

Town of Acton, Maine Planning Board Meeting

MEETING MINUTES

Date: May 21, 2020 (approved June 11, 2020)

Members Present: Joyce Bakshi, Chair
Leslie Berlan
Yoli Gallagher
Dennis Long
Tom Cashin (Alternate)
Jim Crowley (Alternate)

Members Absent: Gavin Maloney, Interim Vice Chair (excused)

Also present: Ken Paul, Director of Planning; Kristiina Robinson, Land Use Secretary, Zoom Meeting, Open to the Public with no questions or comments

Call to Order: The Chair called the meeting to order at 4:56 p.m. and declared a quorum.

Approval of Minutes

- **March 12, 2020:** Leslie Berlan moved to waive the reading of the minutes of March 12, 2020. Jim Crowley seconded; motion passed 4-0.

Resumption of Planning Board Meetings, Workshops, Site Walks and Public Hearings: The Chair said she hopes everyone is in good health, first and foremost, and that it has been a difficult time for everyone. She said we can take comfort knowing everyone is in the same boat and rowing in the same direction, we will make it through this storm stronger than ever.

The Chair stated this is the first Planning Board Zoom Meeting, the meeting is open to the Public as usual, but same as normal policy, there will be no public comments allowed. This meeting will be instructional only.

• ZOOM Protocol:

1. Use the best device you have, laptops or tables with stands, smart phones will work but they are tricky
2. Get the right angle- Point the camera down slightly.
3. Check your background- avoid backlit glare from windows and harsh lights, avoid walking around with your device, it can be disorienting to other viewers.
4. To improve your sound (if possible), use earbuds with a built in mic to help your voice carry more clearly.
5. When the ZOOM meeting begins, the Chair, who will lead the meeting, will call for a voice roll call and an alternate member will be appointed if necessary.
6. Only the Planning Board, CEO and applicants will be allowed to speak. All others will be muted.
7. When a member of the Planning Board wishes to speak, he or she will raise their hand and wait to be recognized by the Chair. It is difficult not to want to jump in conversations but that

muddles the sound and causes confusion. To reduce this, the Chair may ask Participants to put themselves on mute when they are not speaking.

8. Very Importantly, if you have not been part of a ZOOM meeting please watch a Select Board Zoom Meeting or other Committee/ Board Zoom meeting prior to our scheduled meeting.
9. Please do not eat on camera, it is unprofessional. Coffee, soft drinks, water is ok.

- **How the meetings will be managed using Zoom:**

1. Make sure you have all necessary books, documents with you at all Zoom meetings.
2. Using slides to present printed information to the public- there is a way this can be done, but we must have the correct technology.
3. An agenda will be made available via the Planning Board Web Site and the Town Web Site. Paper notices will be placed in the lobby of the Town Hall and on the door of the Tom Cashin Meeting. (the outside door to the Land Use office.)
4. Site Walks will be posted in the same manner as agends.
5. There is still much to learn of how to hold Public Hearings, this could cause delays. Discussions will follow as we learn to use this technology or there is a change in the Governor's Executive Orders regarding meetings and public gatherings.
6. We will do a "dry run" projecting plans and documents from Ken's laptop to the wall to make sure everyone can see the plans.

- **Director of Planning:** The CEO updated the Board on the upcoming schedule.

1. Martell Subdivision- Youngs Ridge Road
2. Soltage Installation- H Rd.
3. Grammy Rose Dog Rescue- Route 109
4. York County Agriculture, Fair Ground- 13th Street
5. Mahoney 1-lot Subdivision- Buzzell Road
6. Bickford Firewood Home Occupation
7. Goat Hill Weddings- H Road
8. Plante Storage building with dwelling unit- West Shore Drive
9. Martell Subdivision, Easment- Buzzell Road
10. Buzy Bees Daycare, Whitman Conditional Use Permit Revision- Milton Mills Road
11. Several Best Practical Location Applications and Conditional Use Permit Applications Upcoming.

Adjournment: The Chair adjourned the meeting at 5:45 p.m.