



Brownfield Planning Board

Revised Minutes of January 8<sup>th</sup>, 2019

Members present: Cynthia Willets, (Chair), Nubi Duncan (Vice-Chair), Mitch Dondero, Lenny Jean, Sonia Frye and Kurt Wood.

Members absent: Nubi Duncan (Vice-Chair) and Pam Thomas.

7:07 With a quorum present, business could be conducted and the meeting was opened.

Others present: Bill Flynn (Selectman) and Bruce Collins.

Bruce asked members to read the following from the Brownfield Planning Board bylaws.

- 2.2.4 A secretary shall be hired by the Board. The Secretary may not be a Board member.
- 2.2.5 The Secretary shall be responsible for the minutes and records of the Board, agendas of regular meetings and special meetings with the Chairperson, notice of the meetings and hearings, correspondence of the Board, and other duties that are normally carried out by a secretary. The Secretary shall keep a record of all resolutions, votes, transactions, correspondence, findings, and conclusions of the Board. All records shall be deemed public and may be inspected during normal business hours. The secretary shall also carry out whatever duties are normally the responsibilities of the Treasurer.

(This was in reference to a member taking the notes. The secretary had a last minute scheduled flight to Florida for family matters. )

The minutes of December 4, 2018 were reviewed by members.  
A correction was made as follows: Page 1, paragraph 2. 9000 will be corrected to 9999.

Motion To: Accept the minutes of December 4, 2018 as revised.

Made by:Lenny

Seconded by: Mitch

Vote: 4-0-1 Sonia abstained.

The board discussed the bylaws concerning the quorum for a meeting. The board would like to change the quorum from four members to three, this is because it is often hard to meet this quorum requirement.

Motion To: Hold a public hearing on February 5<sup>th</sup> to discuss changing the quorum.

Made by: Sonia

Seconded by: Lenny

Vote: 5-0-0

The workshop will take place next Tuesday, January 15<sup>th</sup> at 7 p.m.

Motion To: Send 2004 Amended Water Extraction Ordinance to Leah Rachin, town attorney.

Made by : Lenny

Seconded by: Mitch

Vote: 5-0-0

Members reviewed the November 7, 2018 workshop notes. In these minutes it states that on October 30<sup>th</sup>, the workshop notes were reviewed.

Motion To: Revote on and accept the minutes of October 2.

Made by: Lenny

Seconded by: Mitch

Vote: 5-0-0

Motion To: Revote and accept the minutes of October 23, 2018 as revised.

Woods should be Wood. Sonya will be changed to Sonia.

Made by: Kurt

Seconded by: Mitch

Vote: 4-0-1

Lenny abstained.

Motion To: Rescind all votes made on November 7<sup>th</sup> and declare meeting null and void.

Made by: Lenny

Seconded by: Kurt

Vote: 5-0-0

In the November 7<sup>th</sup> minutes the word "reasonable" was questioned by Bill Flynn when discussing amending the Land Use Ordinance

Motion To: Send question to the attorney to make sure the board has corrected the issue with the November 7<sup>th</sup>, 2018 meeting.

Made by:Lenny  
Seconded by: Kurt  
Vote:5-0-0

The chair will contact the attorney.

Motion To: Schedule a public hearing on February 5 at 7:45 to review changes to the Land Use Ordinance as proposed by the town's attorney.

Made by: Cindy  
Seconded by: Mitch  
Vote:5-0-0

Blue Point Tilapia Farm was discussed.

The applicant will acknowledge they have read and agree to comply with the ordinance.

Made by: Kurt  
Seconded by: Sonia  
Vote:5-0-0

Bruce Collins left the meeting at 8:25 p.m.

Members will review The Blue Point Tilapia Farm for the next meeting that is scheduled on February 5<sup>th</sup>, 2019.

Motion To: Adjourn  
Made by: Kurt  
Seconded by: Mitch  
Vote:5-0-0

Notes taken by Sonia Frye, submitted by Pam Thomas for review.

A handwritten signature in black ink, appearing to be "Chair", with a long horizontal line extending to the right.