

Town of Waldo Planning Board Meeting

Minutes of regular meeting, Tuesday, June 3, 2025, 7 pm, Waldo Town Office

1. Call to order/Roll call

Craig Curtis, Chair, called the meeting to order in the Town of Waldo Office Building, 629 Waldo Station Rd, Waldo, ME, at 7:00 pm. A quorum was validated with 4 of 5 Planning Board members present. Both Planning Board Alternates were present:

Planning Board	
Craig Curtis, Chair	Present
Sue Blais	Present
Jim Connors	Present
Mike Hodgdon	Excused
Kim Weaver	Present

Planning Board Alternates	
Gerard Corbin, II	Present
Holly Hilts	Present

2. Review and approval of meeting minutes

Motion by Jim Connors and second by Kim Weaver to approve the Planning Board meeting minutes from April 1, 2025, and May 6, 2025. Motion adopted 4-0.

3. Review of applications and questions

There were no applications or questions.

4. Open to general comment from the public

There were no Town residents present beyond the Board; there were no general comments.

5. Other business

a. Complete the Freedom of Access Act (FOAA) mandatory training and submit completion form to Town Clerk, Diane Tyler, by July 20, 2025.

- Holly Hilts committed to print the FOAA Frequently Asked Questions and provide a hard copy to Sue Blais and Mike Hodgdon. This solution was suggested after discussion regarding Sue's current technology challenges.
- Craig Curtis and Gerard Corbin, II, stated that they will complete the training soon.
- Jim Connors shared that he submitted the signed form to the Town Clerk.
- Holly Hilts affirmed that she completed the training and will provide the signed form to the Town Clerk this week.

b. Guidance on offering suggestions to applicants

- Jim Connors noting board members desire to be helpful and find ways to resolve applicant problems, reminded the Board it must clearly state when brainstorming potential solutions with applicants are being explored versus official deliberations and decisions. This will help

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avoid confusion or miscommunication when working through cases requiring additional considerations and deliberations.

- Holly Hilts said she will ensure the meeting minutes clearly state when brainstorming is taking place versus direct affirmed guidance.
- Kim Weaver stated that the meeting minutes for April and May are very thorough and provide the clarity desired to achieve this goal.
- Craig Curtis affirmed and explained that now the meeting minutes are being formally documented and shared with the public on the Town webpage and a hard copy is stored at the Town Clerk's Office. He also explained that the meeting minutes are the formal record of events and can be used by the Appeals Board or in the courts.

c. Shoreland Zoning Rules update

- Craig Curtis provided an update from the research he performed in relation to Joe Cyr's questions from May 6th; this is what Craig discovered:
 - The Town approved Shoreland Zoning rules in 2008 and those were not filed with the State of Maine and therefore, did not go through the State of Maine approval process.
 - The State of Maine has the 1996 rules on file and those are the official version at this time.
- Craig Curtis submitted the 2008 rules to the State of Maine, and they have a 45-day turnaround commitment to review and approve or return with questions.
- Craig Curtis suggested that the Town delay shoreland questions until the 2008 rules are approved by the State. If there is an urgency to address any shoreland questions before the State returns a disposition, then the 1996 rules will need to be used in providing guidance.
- Jim Connors requested that wetlands and shorelands be added to the maps that applicants submit. Craig Curtis responded that the Town of Waldo cannot legally enforce rules on wetlands as they are not addressed in the current ordinance.

6. Adjournment

Craig Curtis, Chair, adjourned the meeting at 7:45 pm.

7. Next meeting

The next Planning Board meeting is Tuesday, July 1, 2025. Planning Board meetings are held the first Tuesday of each month. Workshops are held the third Tuesday of each month. The schedule is posted on the Town of Waldo website to be referenced at any time by anyone.

Meeting minutes documented by Holly Hilts