

**Town of Otisfield
Board of Appeal
Workshop Meeting Minutes
February 28, 2012**

1. Call to Order: The regular meeting was called to order at 7:05 PM.

2. Attendance: Members present were: Marianne Izzo-Morin, Recording Secretary- Annie Pastore, Sharon Matthews, and Alternate–Don Mixer (Absent – Chairman-Don Verrill & Vice Chair-Janet Douglas) *Don Mixer moved up as a voting member.

Tanya Taft – Secretary
Hal Ferguson – Selectman
Rick Micklon - Selectman

3. Quorum: Board had a quorum.

4. Secretary's Report:

A. Regular Meeting Minutes from July 12, 2011 *Motion to accept minutes. SM/AP – Unanimous.

5. Discussions and comments from Public

A. None.

6. Administrative Appeal

A. None.

7. Appeal for a variance

A. None.

8. Discussion and comments from Board:

A. Election of Officer's: An interim Chair and Vice Chair are needed for March 6th Public Meeting because Chairman-Don Verrill & Vice Chair-Janet Douglas will be out of State that night.

Interim Chair – Marianne Izzo-Morin. *Motion made by SM/AP – Unanimous.

Interim Vice-Chair- Sharon Mathews. *Motion made by AP/MIM – Unanimous.

9. Miscellaneous:

A. Process & Procedure Discussion – A template will be used to introduce Board members, applicant and any interested parties. Interim Chair will ensure that the BOA hears any and all testimony during the appeal, yet will not allow repetitive comments or support of either side; hoping to allow as much time as needed for pertinent information that allows appellant to prove his appeal.

BOA members are requesting a sign in sheet for the Hearing. Chair will request that all speakers state their name and address prior to being allowed to speak.

Secretary – Annie Pastore will work with MIM prior to next meeting to ensure that the tape recorder is ready and working.

Board agreed that it will recognize and call upon the “Interested Parties” as per the BOA Ordinance. Those parties are the Appellant, the U.S. Cellular representative, all PB members, CEO Richard St. John, and the Board of Selectmen. TT will ensure that the minutes will reflect the comments provided by the interested parties; as well as those by the audience (but not be repetitive if expressed by multiple people).

TT will make copies of: Wireless Telecommunications Ordinance, Site Plan Review Ordinance; Comprehensive Plan, Appeal Application by Appellant John Poto, PB Minutes re Cell Tower review,

BOA Ordinance and a better definition, for anyone who needs it.

Board agreed that it will provide a written decision to the appellant within (7) business days of the hearing. This decision will include a findings of fact that will show their reasoning behind the decision.

B. Board Attendance: MIM, SM, AP & DM will all be in attendance at next meeting. Don Verrill and Janet Douglas will not be at next meeting therefore Interim Chair & Interim Vice Chair will remain as is for next meeting(s) as necessary to complete the standing appeal.

10. Upcoming Dates:

A. Board of Appeals Meeting March 6, 2012 @ 7:00 PM – Cell Tower Administrative Appeal.

11. Adjournment:

With no further business, the meeting was adjourned at 9:05 PM. AP/SM Unanimous.

Respectfully submitted,

Tanya Taft, Secretary.

Approved by: _____

Marianne Izzo-Morin, Interim -Chair

Otisfield Board of Appeals

Approved on: March 6, 2012