

**St. George Planning Board
St. George Town Office
November 27, 2018 - 7 p.m.**

The Planning Board meeting was called to order at 7:00 p.m. Members present were: Anne Cox, Chair; Jane Brown, Brendan Chase, Ray Emerson, Mary K. Hewlett, Michael Jordan and Alan Letourneau. Also present: CEO Terry Brackett, Richard Bates, Sandra and Joss Coggeshall.

Quorum: A quorum was present.

Conflict of Interest: None.

Adjustments to Agenda: None.

Review of the Minutes:

Planning Board Meeting — November 13, 2018 – The minutes were amended as follows:

Page 3, #9. Exterior Lighting, line 2, delete the word **interior** and change to read: ...on the side of the building **away from Rt. 73**, the exterior lighting...

Page 3, under Andrew and Amy Barstow, line 3, correct and change to read: The Barstows' plan is to include...

Page 4, paragraph 3, line 2, change word barring to bearing

Page 6, paragraph 5, lines 1 & 2, delete repetitive wording: **the way**

Page 7, corrections under Discussion of Consultant, line 1 correct to: **CEO Brackett** distributed...

Line 2, change to read: ...up the process **and** get the Planning Board ...

Paragraph 2, line 1, change the read: ...Jordan might **be** willing to...

A motion was made by Chase, seconded by Hewlett, to approve the minutes of November 13, 2018, as amended. The vote was 5-0. The motion carried.

Findings of Fact and Conclusions of Law – Andrew MacCaffrey/Clark Island Boat

The Findings of Fact and Conclusions of Law were amended as follows:

Page 1, under 9. Exterior Lighting, correct to: delete the word **interior** and change to read: ...on the side of the building **away from Rt. 73**, the exterior lighting...

The Planning Board discussed Findings of Fact and Conclusions of Law format changes. The changes have been noted and format changes will begin with future Findings of Fact and Conclusions of Law applications.

A motion was made by Brown, seconded by Jordan, to approve the Findings of Fact and Conclusions of Law on Andrew MacCaffrey/Clark Island Boat, as amended and the format changes to future Findings of Fact and Conclusions of Law. The vote was 5-0. The motion carried.

Public Comments: (edited and non-verbatim) Chair Cox asked for public comment. Sandra Coggeshall said she and Joss were told that tonight's meeting was about the Monhegan Boat Line (MBL) wharf. Chair Cox noted the MBL meeting would be held on Thursday, November 29 at

7 p.m. Chair Cox said the Planning Board did not have a lot of information on the meeting, but it would be a public informational hearing, upstairs in the large room.

J. Coggeshall asked, "When do your minutes get published?" Chair Cox was not sure.

J. Coggeshall said some take six months.

J. Coggeshall, "The Select Board's comes out sooner with draft on it." Chair Cox said she did not know when the Planning Board's showed up.

J. Coggeshall: "Okay. You don't know." Brackett said the next meeting and Chair Cox said they get them at the next meeting (in two weeks).

J. Coggeshall, "They are published on the website by that time?" Brackett said no.

Chair Bates: "The Select Board Policy Manual says that all boards, committees and commissions should have their minutes approved and then they are available for the public on the website. Of course, the last few weeks have been complicated and difficult but the goal is to have them after they have been approved by the committee. Draft minutes are available to the public if they come to the office. It is not to be difficult but it is because sometimes they get changed quite a bit. The idea is that we do not want people getting the wrong understanding from the minutes. The way you very carefully go through reviewing them, correcting them, so what appears on the website is really what happened. If you really want draft minutes and you want to go to the town office, you can get them." J. Coggeshall said he did not understand.

Chair Cox explained that the minutes are approved from two weeks before. The plan is to get them posted on to the website after approval. If there is a need to see the draft minutes before they are approved, go to the town office. J. Coggeshall said two weeks would be fine but some of the committees are six months. Chair Cox said there are some staffing issues in the office.

Sandra Coggeshall asked if they could get copies of what had been submitted or if anything had been submitted on the Monhegan wharf. Chair Cox said the Board heard the pre-application information but will be hearing more on Thursday. S. Coggeshall asked if anything will be in writing about the plan. CEO Brackett said the informational meeting is being held because DEP requires it. It is being held in conjunction with the Planning Board but is more a DEP hearing. Chair Cox will open the hearing but Will Gartley will be presenting the information. Chair Cox said when the Planning Board has received a full application, they will have a St. George Planning Board Public Hearing. J. Coggeshall said it sounds like there will be many stages to this and CEO Brackett said this will be somewhat of a lengthy process.

Chair Cox explained to J. Coggeshall that Public Comment is placed on the Planning Board's agenda and is taken at every Planning Board meeting.

Other Business - How to address issues, questions and ideas from the public: Chase said when he first came on the Board, CEO Brackett had quizzes and held mini training reviews of policy and ordinances. As a new Planning Board member, he felt those were very helpful. His question was how do you field and handle questions, and how do you address ideas and concerns from friends, neighbors, community members?

CEO Brackett said he was recently on the MMA website and noticed that in 2018, they had several workshops for Planning Board and Board of Appeals members. Brackett said the 2019 calendar had not been posted but encouraged new members to attend the MMA workshops when they get scheduled. Hewlett said she had found the workshops to be very helpful. Jordan mentioned he had not been able to but planned to attend one in the future. Jordan said the Planning Board Manual included good information on interacting with the public, the do's and don'ts and it offered general advice.

The Planning Board agreed to encourage people to discuss questions, concerns and ideas with the Code Enforcement Officer (CEO Brackett).

There was no further business to come before the Board. At 7:25 p.m., on a motion by Jordan, seconded by Hewlett, it was voted 5-0 to adjourn the meeting and continue their discussion on how to address issues, questions and concerns from the public and resume working on the sign ordinance.

Respectfully submitted,

Marguerite R. Wilson
Planning Board Recording Secretary