

Approved February 3, 2026

TOWN OF JEFFERSON PLANNING BOARD
Meeting Minutes
January 6, 2026

Members Present: Bill Farren (Chair), Dana Clark, Joan Jackson, Tom Kirvan

Members Absent: Gary Olsen

Others Present: Alpha Williams

Chair Bill Farren called the meeting to order at 6:00 p.m.

Bill shared the December 9, 2025 meeting minutes and provided an update on Action Items. Bill moved to **APPROVE** the minutes as submitted. Second by Joan. All in favor, 3-0.

2025 Planning Board Report

Bill read a draft statement of the Planning Board's 2025 accomplishments and plans for 2026 as input for the 2025 annual town report.

There was some discussion about including a statement seeking names for associate Planning Board members. It was determined this report was not the appropriate way for that.

Bill moved to **APPROVE** the report for submission to the town office for inclusion in the 2025 annual town report. Second by Joan. All in favor 4-0.

Planning Board By-laws

Noting that the Planning Board By-laws have not been revised since 1999, Bill reviewed proposed changes with the Board. Significant changes include these additions:

- All Board members, both full and associate, shall pass Maine Freedom of Access Act training within 120 days after taking the oath of office as per Maine state law 1 M.R.S.A. §412.
- All Board members, both full and associate, shall take the Local Planning Board & Boards of Appeal training class offered by the Maine Municipal Association within three months of taking office.
- The Secretary role may be filled by a Board member or a paid adjunct employee of the Town.
- If the Secretary is a paid adjunct employee of the Town, they have no voting rights and cannot be active debaters during Board meetings.
- When the Board decides to hire experts as noted above, the Chair shall notify the Town Administrator and Select Board within 3 business days.
- At the discretion of the Chair, an applicant of a permit may attend a regular meeting via teleconference. This is accomplished by the Chair calling the applicant on a cell phone with audio shared on speaker for all members to hear.
- A recording device may be used to record the meeting as an aid to create meeting minutes. This is especially the case when a secretary is not available.
- The Board has responsibilities in diverse areas, as follows:
 - ❖ Serving as the municipal reviewing authority for Building Permit applications in the shoreland zone.
 - ❖ Serving as the municipal reviewing authority for subdivision applications per Title 30-A M.R.S.A. § 4403.

- ❖ Reviewing Tree Cutting Permits in the shoreland zone. Tree cutting permits are first reviewed by the CEO with the Planning Board Chair to determine if a full Planning Board review is necessary.
- ❖ Maintaining existing Town ordinances to reflect changes in Maine laws and drafting new ordinances as determined by the Planning Board or Select Board.
- ❖ Serving as a comprehensive planning committee if authorized by the municipal officers per Title 30-A M.R.S.A. § 4324.
- ❖ Performing other duties as assigned by the Select Board and agreed upon by the Planning Board.

Bill moved to **APPROVE** changes to the Planning Board By-laws as discussed and revised during the meeting and with editorial updates provided by Joan by Friday, January 9th.
 Second by Dana. All in favor 4-0.

OTHER BUSINESS

36 Musquash Road

The owner of Lot 5 in Musquash Acres subdivision asked to be on the February meeting agenda. He wants to change the eastern side property line by getting approximately 8,000 square feet from the abutter, Midcoast Conservancy and giving approximately 16,000 square feet to the same abutter.

He is seeking guidance from the Planning Board.

Action Item: Bill to seek guidance from the Maine Municipal Authority.

Communication with state representative Wayne Farrin

As a follow-up to an action item, Bill sent an email to our state representative, Wayne Farrin, asking him to raise a legislative request that would require sellers of shoreland properties to provide buyers a copy of the local town's shoreland zoning ordinance. No response yet.

ADJOURNMENT

Bill moved to **ADJOURN** the meeting at 6:48 PM. Second by Joan. All in favor 4-0.
 Next meeting: February 3, 2026

Respectfully submitted,

Bill

Bill Farren, Chair

William Farren William Farren
 Dana Clark Dana Clark
 Joan Jackson Joan Jackson
 Thomas Kirvan _____
 Gary Olsen Absent