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Meeting Minutes
Brownfield Planning Board
82 Main Street
Brownfield, Maine

Date: May 7, 2024

Time: 7:00 P.M.

Meeting Location: Town Office Conference Room

Attendees:

Sonia Frye-Chair	X	Joe Egan	X
Kurt Wood Vice Chair	X	Judi Tordo*	
Doug Heroux	X	Eric Walker *	
Kristin Tremblay	X		

*Alternates

Others present: Richard Perreault (Fire Chief), Dana Forcier, Whit Lucy, and Pam Thomas (Secretary).

A quorum was determined, and the meeting was called to order at 7:30.

There is no Zoom available tonight due to technical difficulties.

Agenda items:

- A. A motion was made by Kurt and seconded by Joe to approve the minutes of April 2. The vote was called and carried 5-0-0.
- B. A motion was made by Kurt and seconded by Joe to approve the minutes of April 3. The vote was called and carried 5-0-0.
- C. Paul Schumacher of SMPDC (Southern Maine Planning Development Commission) sent an email to SMPDC members on April 29th. Lee Jay Feldman has been working with the Planning Board on a Zoning Ordinance. Lee Jay has taken another position and will be moving on from SMPDC at the end of May. The email was read to all present.

- D. An invoice dated 4/11/24 from Jensen Baird, Attorneys at Law was submitted in the amount of \$51.25 for edits to LD 2003 Land Use Ordinance amendments and the exchange of emails with the Planning Board secretary regarding same. Kurt made a motion that was seconded by Joe to make payment to Ben McCall of Jensen Baird.
- E. In an email dated April 20th, Tom Carabine, Planning Board Chair of Denmark sent a copy of LD 337 which has been passed and signed by the Governor and approved on March 19, 2024 (Chapter 552 Public Law) H.P. 211-L.D.337 is an Act to Amend the Law Governing the Regulation of Manufactured Housing to Increase Affordable Housing. (Sec.1.30-A MRSA § 4358, sub-§2.)
- F. Susan Eland of the Comprehensive Plan Forest and Ag Chapter submitted a request for the following materials: 2 Pieces Acrylic Brochure Holder for \$36.00, Displays 252378 display holder for \$23.00 and 3BW copies (Job ID 156128) in the amount of \$45.24. The Chair, Sonia Frye, will speak with the Selectmen's Assistant, Alvina Day, about budgeting for the Comprehensive Plan. The Planning Board did not line item a budget for this and the Selectmen, at their March 26 meeting voted to designate the Planning Board to form an implementation committee for the 2023 Comprehensive Plan. Members discussed the Comprehensive Plan. After the discussion, Kurt made a motion that was seconded by Joe to invite the Comprehensive Plan Implementation Committee to the next Planning Board meeting on June 4. The vote was called and carried 5-0-0. All previous motions were withdrawn.
- G. An invoice received on April 12 from the Weekly Shopping Guide was submitted for payment. A 1/16th page ad was included in the Planning Board invoice for Seeds in the amount of \$35.00. The secretary has asked the front office to look into this line item and make sure that it is the Planning Boards. The amount of the bill is \$147.00, when the bill is adjusted, the amount that the Planning Board is responsible for will be \$112.00. Kurt made a motion that was seconded by Sonia to pay the amount due. The vote was called and carried 5-0-0.
- H. Members discussed going forward to include an itemized budget to include Survey Monkey, Comprehensive Plan, and copies. Joe stated that the comprehensive planning committee members submitted a request to the Budget Committee for a computer. Sonia will talk to the treasurer. Joe requested that the secretary pose the same question to Ben McCall that was sent to Attorney Greg Braun.

- I. Paul Schumaker of SMPDC is also retiring. Members asked the secretary to reach out to SMPRC and ask them if more definitions is better, ask them who will be in charge of Zoning and should the Board make a list of all three Towns definitions sent to members from Lee Jay Feldman and make a list of all definitions in those documents.
- J. Sonia asked the secretary to call the Post Office and ask the cost of prepaid postage mailings for residents to mail back questionnaires at no cost to them. Members will compile a list of questions. In addition to the mailings to reach residents, members suggested setting up a table at Brownfield Days, using Facebook, and placing Survey Monkey on the website.
- K. Sonia made a motion that was seconded by Kurt to hold workshops on May 21 and May 28 with the next meeting to be held on June 4. Joe seconded the motion. The vote was called and carried 5-0-0.
- G. Sonia made a motion that was seconded by Kurt to adjourn the meeting. The vote was called and carried 5-0-0. The meeting adjourned at 8:40.

Submitted by,

Chairperson,

Pam Thomas



Sonia Frye

