

# NORTH BERWICK PLANNING BOARD

## MINUTES OF PLANNING BOARD JANUARY 14, 2021

**Present:** Chairman Geoffrey Aleva, Anne Whitten, Jon Morse, Scott Strynar, Mark Cahoon, David Ballard in at 6:43 pm

**Also Present:** Kerrie Mathews

1. Call To Order:

Chairman Geoffrey Aleva called the meeting to order at 6:30 pm.

2. Review Previous Minutes:

Jon Morse stated that on page 2, the 1<sup>st</sup> sentence in the 7<sup>th</sup> paragraph currently reads, “Mr. Feldman stated that these were his questions regarding from the last meeting they had which was quite a while back”. It should read, “Mr. Feldman stated that these were his questions regarding the last meeting they had which was quite a while back.”. On page 4, the 2<sup>nd</sup> sentence in the 3<sup>rd</sup> paragraph currently reads, “He asked if they were going to up to 25 feet from the edge of the wetland.”. It should read, “He asked if they were going up to 25 feet from the edge of the wetland.”. On page 5, the 1<sup>st</sup> sentence in the 4<sup>th</sup> paragraph currently reads, “Greg Lucini stated that that the issue that the Board has stated is that this wetland will become even more important when the array has a meadow underneath it.”. It should read, “Greg Lucini stated that the issue that the Board has stated is that this wetland will become even more important when the array has a meadow underneath it.”. Also, on page 5, the 1<sup>st</sup> sentence of the last paragraph currently reads, “Scott Strynar thanked Mr. Lucini for sharing that information because he said that the hadn’t noticed that.”. It should read, “Scott Strynar thanked Mr. Lucini for sharing that information because he said that he hadn’t noticed that.”. On page 8, the 1<sup>st</sup> sentence in the 2<sup>nd</sup> paragraph currently reads, “Mr. Lucini stated that they will pull of the information together and would like to come back at a January meeting.”. It should read, “Mr. Lucini stated that they will pull the information together and would like to come back at a January meeting.”. On page 10, the 8<sup>th</sup> sentence in the 3<sup>rd</sup> paragraph currently reads, “Anne Whitten if they had paid for it the first time around.”. It should read, “Anne Whitten asked if they had paid for it the first time around.”.

Anne Whitten stated that on page 3, the 2<sup>nd</sup> sentence in paragraph 3 currently reads, “Chairman Aleva said that if you look at the DEP website the data points that you can add through the Google Earth indicates...”. It should read, “Chairman Aleva said that if you look at the DEP website the data points that you can add, through the Google Earth indicates...”. On page 4, the 2<sup>nd</sup> sentence in the 4<sup>th</sup> paragraph currently reads, “Scott Strynar stated that when looks at the wetland, it is located on the northern end of the site and he is not sure how much shading would be an issue.”. It should read, “Scott Strynar stated that when he looks at the wetland, it is located on the northern end of the site and he is not sure how much shading would be an issue.”. On page 6, the 5<sup>th</sup> sentence in the 1<sup>st</sup> paragraph currently reads, “...that some of these things would be useful, graphically for the Board...”. It should read, “...that some of these things would be useful, graphically, for the Board...”. Also, on page 7, the 8<sup>th</sup> sentence in the 2<sup>nd</sup> paragraph currently reads, “Mr. Lucini stated that he things that one...”. It should read, “Mr. Lucini stated that he thinks that one...”.

Jon Morse motioned to approve the minutes of December 10, 2020 as amended. Anne Whitten seconded the motion. VOTE: 5-0

3. Current Business:

3.1 Matthew Provencher and Kerrie Mathews

170 Maple Street (Map 003 Lot 074A)

Request: Applicant is proposing a 12 child daycare in their single-family dwelling. The proposed use will occupy 532 sq. ft. of their 1,986 sq. ft. home or 27%. The proposed use will operate from 6 am – 5 pm for children 6 weeks to 5 years with the possibility of before and after care for ages 5-12.

Kerrie Mathews stepped forward to discuss the application. She is looking for permission from the town to operate a family child home daycare out of her home. She has already met with the State Licensing Board and the State Fire Marshall and has received all of her approvals. The last step of her process is to get it approved by the town.

Chairman Aleva moved Mark Cahoon up to full voting status.

Mark Cahoon asked if there was a requirement to have any safety fencing for a daycare. He also wanted to know if she was going to have a sign for her daycare. Kerrie Mathews said that the State Licensing person told her that she doesn't need to have a fence because the house sits far back. It is within the parameters and there is no need for a security fence at all. It is pretty much all woods around them so there were no concerns for safety. Ms. Mathews said that she will not be having any signage.

Anne Whitten motioned to accept the application of Matthew Provencher and Kerrie Mathews from 170 Maple Street (Map 003 Lot 074A) to open a 12-child daycare. Scott Strynar seconded the motion. VOTE: 5-0

Chairman Aleva asked the Board if they felt that a site walk was needed. He doesn't think that they need one. The Board agreed.

Anne Whitten motioned to not have a site walk for this project. Jon Morse seconded the motion. VOTE: 5-0

Chairman Aleva stated that they now had to establish an escrow amount. Per the information from the Town Manager, they need to have an escrow of \$750.00. He told the applicant that this amount covers the mailings that go out to the abutters and the legal notice that goes in the newspaper. He told her that any money that is not spent for the project will be refunded to her. He told her that she will need to get a hold of either Roger Frechette or Dwayne Morin to give them the payment. Once the payment is made, they will send letters out to the abutters and send the legal notice to the newspaper so they can have the Public Hearing. They can do the Public Hearing at the 2/11/21 meeting.

Jon Morse asked if the first floor is a basement and Ms. Mathews said that it was. He asked if it was a walk out basement. Ms. Mathews said that it has a walk out in the front and the back.

Jon Morse motioned to table the application until the next meeting if all information has been turned in. Scott Strynar seconded the motion.

Jon Morse rescinded his previous motion.

Jon Morse motioned to set an escrow of \$750.00. Anne Whitten seconded the motion. VOTE: 5-0

Jon Morse motioned to table the application for Matthew Provencher and Kerrie Mathews until the 2/11/21 meeting as long as all the information has been received. Mark Cahoon seconded the motion. VOTE: 5-0

4. Other Business:

Chairman Aleva stated that they needed to elect a new Vice Chairman.

Anne Whitten nominated Jon Morse to be the Vice Chairman.

Anne Whitten motioned to nominate Jon Morse to be the Vice Chairman. Mark Cahoon seconded the motion. VOTE: 5-0

Anne Whitten asked about having the Agenda items being the first page of the minutes. Susan Niehoff, the stenographer, stated that she had difficulties to get it with the draft minutes to them, but she will add it to the final minutes that will get scanned in.

Jon Morse stated that he knows that things have been a little difficult with having ZOOM meetings and Roger being out. He said that Conditional Use Permits, Findings of Fact, and plans need to be signed in a timely manner. He thinks that applicants are waiting too long between the time that we approve them and they finally are able to get them. He said that he has been getting calls from people asking why they can't get their permits even though they have been approved.

5. Adjournment:

Anne Whitten motioned to adjourn the meeting at 6:58 pm. Scott Strynar seconded the motion. VOTE: 5-0

Roger Frechette  
Planning Coordinator

Respectively submitted,  
Susan Niehoff, Stenographer

Chairman Geoffrey Aleva

Approved at January 28, 2021 ZOOM meeting

Jon Morse

Approved at January 28, 2021 ZOOM meeting

Anne Whitten

Approved at January 28, 2021 ZOOM meeting

David Ballard

Approved at January 28, 2021 ZOOM meeting

Scott Strynar

Mark Cahoon

Approved at January 28, 2021 ZOOM meeting

**Planning Board**  
**A G E N D A**  
**Public Hearing/ Public Meeting**

**VIA Zoom Meeting # 882 8158 3097**

**January 14, 2021**

**6:30 PM**

1. Call to Order:
2. Review Previous Minutes
3. Current Business:

3.1 Matthew Provencher and Kerrie Mathews

170 Maple Street

(Map 003 Lot 074A)

Request: Applicant is proposing a 12 child daycare in their single family dwelling. The proposed use will occupy 532 sq. ft. of their 1,986 sq. ft home or 27%. The proposed use will operate from 6am – 5pm for children 6 weeks to 5 years with the possibility of before and after care for ages 5-12.

4. Other Business

5. Adjournment

Due to the current COVID-19 pandemic, the Planning Board is requesting all concerns and comments be placed in writing and either sent by email to the Code Enforcement Officer's email address: [rfrchette@townofnorthberwick.org](mailto:rfrchette@townofnorthberwick.org) or by US mail:

Planning Board

P.O. Box 422

North Berwick, ME 03906

All written comments, concerns or comments will be read into the record by the Planning Board Chair during the meeting.