



Meeting Minutes
 Brownfield Planning Board
 82 Main Street
 Brownfield, Maine

Date: January 2, 2024

Time: 7:00 P.M.

Meeting Location: Town Office Conference Room

Attendees:

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

*Alternates

Others present: Pam Thomas.

Attending at 7:15 until 7:45 via telephone conference call: Attorney Gregory Braun.

The meeting was called to order at 7:02 by the Vice Chairperson, Kurt Wood.

Kurt appointed Erik to replace a full member should a vote be taken. A quorum was present, and business could be conducted.

The December 5th, 6:00 p.m. site walk minutes for Timber Creek Kennel Adventures LLC were reviewed by members. Kurt made a motion that was seconded by Joe to accept the minutes as written. The vote was called and carried 4-0-1. Kristen abstained from the vote not being present at the meeting.

Members reviewed the 7 p.m. December 5 meeting minutes. Joe made a motion that was seconded by Kurt to accept the minutes as written. The vote was called and carried 3-0-2. Erik and Kristen abstained from the vote; they were not present at the meeting.

Members reviewed the budget. The secretary spoke with people in the front office. They requested that the Planning Board not anticipate any funds being rolled over from the 2023/2024 budget (i.e., Legal) The Select Board intends to place any unexpended funds into a separate account. The Planning Board should present their budget for 2024/2025 with a full amount for each line item.

Doug said that the rollover could be done in three steps.

Joe said that accounting is accounting, and it is easy to roll over. Members said that once this goes to the Budget Committee, they will discuss this.

Kurt made a motion that was seconded by Joe to submit the Planning Board budget as presented to the Budget Committee. The vote was called and carried 5-0-0.

Joe again stated that what is left in the Legal budget should be rolled over.

Kurt made a motion that was seconded by Erik to pay Maine Municipal Association \$40.00 for Joe Egan to attend "The Legislative Process A-Z" webinar on January 30th. The vote was called and carried 4-0-1. Joe abstained from the vote.

7:15 Executive Session per 1 M.R.S.A § 405 (6) E Legal.

Kurt addressed going into Executive Session with the Planning Boards Attorney Greg Braun stating that "The Board will now go into executive session with Planning Board Attorney Braun per 1. M.R.S. (Maine Revised Statutes) 405 § 6E- Legal counsel. The executive session was held via telephone conference call.

The Executive Session phone call ended at 7:45. Joe made a motion that was seconded by Kurt to come out of Executive Session and resume the meeting. The vote was called and carried 5-0-0.

Members discussed the proposed changes to the Land Use Ordinance to be in compliance with LD 2003 that will need to be implemented by July 1, 2024.

Joe made a motion that was seconded by Kurt to have the secretary contact Ben McCall and check on his availability to attend a Public Hearing for the proposed changes and authorize the secretary to ask any questions needed to proceed. The vote was called and carried 5-0-0.

Kurt made a motion that was seconded by Joe to schedule a voting meeting on January 16 to set a Public Hearing date after the secretary has contacted Ben McCall on his availability. The vote was called and carried 5-0-0.

Kurt made a motion that was seconded by Joe to accept Ben McCall's proposed changes to the Land Use Ordinance to be compliant with LD 2003. The vote was called and carried 5-0-0.

Kurt made a motion that was seconded by Joe to schedule a workshop after the meeting on January 16th, to schedule a workshop on January 30th and to schedule the next Planning Board regularly scheduled meeting on February 6 at 7 p.m. The vote was called and carried 5-0-0.

Members asked that the secretary call Lee Jay Feldman and ask him why he has supplied so few definitions for the Board to review to use in the proposed Zoning Ordinance and ask if he would be available for a phone conference on January 16 at 7 p.m.

The secretary will ask MMA if definitions need to be consistent in every Ordinance.

A business plan was submitted from resident Stephen Metivier, residing at 500 Pequawket Trail asking if he would need a commercial business permit. The proposed business is a home-based tool and saw sharpening shop located in his unattached barn, using approximately 320 square feet of space. (16 feet by 20 feet). In his letter Stephen has written that the sharpening equipment consists of a machine with a ½ HP electric motor so no loud noises will disturb his neighbors.

He plans on advertising on the internet and using UPS and Fedex to ship and receive most of his product. Stephen is planning to set up various hardware stores and lumber yards as drop locations stating that this delivery service will dramatically reduce any traffic impact on his neighborhood.

Erik made a motion that was seconded by Kurt to have the secretary send a letter to Stephen that will inform him that at this time, with the description given, he does not need to submit a commercial business permit and if he changes his business plan in the future they request that he inform the Planning Board.

Joe made a motion that was seconded by Kurt that Joe would draft a letter of appreciation to their previous attorney, Durward Parkinson.

The vote was called and carried 5-0-0.

Kurt made a motion that was seconded by Erik to adjourn the meeting. The vote was called and carried 5-0-0. The meeting adjourned at 8:25.

Submitted by


Pam Thomas

Vice-Chairman


Kurt Wood