

MINUTES OF SELECTMEN'S MEETING
Hope Board of Selectmen
Tuesday, September 27, 2016
6:30 PM
Hope Town Office

Board Members Present: Dick Crabtree, David Bosken, Brian Powers, Jr., Wendy Pelletier,
Mike Brown

Others Present: Bobbi Oxton, Tom Ford, Jeff Connon, David Hall, Linda Lord

1. Call Meeting to Order

Meeting called to order at 6:32 p.m. by Brian Powers.

2. Approval of Minutes of 9/13/2016 Board of Selectmen meeting

Motion by Mike to accept with amendments. Dick seconded.

Motion passed 5-0.

3. Tom Ford – CEO report

See attached for Tom's update as interim CEO.

4. Appointment of new Planning Board members

Motion by Dick to appoint Lewis W. Merrifield and P. Langley Willauer as Planning Board members. Mike seconded

Motion passed 5-0.

5. David Hall – Hobbs Pond update

This discussion was tabled until Hobbs Pond Association comes back with plan and Selectmen have a chance to research.

6. Approval of Warrants

Motion by Mike to approve warrants 26-30. Dick seconded.

Motion passed 5-0.

7. Change authorized bank signers

Motion by Wendy to remove Jon Duke and add Samantha Mank to authorized bank signatures. Dave seconded.

Motion passed 5-0.

8. New business

Motion by Mike at 1015 p.m. to convene as Assessors. Wendy seconded.

Motion passed 5-0.

Motion by Dick to abate \$46.24 from account R351 due to error in building. Mike seconded.

Motion passed 5-0.

Motion by Dick to adjourn as Assessors and reconvene as Selectmen at 10:23 p.m.

Mike Seconded.

Motion passed 5-0.

9. Future Agenda Items

Trio – CEO software

2016 Municipal Valuation Return

10. Adjournment

Motion by Wendy to adjourn at 10:28 p.m. Mike seconded.

Motion passed 5-0.

To: Hope Board of Selectmen

From: Tom Ford – Interim Code Officer

Subj: Recommendations to Improve Planning and Codes Administration in Hope

Date: September 27, 2016

Thank you for the opportunity to serve the residents of Hope over the past several months. As I mentioned at your August 9th meeting I have been looking forward to appear in front of you this evening to discuss ways that planning and codes administration can be improved in our town.

My sole purpose in making these recommendations is to provide our entire community including selectmen, planning board, zoning board, town staff and our residents with systems to efficiently and professionally deal with land use matters in Hope and to adequately preserve those determinations into the future.

Each recommendation will include background information, recommended changes and priority rating.

Improve the Digital Organization of All Land Use Files

Background Information: The Town of Hope currently uses a series of Excel spreadsheets to capture building, plumbing and wastewater permit data. Our current Excel system does not allow the user to capture all the language that might be applicable to a specific case and is very awkward to use. Although we have received a proposal from TRIO for their codes module software, we have learned that only eight Maine municipalities are currently using this service. Much more research needs to be done before making a final decision on this matter.

Recommendation: Develop a new digital system that will capture all land use determinations unique to a specific map and lot. Specifically – building permit applications, building permits, internal plumbing permits and subsurface waste water disposal permits, photos and violations would all be captured and indexed by map and lot.

Priority: High

Review and Revise the Land Use Fee Schedule

Background Information: The Land Use Fee Schedule was approved by the Selectmen in 2008. It is appropriate to revisit the fee schedule to ensure that the fee schedule is fair and equitable. Some of the existing penalties would be tough to defend if they were legally challenged and there is a degree of ambiguity about other fees.

Recommendation: Redraft a fee schedule that is more comprehensive and that can be legally defended if it is challenged.

Priority: High

Land Use Ordinance Review

Background Information: The current version of the Land Use Ordinance does need some tweaking in various sections. This is a completely new ordinance that was adopted by the voters in 2012. Language still needs to be refined to allow our residents to develop enterprises that maximize their potential while continuing to maintain the special character that is Hope.

Recommendation: Task the Town Administrator to work in concert with the Planning Board to review and redraft, as needed, various provisions in Section 1 – Definitions, Section 4 – Schedule of Uses, Section 7 – Shoreland Zoning, Section 8 Administration 9 – Site Plan Review.

Priority: Medium

Staff Support for Planning and Zoning Board

Background Information: Meeting with the applicant, making initial determinations of which process to follow, developing an agenda with the Board Chair, proper notice to the press and neighbors of the impending application, ensuring that the appropriate application, documentation, fee and the requisite number of copies are all part of the responsibilities of the Planning/Codes person.

Recommendation: Development appropriate applications, protocols and check lists for Planning Board, Zoning Board of Appeals and Board of Assessment Review meetings – and follow them.

Priority: Medium

Plumbing and Subsurface Waste Water Disposal Systems Inspection Tools

Background: The only tool I found in the Town Office was a 25' tape measure. The Codes person should furnish or be provided with a Torpedo level, 25' tape, 100' tape, 2 foot level, pop level and possibly a 4 foot level.

Recommendation: Ensure that these tools of the trade are at the Town Office and ready for inspections.

Priority: High

In conclusion, there is much to be accomplished in the arena of planning and codes in Hope. It is, however, an effort worth making. Over time, good land use decisions will add to the positive character of our community.