

ACTON PLANNING BOARD

Meeting Minutes

DATE: November 1, 2012 (approved 11/15/2012)

ROLL CALL:

Members present: Chip Venell – Chairman
Thomas Cashin – Vice Chairman
Arthur Kelly
Robert Smith – Alternate
Gavin Maloney – Alternate

Members absent: Yoli Gallagher
Jessica Donnell

Also present: Ken Paul, CEO; Brenda Charland, Recording Secretary; Virginia Deboer, Video Recorder

1. **October 18, 2012 Minutes:** Motion made by Mr. Kelly, seconded by Mr. Smith, to accept the minutes of the meeting of 10/18/2012 as written. Motion passed unanimously.
2. **New Business:** none
3. **Old Business:** Storm Water Ordinance:

Discussion focused on the Low Impact Development Guidance Manual for Maine Communities publication and how it could be used in the development of the ordinance.

Questions raised were how to raise money to pay for the review of plans and inspection of installation, and then later, inspection of operability and maintenance. What type of authority would be necessary to enter a property to do inspections. Also what is the lowest design professional threshold. Perhaps the AWWA be available / interested in embracing this type of project.

Discussion: Consensus was that initially a Shoreland LID fee (probably \$100) would be assessed on permits pulled for activity in the Shoreland district to offset expenses relative to initial review and inspection of newly installed systems. Later, money would be raised in the annual budget to fund expenses associated with tracking, inspecting and enforcing operability and maintenance.

Action item: Secretary to notify members that are absent that the next meeting will focus on reviewing the Low Impact Development Guidance Manual for Maine Communities publication so that they can pick up their copies to review prior to the meeting.

Mr. Paul to contact Linda Schier to determine if AWWA would be interested in participating in the design, inspection and enforcement of the systems.

4. **Other Business:**

Mr. Maloney made the motion to adopt a policy to schedule a site walk when a Best Practice Location application is being reviewed by the Board. The motion failed for lack of a second to the motion.

Discussion: To make it easier to schedule site walks in a more timely manner, specific time could be reserved for those visits each month; perhaps the second and fourth Monday of each month. That way

the public could be made aware that site walks would occur during that time and if no BPL application is pending, the meeting would just be canceled.

Action item: Secretary to review the Board's bylaws to determine how this can be achieved.

5. **Adjournment:** The meeting adjourned at 8:50 p.m.