

**Comprehensive Plan Review and Implementation Committee
Meeting Minutes
Wednesday, May 25, 2016, 5 PM**

Attendees: Bob Gerber, Meghan Cooper, Kendra Chubbuck, Gerry Wurzburg, Harold van Doren, Nancy Calvert

Remote Attendees: Sue Chamberlain (briefly)

Agenda:

- I. Welcome and record those present. Do we have a quorum of members? Who is willing to help? Who is just coming for information?
- II. Approval of minutes of April 21 meeting (if quorum of members is present).
- III. Items of current importance that this committee can contribute to:
 - a. 911 Addressing System
 - i. describe the need
 - ii. describe the rules
 - iii. come up with draft list of names for the roads (this will become our recommendation to the Planning Board)
 - b. Town and ICDC real estate ownership and management
 - i. Should the Town own rental housing, and if so, which ones?
 - ii. How should the Town divest itself of housing it owns but doesn't need?
 - iii. Should there be joint management and maintenance of Town and ICDC housing? Damage deposits required?
 - iv. Review Gerry's draft policy document. (This document, plus additions, would become our recommendation to the selectboard.)
 - c. Town dock rules, signage, and enforcement
 - i. What should the rules be for parking, for docking, for dinghy/skiff tie-up?
 - ii. What rules should go on a sign if we put one up?
 - iii. Methods of enforcement? (any document that evolves from this discussion would become our recommendation to the selectboard)
- IV. Set date and time of next meeting.

Bob opened the meeting at 5:01 PM.

Gerry made a motion, seconded by Kendra, to approve the minutes of the 4/21/16 meeting. The motion passed 3 in favor, 0 opposed, 1 abstaining.

911

Bob explained that the Planning Board will be undertaking the project of creating 911 physical addresses for IAH. Bob and Meghan have been in touch with Knox County and the State Emergency Communications Office, who have provided the town with resources and manuals for creating the addresses. All roads with one or more habitable structures must have their own names. To begin this process, the committee brainstormed existing names and proposed names

for town roads. The community will have the opportunity to revise road names before the final adoption.

It has been suggested that “Main Road” is a boring and uncreative name. Meghan will arrange a box at the store soliciting better names and later, a vote on the final name.

Housing

Gerry created a draft database of who has purchased town land in the past. She has also created a draft process for purchasing town land.

The committee discussed the process for purchasing land. Questions were raised, including how to enforce requirements such as full-time residency on the island, what constitutes full-time residency, and the feasibility of requiring one year of residency before purchase. An edited draft is included as Appendix A. The draft of the purchase process will be submitted to the selectboard for review.

The discussion of housing also raises overarching questions of how much the town should own/rent.

Rules for Dock and Landing

The rule for parking at the landing used to be one week. Probably three parking spaces should be reserved in the lot for the TDS truck and (when it opens) the telemedicine clinic. If people are parking in the center of the lot, they should leave their keys in the car in case it needs to be moved (for a barge, etc.). Parking regulations are difficult to enforce. It has been suggested that this could be the harbormaster’s job. The town would need to pass an ordinance before being able to levy fines. Bob will brainstorm the most efficient and effective way to enforce regulations.

It was suggested that non-resident tie-up at the dock should be limited, perhaps to fifteen minutes. There might be cause for limiting resident tie-up as well, though a time limit was not specified. The landing is also running out of space for tying dinghies.

Bob will work with Tucker (harbormaster) and Peggi (third selectperson) on this issue.

The next meeting will be held on Wednesday, June 22, at 5 PM.

It was moved and seconded, then unanimously approved, to adjourn the meeting at 6:49 PM.

Respectfully submitted,
Meghan Cooper

ISLE AU HAUT TOWN LAND PURCHASE PROCESS:

In the 1980's, Isle au Haut Selectmen established a Town Land Purchase program designed to encourage committed year round members in our community. To date, there have been eleven land lease agreements and option to purchase. The nine land leases with options to purchase were exercised. Eight homes/trailers were installed on land; seven children were raised in the houses and attended the IAH School. Two families first rented ICDC affordable houses and then completed lease purchase agreements. Three properties (confirm) reverted back to the town due to non-payment(?) or termination for cause(?) of lease, or unpaid taxes. (confirm) One house was re-purchased by the town. **(see attached list)**

The current process is as follows:

1. A person interested in purchasing land, must first establish residency on IAH, and live on the island continuously for one year. **Attached contract defines Residency as resides on island ten months of the year on the island, except as excused by the Selectmen.**
2. A person interested in purchase contacts the Select Board to select a lot for purchase.
3. The town has a soil evaluation of the land selected to determine if the land is suitable for septic systems.
4. If it is determined that the soil is adequate, the town has a survey done of the acreage selected.
5. Town land is zoned as Accessible Interior and is located in the "Affordable Housing Overlay" Zone. The minimum land purchase is 1 acre, however, depending on the site soil more land may be required to purchase for septic and water.
6. A per acre rate is determine based on the tax assessors determination of current accessible interior land value. **(what is current price? Does it vary by site?)**
7. Any town cost incurred in the development of that land (legal expenses, drive way construction, soil evaluation, survey etc.) is added to the purchase cost. **(Current agreement only lists town legal expenses are reimbursable).** When should the costs of town incurred expenses related to determining feasibility of the land use be paid? At the time of closing or pro-rated as legal expenses are handled?
8. IAH Select Board reviews the purchase offer and votes on the request.

9. Once approved by IAH Select Board, a special town meeting is called and IAH registered voters vote on the land purchase request. Approval of the purchase or lease is by a simple majority.
10. Purchase of land can occur in a lump sum or over five years.
11. The lease payments give tenant right to occupy the premise therefore if purchase is not exercised such lease payments are not refunded. (see contract)
12. The purchaser must agree to live full time (10 months out of the year) during the process of purchasing, and if purchase in a lump sum, the purchaser must agree to live on the island fulltime for a period of five years after the purchase.
13. If Tenant exercised their option to purchase, the premises will be used for the sole purpose of a year round residence and/or business. Any residence built shall be their permanent residence (10 months or more of year).
14. Title to the land conveys to purchaser when Town of IAH has received full purchase payment.
15. Payment: How to deal with delinquent payments? Current practice appears to require monthly payments. If delinquent on payment (need to define) Land reverts back to town. Need to determine how much of a delinquency will create a breach of contract. If someone decides to not complete purchase funds are not re-funded since they are lease payment to occupy property (see agreement)
16. Should town have damage deposit to cover cost of removing trash, junk, abandoned vehicles, and other non-recyclable material that reduces property value on abandoned land? The escrowed damage deposit can be increased incrementally by adding a deposit amount to each monthly lease payment.
17. Should Town have a requirement for the amount of maximum time that can elapse between land purchase and substantial construction of a building following the issuance of a building permit?
18. Review Current Agreement and revise to following: If purchaser decides to sell the land with (or without?) housing , the IAH Town has the right of first refusal. The Sale price will be negotiated in good faith by seller and town. Sale price will be based on a minimum of two appraisals (currently only one): one by seller and one by Town. The IAH Town has 90 days (currently 45) to accept or decline purchase, and if accepted, 60 days to purchase.

NEED TO:

1. Town should select land for sale that is both accessible, has potential for well and septic, and meet the long range planning for the island.
2. Attach document that shows where current Town Land for sale is located. (Bob Gerber)
3. This land purchase process should be posted on the website and in public spaces on the island
4. A contact person should be included on all postings.
5. Attached see existing purchase agreements
6. Attached List of All (known) lease agreements entered into by town (see attached file: Database IAH Town Land Purchase-Draft May2016.xlsx)

DRAFT LAND PURCHASE PROCESS