

TOWN OF JEFFERSON PLANNING BOARD
Meeting Minutes
May 5, 2026

Members Present: Bill Farren (Chair), Dana Clark, Joan Jackson, Gary Olsen, Joe Russano

Members Absent:

Others Present: Tim Libby, Darryl Flagg, Derek Chapman, Bruce Sedgwick, Ezra Hickey

Chair Bill Farren called the meeting to order at 6:02 PM.

Bill shared the April 7, 2026 meeting minutes and provided an update on Action Items.

Bill moved to **APPROVE** the minutes as submitted. Second by Gary. All in favor, 3-0-2

PUBLIC COMMENT

Tim Libby, from Midcoast Conservancy, asked about the status of a plumbing permit for installing a composting toilet in the Shoreland Zone.

Bill stated that plumbing permits are out of the purview of the Planning Board and that the town's Licensed Plumbing Inspector (LPI) would need to approve it.

Action Item: Bill to follow-up with the town office to ensure the LPI gets the permit.

NEW BUSINESS

Welcome New Planning Board Member: Joe Russano!

Chapman Family Properties LLC (Map 038, Lot 009), 13 Ormsby Ln.

Derek Chapman described the project as a shoreline stabilization project to repair a 25-foot section of rock wall that has eroded and collapsed into Damariscotta Lake. The plan is to remove the fallen section and replace it with large granite stones. Machinery access would be through the family's abutting property.

Gary and Bill did a site walk-through and confirmed the visuals as accurate.

Bill asked if the large tree in the photo would be removed. Derek responded, "No" and acknowledges a tree cutting permit would be needed if it became a problem.

Bill noted that page 2 of the application was missing and even though the questions do not apply to this project, it is still needed as part of the permit application package.

Bill moved to **CONDITIONALLY APPROVE** the permit pending submission of a completed page 2 to the town office. Second by Gary. All in favor, 5-0.

Darryl Flagg (Map 038, Lot 032), 59 Flagg Rd.

Darryl brought in pictures and structure dimensions to ask the Planning Board what options there are to upgrade the structure. He asked about either putting in a frost wall or perhaps a complete teardown/rebuild.

He was advised that without a building permit to address specifically, any guidance we give is advisory only. Yes, a frost wall could be installed. Or, it could be torn down and rebuilt as long as it meets setback requirements and square footage expansion limits as seen in the Non-Conforming Structures section in the Shoreland Zoning Ordinance. Darryl notes that one-side of the current structure crosses the side setback. Research would be needed to see if that would be grandfathered in. If a rebuild, the Planning Board would seek to move the new structure back the “greatest extent practical” per the ordinance and state regulation.

Noting the structure seems to be within 75 feet of the shoreline, any work on it would also need a state issued Permit by Rule.

Darryl will submit a building permit in the near future.

Bruce Sedgwick: Discussion for an ordinance restricting family members serving on town boards.

Bill attended the May 4, 2026 Select Board meeting and gave a summary update: Bruce Sedgwick gave an appeal to the Select Board on the need for a new ordinance that would not allow voters in the same household to serve on the same town board. After some discussion, the Select Board voted 2-0 (1 absent) to have the Planning Board write such an ordinance.

Bruce next attended tonight’s Planning Board meeting to present the same appeal so that the Planning Board understood his “ask” and could get clarification.

Bill noted that he started researching this and did not find any such ordinance for any Maine municipality. The only state law that limits spouse participation is Title 30-A §2691 that states, “Neither a municipal officer nor a spouse of a municipal officer may be a member or associate member of the Appeals Board.”

Discussion ensued to get clarification on Mr. Sedgwick’s request as stated: *“Create a new town ordinance to limit the number of people on existing, as well as any future created, Jefferson town boards and committees (including sub-committees) to one registered voter from any Jefferson family household.”*

After discussion, it was determined that this new ordinance would apply only to:

- Family members of the same household,
- Participation on the same board.

It was also determined that the status of a voter’s registration is irrelevant because there may be a person in the household who is not a registered voter and is eligible to be on a town board.

The process includes: Drafting the ordinance, attorney review, redrafting the ordinance, Select Board review, open town meeting for Q&A, town vote. Town vote target date is TBD pending other Planning Board priorities.

Planning Board Annual Officer Elections

As per Planning Board Bylaws, annual officer elections were held with these results:

Chair: Bill Farren

Motion by: Joan Second by: Joe Vote: 5-0

Vice Chair: Dana Clark

Motion by: Joe Second by: Gary Vote: 5-0

Secretary: Bill Farren (Interim)

Motion by: Joan Second by: Dana Vote: 5-0

OLD BUSINESS

Proposal for Septic System Inspection for Shoreland Zone Properties

Bill provided an update on his research done since the last meeting which included discussions with the city of Auburn's Planning, Permitting and Code Department, the Lake Auburn Watershed Commission and the Maine Subsurface Wastewater Department,

Bill then presented a draft ordinance that reflected feedback from the previous meeting.

After discussion and noting that there is still a considerable amount of work to do, it was generally agreed to table the discussion until we get feedback from the Select Board.

Bill moved to **SEEK ASSURANCE** from the Select Board that they will support this ordinance as a warrant article for a future town vote. Second by Joan. All in favor, 4-1.

Action Item: Bill to ask the Select Board if they will support this ordinance being put forward for town vote.

OTHER BUSINESS None

ADJOURNMENT

Bill moved to **ADJOURN** the meeting at 7:30 PM. Second by Dana. All in favor 5-0.

Next meeting: June 2, 2026 at 6:00 PM in the town office.

Respectfully submitted,

Bill

Bill Farren, Chair

William Farren

William Farren

Dana Clark

ABSENT

Joan Jackson

Joan Jackson

Gary Olsen

Gary Olsen

Joe Russano

Joseph Russano

