**Lovell Ordinance Review Committee**

**Draft Minutes**

**Date:** July 11, 7:00 PM

**Members Present:** Linda Nista, Paul Denis, Mike Lewis, Linda Dunlea, Jack Jones, Chris Brink, Jill Rundle Present by Zoom: Sandra Drew

**Members Not in Attendance:** Janice Arsenault

\_ Heinrich opened the meeting with a discussion of why the committee had been established and a short history of how it came about. He referred to the handout from the planning board meeting of 6/21(attached)

.. Members have been approved by the Select Board and are those members listed above.

\_ He asked each member to introduce themselves and to provide a little insight as to why they were interested in the committee. Most of the members have been long time residents or visitors and are interested in maintaining the character of the Town of Lovell.

\_ There was discussion about direction from the planning board. Important topics are seen as a) the land use tables and b) the affordable housing act.

 .. The planning board will provide the committee with priorities after their meeting of

 July 27th.

.. The committee will be provided with as much background information regarding the affordable housing act so that the members can be brought up to speed quickly.

.. The affordable housing act requires the town to have an ordinance in place by July 1st, 2023. To accomplish this by the town meeting will require that the ordinance be drafted by November 1. Otherwise, a special town meeting may have to be called.

 .. The Select Board will decide separately if they will join other towns in challenging the

 Ordinance, suggesting a two track strategy.

 .. A link to the comprehensive plan survey will be distributed to the members.

 .. Note: The planning board held a workshop on April 20th 2022 and listed the ordinances

 that could be reviewed by such a committee. Those notes are attached.

\_ Discussion was held as to how to organize the committee. Did we need a chair, a vice chair, a secretary, mission statement, and by laws? It was generally agreed that we needed a chairman and secretary and that we did not have to organize beyond that.

 .. Jill Rundle had volunteered previously to be the chair. No one else volunteered. A vote was held and Jill was elected chairman.

.. No one volunteered for the secretary position and deciding who would do that was put off until the next meeting. (Chris provided notes for this meeting).

.. Regarding the Mission Statement: There was general agreement that the mission statement provided in the email from Paul Dennis is what the committee does but was not formally voted on.

.. **Paul Denis proposed mission statement:** The Lovell Ordinance Review Committee is a volunteer group, appointed by the Select Board and operating under the direction of the planning board, to draft and review ordinances and ordinance amendments suggested by the Select Board or Planning Board.

\_ Further discussion was held about interaction with the Planning Board.

.. The committee is an advisory committee and should provide the planning board with

enough information to make an informed decision

.. Individuals and small groups may work on a specific ordinance but the entire group

will review any work and approve what is sent to the Planning Board.

.. The Planning Board should receive a report from the committee about their findings regarding an ordinance review with at least the following major topics:

 .. Backgound (and data)

 .. The proposed major points of an ordinance

 .. The Pro’s of implementing such an ordinance

 .. The Con’s of implementing such an ordinance

.. Any dissenting Point of View should the committee not have complete agreement

.. The Committee is free to invite the Code Enforcement Officer to the committee meetings.

.. The Committee may request, through the planning board, assistance from the Southern

Maine Planning and Development Commission. This has a cost and would need to be approved.

\_ Communications: Using a single source of documents storage is critical to efficient operation of the committee. Using Google Docs the members will be able to access documents and to place documents in a single depository rather than each individual trying to organize everything on their own computer. Jill will work with the town office to set up Google Docs and will also provide each member with instructions as to how to use it. It takes a little getting used to but becomes a big time saver in the future.

\_ Zoom Set up: Jill will need to determine how to use the town Zoom setup. She will also need to get the town passwords to the Zoom account. Meetings will be recorded and transcribed.

**Next Meeting: August 8th 7PM**

 \_ Initial Agenda Items

 .. Planning Board Direction

 .. Review of Affordable Housing Act Material

.. Review of the comprehensive plan survey results

**Meeting Adjourned: 8:20 PM**