

Kingfield Planning Board,

Date: Tuesday, December 13, 2022

Location: Webster Hall

Time: 6:00-7:30

Topic: MMA Training.

Present: Jared Clukey, Sue Davis, Richard Hawkes, Scott Hoisington, Clay Tranten, Mark Wahl; Billy Gilmore, interim CEO

Absent: Babe Smith,

Public: Jeff Maget

Chair Clay Tranten called the Tuesday, December 13, meeting to order at 5:50 to discuss procedures outside of this meeting, which will be dedicated to a planning board training offered by Maine Municipal Association. As this training is three-and-a-half hours long, the Board agreed with Tranten to split it up in two work sessions.

Three board members, Clay Tranten, Richard Hawkes and Sue Davis, representing less than a quorum of the Board, will meet with Workforce Housing Coalition members John Beaupre, Paul Peck and administrator Mark Green Tuesday, December 20 at Webster Hall from 2:00 to 4:00 p.m., to review zoning needs related to workforce housing development in Kingfield. The Board members will bring their discussion to the full board at a future meeting.

MMA: Local Planning Board and Board of Appeals Workshop

The [Maine Municipal Association](#) strengthens Maine's local governments through member services, education and advocacy. Its services include advocacy, education and information, professional legal and personnel advisory services, and group insurance self-funded programs. The session began with an introduction to MMA's website, which links to its many services.

Starting with the different responsibilities of the Planning Board and Board of Appeals, the session moved through the decision-making process, calling meetings with special focus on the Freedom of Access Act (FOAA), the sequence of events and issues and decision making. The workshop defined important aspects of meetings, that all considerations that affect planning board decisions be made in public forums. For planning board members to acquire (and allow personal votes to be determined from) information "ex parte"—outside the public meeting forum—as in conversations at the grocery store, on solo site visits with the applicant, personal emails, etc., exposes the board to legal challenges and more for decisions it makes.

The meeting ended at this point, to be continued in double meetings in January. Mark Wahl moved adjournment, seconded by Jared Clukey.

Respectfully submitted,

Susan Davis

Secretary