

TOWN OF CORNISH
PLANNING BOARD

MEETING MINUTES:

Workshop meeting on 1/14/97

OLD BUSINESS:

Articles approved (as per attached) for presentation to the Select persons

A letter will be placed in the Shopping Guide to run for two weeks prior to the public hearing on 2/17/97.

The planning board shall begin the process for setting up a committee responsible for developing the guidelines for the historical overlay. It has been suggested that we incorporate members of the local historical society.

Mr. DiBiaso had sent a fax to the town office following up on his request that the Planning Board provide him with some guidelines of what is necessary for presenting ideas of future development in front of the new Accessories Unlimited location. The forms for minor/major subdivisions await planning board approval. This shall be placed on the next meeting agenda in order to get Mr. DiBiaso copies as soon as possible.

Fee Schedule:

The fee schedule shall be adopted as presented (Rev 7/96), with one change as follows: conditional use permit - \$30 submittal fee (New Rev. 1/97 attached).

There will be a follow up meeting to further discuss the fee schedule and possible other fees (such as "event" fees) upon completion of hiring the CEO for the town.

NEW BUSINESS:

CEO - The select persons have asked the planning board to work with them in developing a specific job description for the position of CEO.

The planning board shall meet with the Select persons during the next scheduled meeting to review the criteria for the position of CEO. Information from past CEO's and other towns will be gathered prior to this meeting.

CEO Job Description

Please note the following information received from my phone conversation with Don Soule - 287-8064 State of Me. Dept. of Economic and Community Development.

One of the responsibilities of Mr. Soule's office is the collection of Job descriptions as provided by each municipality. These job descriptions are used to insure that the CEO are properly trained in the areas necessary for their position. This office coordinates and provides this training. They also provide workshops for the towns as well.

The Obligation of defining the duties of a CEO as well as compliance ultimately fall upon each municipality, not the CEO.

The duties of the CEO must be in agreement with the Comprehensive plan.

A draft outline for the job description might include (but shall not be restricted to) the following:

Evaluations

Chain of Command

Procedural steps

Ordinance administration

 which ordinances....

State regulations?(example of the state junk yard laws, shoreland.....)

Appointment (annually renewed?/indefinite...)

Probationary period?

It was Mr. Soule's suggestion that we do not include in the job description any contractual data but that a separate document should be provided for this topic.

The town has been provided with information packets that provide examples of job descriptions for CEO's. If we are unable to find them we can receive another copy.

With regard to gathering data from other towns I was told by Limerick and Parsonsfield that the state requirement for submitting a job description has been filed by the CEO and that their offices do not have copies on file - or readily available.... Since the job description needs to be compatible with the town of Cornish's comprehensive plan I do not believe that the samples would be of much use.