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Meeting Minutes
Brownfield Planning Board
82 Main Street
Brownfield, Maine

Date: June 4, 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*	X
Doug Heroux	X	Eric Walker *	X
Kristin Tremblay	X		

*Alternates

Others present: Richard Perreault (Fire Chief), Terry Egan, Terry Lockhead, Dana Forcier, Whit Lucy, and Pam Thomas (Secretary). Vinnie Carbone arrived at approximately 7:15, Steve Nutting arrived at 7:22.

A quorum was determined, and the meeting was called to order at 7:05.

Agenda items:

- A. The application for Clean Green, LLC will not be reviewed tonight. The applicants have not submitted a complete application.
- B. A motion was made by Kurt and seconded by Joe to approve the minutes of May 7. The vote was called and carried 4-0-0.
- C. A motion was made by Kurt and seconded by Joe to schedule the next Planning Board meeting on July 9. The vote was called and carried 4-0-0. Kristin arrived at 7:10.

- D. Kurt made a motion that was seconded by Joe to schedule the next workshop on June 18th. The vote was called and carried 5-0-0.
- E. An item was placed in the Town Warrant under "In Town Organizations" for the Comprehensive Plan Implementation Committee to budget \$2,625.00 for expenses. The Selectmen voted at their meeting on March 26, 2024, to designate the Planning Board to form an implementation committee for the 2023 comprehensive plan, formerly known as the Comprehensive Plan Committee.

The Comprehensive Plan Committee will now be called the Comprehensive Plan Implementation Committee. Those present were all informed that any communication between the CPIC and the Selectmen will go through the Chair of the Planning Board.

Members of the CPIC were informed that they would need to come before the Planning Board whenever they need money from their budget. It was requested that they vote within their committee for any expenditures and then present the request to the Planning Board.

Terry Egan asked if the committee will still be able to have a Steering Committee to head the CPC. The Board stated that they will be able to. The Chair asked that the CPIC keep communication open between them and the Planning Board.

Terry stated that the Steering Committee can then have sub-committees and they will update the Planning Board with what they have accomplished quarterly. The PB Chair will then update the SB.

The secretary made copies at the request of the Comprehensive Plan Implementation Committee. The Chair left a telephone message with the Selectmen's assistant, Alvina Day, requesting that the CPIC be allowed to use the printer in the office to make copies.

A request was made by the CPIC to buy 2 pieces acrylic brochure display stand 4 Tier Clear Pamphlet Flyer Holder Acrylic Magazine Holder Clear Acrylic Organizer for Wall Mount or Countertop (6 X 9 Inch) in the amount of \$36.00 and displays 252378, Brochure Holder, Acrylic Desk Organizer, Three Tier Document Magazine and Sign Holder, Wall Mount Desk Accessories, Literature Display Stand, Divider for 4-inch Pamphlets, 8.5 by 11 inches in the amount of \$23.00.

The Chair, Sonia Frye, told the committee that she has supplies at her work and will donate them to the committee.

The Selectmen's assistant, Alvina Day, sent an email to the Planning Board dated May 28. In the email she writes that the BOS has designated the Planning Board to form an Implementation Committee for the 2023 Comprehensive Plan and any communication with the Selectboard is expected to come from the Planning Board. She also asks that she is updated with the progress.

Steve Nutting arrived.

- F. Sonia made a motion that was seconded by Doug to change the name of the Comprehensive Plan Committee to The Comprehensive Implementation Committee.
- G. Sonia stated that members of the existing CPC will remain as members of the CPIC Steering Committee.
- H. Lisa Thompson submitted a letter dated May 24 stating that she will be out of town for this meeting and has requested to be appointed to the Housing and the Water Committees.
- I. An invoice from Jensen Baird in the amount of \$256.25 was presented to the Board for services dated 4/2/24. The correct amount is \$205.00 because \$51.25 had previously been paid. Kurt made a motion that was seconded by Doug to pay \$205.00 for the services of Natalie Burns and Mark Bower of Jensen Baird. The vote was called and carried 5-0-0.
- J. In an email dated May 24 to SMPDC (Southern Maine Planning and Development Commission, the secretary has asked that the contract between SMPDC and the Planning Board be extended due to the absence of Planner Lee Jay Feldman who has retired. Paul Schumaker returned an email stating that they have hired a new Planner, Jamel Torres, who would be our new contact and stating that the contract can easily be extended for the work on a Zoning Ordinance.
- K. Saco River Corridor Commission sent paperwork giving notice that Chad Araneo with a local address of 270 Plantation Lane and Tax Map 5 Lot 10 has intended to file an application with their agency to undertake the following project: Septic tank and dug well. The application will be filed with the Commission on July 3.
- L. The secretary spoke with the Brownfield Post Office to inquire about the cost of direct mailing and prepaid return for residents to send back questionnaires to the Planning Board. The person at the desk suggested Every Door Direct Mail. Minuteman cost in the past was \$400.00 to send the paperwork to all residents, no color, and they get a current mailbox count from Lois at the Post Office. \$400.00 would cover mailing, printing, and folding. It was also suggested to have drop boxes at the Town Office, Library and Brownfield Community Center.

M. Members will ask Mike Vane, CEO, to attend the workshop on June 18 to discuss his progress on updating 4.6 of the Land Use Ordinance, (Camper revisions). After a discussion between members some topics that were suggested to be covered are as follows: definitions for a camper, habitation, terms and portable housing; whether privy's need a town permit and how to obtain one if needed; septic tanks (stating that if you have a well you probably have a septic tank). The conversation ended with the members agreeing that the purpose of the proposed revisions is not to hinder people, but to confirm that a code compliant waste elimination system is in place. The Chair stated that initially, the concerns were that of carbon monoxide poisoning.

N. Judi suggested that people owning and using a camper should sign and initial a copy of the ordinance confirming that they have read all the requirements pertaining to campers.

O. 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 8:15.

Submitted by,

Chair,

Pam Thomas



Sonia Frye

