn. A vote was taken and the meeting adjourned at 7:30 P.M.

Respectfully,

Sandra E. Doolan

Sandra E. Doolan – Clerk

Approved: *June 12, 2018*

Mark M. E. Frank

Mark M. E. Frank - Chairman