TOWN of SABATTUS
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Planning Board Meeting

November 24, 2026

I. Pledge of Allegiance

II. Roll Call

- James DePalma, Chair
- James Lowell, Vice Chair
- Bruce Lovett
- Angie Mitchell
- Wayne Heyward
- Stephanie Saltzman (ALT 1)
- Nathan Bucknell (Alt 2)

Non-Board Members: Ginifir Giddinge, CEO

III. Approval of previous Planning Board Meeting Minutes

IV. Unfinished Business **Sabattus Event Center**
Glen Dube: Haley Farm Road Pit

VI. New Business **Data Center Ordinance Conversation**

VII. Code Enforcement Business:

VIII. Planning Associate Business

IX. Other Business

X. Public Comment

XI. Adjournment

Upcoming Meetings & Events
January 26, 2027

Public Participation at Board Meetings / Rules of Public Participation

-All comments to the Board and from the Board shall be made through the Chair. The Chair is responsible for moderating the Board's discussion, and discussion and comments from the public or applicants, to allow for appropriate exchange of information in a manner that complies with the Rules of Decorum stated in these bylaws.

-Public participation during regular meetings is allowed only after the introduction of an agenda item and appropriate motions and time for explanation and Board member questions. (See also Public Hearings, below.) The public may be allowed to comment on that agenda item at the discretion of the Chair. During that period, the public may address the agenda item only and each participant shall be limited to two minutes. Each participant may address the Board only one time unless requested by the Chair to comment further, and the Chair may limit time for comments to no more than ten minutes in total on an agenda item. A member of the public who wishes to comment on an item not on the agenda may be allowed to speak during the "Other Business" portion of the agenda.

-The meeting rules for Board meetings shall be printed on the back of each meeting agenda.

-Any member of the Board, the public, or an applicant who cannot comply with the ruling of the Chair or the Rules of Decorum in these bylaws during a Board meeting waives their right to participate in that meeting and shall be asked to leave the meeting.

Rules of Decorum for Public Meetings

-All Board meetings shall be conducted in such a manner as to be completed within two and one-half (2.5) hours of commencement. The board, by unanimous consent, decides to extend the meeting but only at the point where the meeting can be concluded within another hour. Any action after that point requires a tabling or postponing order. During Workshops — the attending public may not participate unless the Chair allows or requests such comment.

-During Hearings: the attending public may speak only in accordance with the specific rules set up for hearings.

-During Site Visits: This is a special meeting in all respects except that the public is not allowed to participate. Although the public is allowed to be present, comments and explanations will only be accepted by Board members and an applicant or agents representing an applicant. Only participant comments may be considered in any notes taken for minutes of such meeting.

Executive Sessions

-Executive sessions shall only be held within the bounds of the stipulations required by the Maine Right to Know Act. These shall be announced, moved, seconded, and voted for by a majority of members as per the stipulating statute hearings.

Public Hearings

-The Board shall hold a public hearing whenever it is deemed necessary or as required by MSRA REVISED STATUTES or Municipal Charter.

-Public hearings shall be advertised once in newspapers of general local circulation, the notice published at least seven days prior to and not more than fourteen days prior to the date of said hearing and/or onsite review. The cost of advertising for public hearings shall be paid by the applicant involved with such hearing. Abutters will be notified of public hearings and on sites.

-The advertisement for the hearing shall state the general nature and location of the question involved.

-Any person may appear in person or by agent at the hearing.

-Although not a legal requirement, it is strongly recommended that the applicant involved with the hearing appear in person or by agent at the hearing.

-Orderly procedure shall be maintained. The Board Chair shall preside, and all persons shall abide by the orders of the Chair.

Procedure for a Planning Board Public Hearing

-Hearings shall begin with an explanation by the Chair of the process about to begin by summarizing the items listed herein including that all matters are conducted through the Chair, and that the public must comment only when specifically allowed. The chair must emphasize that no decisions are made during the hearing and the process may not conclude during the current meeting. Finally, the Chair will state that order must be maintained and is required of all participants.

- The hearing will be declared open, stating the specific case number and time the hearing was opened.
  The Chair will call for a Presentation by the applicant or representative or attorney and witnesses without interruption.
- Clarifying questions will be allowed through the Chair to the applicant by Board members and people who will be directly affected by the project (e.g., abutters) and requests for more detailed information on the evidence presented by the applicant.
- The Chair will call for presentations by abutters or others, their attorneys, and witnesses, who will be directly affected by the project.
- Clarifying questions will be allowed through the Chair, by the applicant and Board members to the people directly affected and the witnesses who made presentations.
- Rebuttal statements may be presented by any of the people who testified previously.
- Comments or questions by other interested people in the audience will be allowed, with questions from the applicant or Board and rebuttal as appropriate.
- The Chair will declare the hearing closed, stating the time of close.