



TOWN OF BREMEN
P.O. Box 171~ Bremen, ME 04551

Walter Voskian, Chair
Blair Kauffman, Board Member
Autumn Mahoney, Board Member
Jack Boak, Board Member
Steven Wallace, Board Member
Vacant, Board Member
Thomas Kronenberger, Alt. Member
Vacant, Alternate Member

**Bremen Planning Board
Meeting Minutes
December 11, 2018 at 7:00 p.m. – Bremen Town Office**

I. Attendance

Members Present: Walter Voskian, Chairman; Blair Kauffman, Autumn Mahoney; Steve Wallace.

Member Absent: Jack Boak; Thomas Kronenberger, Alternate.

Members of the Public: Jamie Francomano, Consultant; Wendy Pieh, Chair of the Select Board.

II. Meeting called to order at 7:05 p.m.

III. Adjustments to Agenda

Chairman Voskian announced that under New Business, the Planning Board would be discussing "Lines of Communication" as they relate to the Planning Board, at the request of Select Board Chair Wendy Pieh.

IV. Approval of Minutes

After determining that there were no further corrections or amendments to the November Minutes, on a motion duly made and seconded, the Board voted unanimously to approve the November 2018 regular Planning Board Minutes, as presented. The Minutes were signed by the members present.

V. Applications for Review

None.

VI. Public Comments and Questions

None.

VII. New Business

Chairman Voskian noted that we are coming up on the winter season when members' attendance becomes even more of an issue. He asked that members, to the extent possible, let him know in advance via email when they will be unable to attend meetings.

Discussion of lines of communication.

Chairman Voskian began by noting that this discussion of Planning Board policy on lines of communication is largely a preemptive one as the Board has not experienced too much of what he was about to describe, but that this is still a very worthwhile discussion. Accordingly, he fully agreed with Select Board Chair Pieh's request to put this on the agenda.

Chairman Voskian went on to observe that as a matter of policy, Board members should not provide independent or individual instructions to the consultants or the Town attorney. Planning Board instructions to the consultants and the attorney should first be discussed and agreed to by the members of the Planning Board. Then that corporate view should be communicated to the consultants or the attorney through the Chair or someone else designated by the Planning Board. Chairman Voskian emphasized that this policy does not preclude Planning Board members from raising at meetings their views on issues pertaining to Board-related work being done by the consultants or the attorney. Such views are important and should be aired. But for any such view to be acted on by the consultants or the attorney, they should first be agreed to by members of the Planning Board. Otherwise, instructing the consultants or the attorney could become confusing, counterproductive, and unnecessarily time consuming. Also the process could become expensive as we are paying these professionals by the hour.

Chairman Voskian concluded by noting that this policy has always been implicit, but it is probably time to make this our explicit policy.

Discussion ensued from Select Chair Pieh, members of the Planning Board, and Consultant Francomano. All were in general agreement with the policy.

VIII. Other Planning Board Business

Chairman Voskian announced that he attended the 15 November and 6 December meetings of the Board of Selectmen, where he brought the Selectmen up to date on the Planning Board's deliberations and decisions.

The Board turned to the draft Planning Board Ordinance as amended by Consultant Jamie Francomano in accordance with the Board's comments at the November meeting. After making modest changes, the Planning Board unanimously approved the revised draft and voted to forward it to the Selectmen for their consideration, and after that to a Town meeting/public hearing for consideration and a vote.

The Board then considered the draft bylaws. After considerable discussion, largely on the basis of worthwhile changes offered by Member Wallace, the Board directed Consultant Francomano to incorporate changes into the draft and return a revised draft to the Board as soon as possible. The Board intends to reconsider the draft at its next meeting. After the Board approves the draft, it will be forwarded to the Selectmen for their consideration and ultimately posted in its final form for the public's information. The Board determined that the bylaws will not need public approval as the document is an internal Planning Board document governing the Board procedures.

Given the lateness of the hour, the length of the draft "Building in Bremen" brochure, and the work still needed to be done on the document, the Board took no action on the document except to spell out the next steps. Chairman Voskian will attempt to cut the length of the draft brochure and member Mahoney will focus on key points in the brochure and the intended audience.

Finally, as a first step in revising the Town's application permit, the Planning Board will ask Administrative Assistant Kelly Clancy and Town Clerk Melanie Pendleton to offer suggestions for revisions. The Board's feeling was that these two members of the Town Office Staff are the closest to applicants and therefore they might have unique perspectives on how the application should be revised.

There being no further business, the meeting was adjourned at 9:00 p.m.

IX. Meeting Events Calendar

December 28, 2018 - Applications for Building Permits to be considered at the next Planning Board meeting must be filed with the Town Office by 12:00 Noon.

January 6, 2019 - Site visits (if any) 3:00 p.m.

January 8, 2019 - Planning Board Meeting 7:00 p.m., Bremen Town Center.

BREMEN PLANNING BOARD:



Walter Voskian, Chairman

Jack Boak



S. Blair Kauffman



Autumn Mahoney



Steven Wallace, Interim Vice Chairman

Bremen Planning Board Minutes
December 11, 2018
Page 5

Thomas Kronenberger, Alternate

Respectfully submitted,
Walter Voskian, Chair
Bremen Planning Board