



## City of Caribou, Maine

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### Caribou Planning Board Meeting Minutes Thursday, January 14, 2020 @ 5:30 pm Via Zoom

**Members Present:** Dan Bagley, Christine Solman, Amanda Jandreau, Frank McElwain, Drew Ayer, Dave Corriveau and Eric Hitchcock

**Others Present:** Ken Murchison –CEO/Zoning Administrator, Dennis Marker –City Manager, Hillel Halberstam –SynerGen Solar, Rick Jones –Jones Associates, Josie Ray –Jones Associates, Kassie Levesque –Kassie’s Kids Daycare and Denise Lausier –Executive Assistant to the City Manager

Tom Ayer –Councilor Liaison (absent)

- I. **Call Meeting to Order** – Meeting was called to order at 5:42 pm. Meeting was held via Zoom.
- II. **Welcome new and returning Board Members** – Welcome to new member Eric Hitchcock and returning member Drew Ayer.
- III. **Election of Officers for 2021** –
  - a. **Chairman** – Frank McElwain nominated Dan Bagley as Chair, seconded by Christine Solman.  
Roll call vote.  
Drew – yes; Christine – yes; Amanda – yes; Eric – yes; Frank – yes; Dan – yes; Dave – yes  
Motion carried.
  - b. **Vice-Chairman** – Dan Bagley nominated Christine Solman as Vice- Chair; seconded by Amanda Jandreau.  
Roll call vote.  
Drew – yes; Christine – yes; Amanda – yes; Eric – yes; Frank – yes; Dave – yes  
Chairman did not vote.  
Motion carried.
  - c. **Secretary** – Drew Ayer nominated Amanda Jandreau; seconded by Frank McElwain.  
Roll call vote.  
Drew – yes; Christine – yes; Amanda – yes; Eric – yes; Frank – yes; Dave – yes  
Chairman did not vote.  
Motion carried.
- IV. **Setting Meeting Dates/Times for 2021** – Dave Corriveau moved to keep the meeting dates and time the same as 2020, the second Thursday of each month at 5:30 pm; seconded by Drew Ayer.  
  
Roll call vote.  
Drew – yes; Christine – yes; Amanda – yes; Eric – yes; Frank – yes; Dave – yes  
Chairman did not vote.  
Motion carried.

**V. Approval of Minutes from the December 10, 2020 Planning Board Meeting –**

Frank McElwain moved to approve the minutes as presented; seconded by Drew Ayer.

Roll call vote.

Drew – yes; Christine – yes; Amanda – yes; Eric – yes; Frank – yes; Dave – yes; Dan – yes

Motion carried.

**VI. Public Hearing resumes to consider a Site Design Review Application from SynerGen Caribou, LLC final review for a Solar Array proposed for adjacent properties on Tax Map 16, Lot 30 and Tax Map 13, Lot 17 accessed from the Ogren Road former Caribou Landfill entrance road.**

Chairman Dan Bagley resumed the Public Hearing at 5:53 pm.

Hillel Haberstam and Mark Hyland from SynerGen as well as Rick Jones and Josie Ray from Jones Associates were in attendance via Zoom.

Rick Jones stated they have the draft order from the DEP and there is a ten-day period for comments on it. Mr. Jones said that there is nothing in it that SynerGen objects to. It is all in-line with what they had presented to them.

Chairman Dan Bagley asked if there were any changes since the concept review. Mr. Jones stated there has not been any changes.

Chairman Dan Bagley questioned the plans for decommissioning or abandonment of this property and stated he was not sure the City had addressed this yet.

City Manager Dennis Marker stated that the City knew it would be a rigorous review by the DEP in making sure they don't disturb the cap. This was discussed in the review process with SynerGen. On the farm side, they can dig into the ground but no penetration on the landfill site. The City will make sure that the DEP requirements will be met. The City is required to inspect every year.

Chairman Dan Bagley asked what happens with abandonment or decommissioning. Under Section 7 of the DEP report, the City would be responsible for cleaning up the area back to the way it used to be. Chairman Bagley doesn't want the City to be left with a burden.

Mr. Halberstam stated that in Section 5-3 §b of the draft lease does address decommission requirements that need to be met within 60 days after the lease terminates.

Drew Ayer questioned what would happen if the property was abandoned and also if there was a natural disaster what would take place. Mr. Halberstam answered that they have hazard insurance to cover scenarios of natural disasters. They would be required within 60 days to restore the landfill to the condition it was in before they developed the project.

Chairman Dan Bagley asked if it is abandoned is it left to the City to clean this property up at the City's expense. Mr. Halberstam stated that there is an indemnification clause that states the tenant would indemnify the City the cost.

Amanda Jandreau questioned if SynerGen has installed solar arrays on landfills previously. Mr. Halberstam, said that they did install a solar array on a landfill in Maryland, but they have not in Maine.

Chairman Dan Bagley stated that this is a decision for the City Council to make. Manager Marker agrees, the City Council needs to check the liabilities to the City. The Planning Board needs to look at the site design requirements.

CEO Ken Murchison commented that he has not received any outside public comment and also no public was in attendance.

Chairman Dan Bagley closed the Public Hearing at 6:09 pm.

The Board reviewed the final site design review criteria.

Manager Marker commented that SynerGen will be maintaining the property and keeping the DEP standard while there.

Dave Corriveau moved to approve the final site design review application for SynerGen Caribou LLC solar array project; seconded by Frank McElwain.

Roll call vote.

Drew – yes; Christine – yes; Amanda – yes; Eric – yes; Frank – yes; Dave – yes; Dan – yes

Motion carried.

**VII. New Business – None.**

**VIII. Public Hearing to consider a Day Care Application from Kassie Levesque d/b/a Kassie's Kids, 856 Sweden Street, Tax Map 13, Lot 35-F. –**

Chairman Dan Bagley opened the Public Hearing at 6:24 pm.

CEO Ken Murchison stated that he had not received any public input and also there was no one from the public present to speak.

The applicant Kassie Levesque was present. Ms. Levesque stated that this would be a new daycare at the same location on Sweden Street where Miss Jordan's daycare was. Ms. Levesque is State licensed for 27 children; ages 2 months to 12 years old.

Amanda Jandreau questioned if the number of children is based on building occupancy or staffing limit. Ms. Levesque answered it is based on building occupancy. The State Fire Marshal said she could have 27 children. She already has Fire Marshall approval and DHHS approval. Just needs a Certificate of Occupancy from the City.

CEO Ken Murchison stated this is just a Use Permit because it is going to be in a location where there was a daycare before. There are no issues with the building. Lease option with Carl Soderberg. Building in great shape, plenty of parking. Good project.

Amanda Jandreau questioned if the building has not been occupied for over a year. CEO Ken Murchison stated yes over a year.

With no further comments, Chairman Dan Bagley closed the Public Hearing at 6:28 pm.

The Board reviewed the checklist criteria on the application.

Amanda Jandreau moved to approve the permit; seconded by Dave Corriveau.

Roll call vote.

Drew – yes; Christine – yes; Amanda – yes; Eric – yes; Frank – yes; Dave – yes; Dan – yes

Motion carried.

**IX. Staff Report – CEO Ken Murchison**

- a. **Permit Report December 2020** – Busy year.
- b. **2020 Notices of Violation (65)** – Reached out to several properties through the City’s Blight Initiative. Working with Stake Holders Group on a State wide Land Bank. Another tool to fight blight. Trying to come up with legislation for municipalities.
- c. **Final Payment 2020 Small Communities Grant** – Received payment. Enough for reimbursement and some left over for administration. Will be looking for a program in 2021.
- d. **Caribou Trailer Park** – Moving people out of the Caribou Trailer Park. The City is offering them places and resources to help them in the transition. They will have to be out by November 2021. Chairman Bagley questioned if there are any plans for development there. Manager Marker said the property itself is included in the Airport Master Plan so any plans for development there would need to be submitted to FAA. It has to be aviation related uses. Solar arrays are an option. CEO Murchison commented that the airport hangars are full at the airport and perhaps more hangars and storage could be another option.

**X. 2021 Planning Board Goals – CEO Ken Murchison**

- a. **Comprehensive Plan Update** – No discussion.
- b. **Chapter 13, Zoning of Caribou Code** – No discussion.
- c. **Blight/Economic Development Initiative** – Downtown and Riverfront Redevelopment Initiatives. Might be able to tie these two together and get funding for them. Need to look at what kind of projects we want to do and prioritize the list and move the projects forward.
- d. **Planning Board Training** – Individual trainings are available through MMA. NMDC offers training, would like to put together a group training.

Chairman Dan Bagley commented that perhaps another goal should be to look at the different forms and update them. Need more flexibility as a Board. Would be worthwhile to look at processes.

Chairman Dan Bagley suggested working groups to work through some of these goals.

**XI. Other Business – None.**

**XII. Adjournment** – Amanda Jandreau moved to adjourn the meeting; seconded by Frank McElwain.

Roll call vote.

Drew – yes; Christine – yes; Amanda – yes; Eric – yes; Frank – yes; Dave – yes; Dan – yes.

Motion carried. Meeting adjourned at 6:51 pm.

Respectfully Submitted,



Amanda Jandreau  
Planning Board Secretary