
YARMOUTH PLANNING BOARD MINUTES

November 8, 2023

I. CALL TO ORDER

Chair Holden called the meeting to order at 7:00 PM.

II. ROLL CALL OF MEMBERS

	PRESENT	ABSENT
Wendi Holden, Chair	X	
Janet Hansen, Vice Chair	X	
Hildy Ginsberg	X	
Mary Lynn Engel	X	
Jerry King	X	
Ian Cromarty	X	
Matt Schumacher		X

OTHERS

Erin Zwirko, Planning Director
 Julie Dubovsky, Assistant Planner

III. APPROVAL OF MINUTES

One error in the October 25th minutes was noted by Janet Hansen, pertaining to the roll call vote to approve the October 11th minutes, which was corrected in the final posted minutes. Upon a motion duly made by Mary Lynn Engel, seconded by Ian Cromarty, and carried by a roll call vote of 6-0, the minutes of the October 25, 2023, meeting were approved.

IV. COMMUNICATION

- A. Report on Site Walk at 251 West Main Street - E. Zwirko gave an overview of the walk through held on October 16th and noted that the handout received at the site visit by the applicant is also available on the website. Most of the Planning Board attended in addition to 10-15 people of the public, and Karyn MacNeill and Scott Couture of YCS attending. There was no discussion, just an overview of the proposed driveways and property lines. The applicant provided a handout, which was posted on the Planning Board's website for public viewing.

- B. E. Zwirko reported the 2024 Planning Board Meeting Dates and Deadlines are available online.

- C. 317 Main Community Music Center Six Month Review of Transportation Demand Management (TDM) and Operations Plan (OP) – E. Zwirko explained that as a condition of their approval in 2021, 317 Main prepared a TDM and OP plan to minimize and manage traffic impacts with an annual monitoring plan for 5 years. Joe Beninati, Events & Special Programs Manager for 317 Main, walked the Planning Board through the memo and Erin noted that they are already working with town staff to address recommendations for potholes, restriping 20 Mill Street, village parking, and will be updating the annual report as facilities management is ongoing. Chair Holden expressed her appreciation to J. Beninati for their time working with staff through site and safety concerns.

V. PUBLIC HEARING ITEMS

A. OLD BUSINESS:

None.

B. NEW BUSINESS:

1. Action Item: Capital Improvement Plan; Consultation and Request for Endorsement of the 5-Year CIP, FY 25 – FY 29. Yarmouth Town Charter, Article V. Sec 10. Capital Program.

The Planning Board, in consultation with the Town Manager and designated member(s) of the Town Council, prepared and submitted to the Town Council, annually, a five-year capital program at least 120 days prior to the beginning of each budget year. The capital program contains such information as the Town Council may, from time to time, designate by order.

Nat Tupper, the Town Manager, presented the CIP for the Board's consideration, consultation, and endorsement. The presentation provided an overview of the legal foundation and impact of the CIP, new debt to be considered, a partial list of unfunded identified needs and ideas, projects beyond Operations, and "budget scares to come."

J. King asked about wind power project at Wyman Station as an opportunity for a new revenue source. Nat noted it was all still hypothetical but that the town is well situated for it.

Chair Holden expressed gratitude the town has been able to borrow a fire truck from Freeport, especially given the fire this past weekend at Mill Street, but hoped that securing a new fire truck would be a priority.

I. Cromarty asked if discussion about full-time firefighters was part of the CIP. Nat noted that the current fiscal year budget included six additional full-time firefighters/EMTs, who are on payroll and are in the process of forming a union.

Chair Holden noted that weather has been exacerbating the growth of invasive plant special all over town. She asked if that was part of the Resiliency Assessment and Climate Action Plan. J. Hansen noted that YCS has some grant money to deal with the growth in Royal River Park. Nat noted that while it is a ubiquitous problem, most land in town is private.

I. Cromarty asked if the rail-to-trail will ever happen. Nat remarked that he had no special insights, but that it likely wouldn't happen in the remainder of his term. MaineDOT has made changes in the way they view what the state's transportation system ought to be and the town is already lined up with approvals and funds set aside.

Chair Holden opened to public comment.

No public comment.

Public comment closed.

Approved:

E. Zwirko noted that unlike prior years, the Planning Board had the opportunity to review the draft CIP prior to the Town Manager's public presentation. As such, the members decided to make a recommendation for an endorsement, rather than defer to the December meeting.

The following motion was made:

The motion was made by Ian Cromarty to recommend the Capital Improvement Plan for FY 25 – FY 29 for endorsement to the Town Council. Seconded by Mary Lynn Engel, and carried by a roll call vote of 6 in favor, 0 opposed (Schumacher absent).

ADJOURNMENT

With no objection, the meeting adjourned at 8:21 PM.

Respectfully submitted:

Julie Dubovsky, Assistant Planner