

Meeting Minutes
Brownfield Planning Board
82 Main Street
Brownfield, Maine

Date: October 10, 2023

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			

*Alternate

Others present: Pam Thomas (Secretary).

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

Agenda items:

- A. A motion was made by Joe and seconded by Kurt to approve the minutes of September 5. The vote was called and carried 4-0-0.
- B. The workshop notes of September 19 were reviewed by members.
- C. Lee Jay Feldman of Southern Maine Planning and Development Commission (SMPDC) submitted a signed MOU (Memorandum of Understanding) between The Town of Brownfield and SMPDC. The Board received three Zoning bids, the bid from SMPDC was accepted by members to assist them to work on a zoning ordinance.

Kurt made a motion that was seconded by Joe to accept the final signed MOU from SMPDC. The vote was called and carried 4-0-0.

- D. A signed copy of the Marijuana Establishment Fee Schedule was submitted to the Planning Board from the Selectmen's Office. The effective date for the revised Fee schedule is September 26, 2023.
- E. The Planning Board received the Vendor Code from The State of Maine for Municipal Reimbursements. With this code they will be able to apply for some legal fees and costs associated with drafting and adoption of a warrant article or amendment of some Ordinances.
- F. A complaint was submitted to the Town Office from a resident that they believe that there should be fencing placed completely around an area which is not in place.

The attorney for the place of business has sent a reply but members have asked the secretary to contact the attorney for more information.

Members also requested the secretary to talk with the CEO, Mike Vane to see what was submitted in the Building permit application for the business.

- G. The secretary submitted a completed Authorization letter with all attachments that are required by OCP (Office of Cannabis Policy) for all Adult Use Marijuana businesses.

Kurt made motion that was seconded by Joe to accept the document as submitted. The secretary will email a copy and send a copy via certified mail to OCP.

H. Subdivision Regulations

The secretary reached out to The Oxford County Registry of Deeds asking for information after an applicant submitting their paperwork to the Board for a division of land, within a subdivision who did not submit the Mylar's as required in our Subdivision Regulations stating that they are no longer required.

Sec. 1.33 MRSA§ 652 was emailed to the Board. (An Act to Change the requirements for Recording Plans at the County Registries of Deeds.)

The Town can be more restrictive with their regulations but cannot be less restrictive.

The subdivision regulations will need to be revised if the Board chooses to no longer require Mylar's.

The secretary then contacted SMPDP to ask for assistance with updating the Ordinance.

Lee Jay Feldman stated that he would be able to send a draft copy with the amendments. The secretary asked what costs would be associated with the draft copy, Lee Jay stated that they have received a grant to help municipalities with the drafting of Ordinances and that some of the cost could be defrayed by the Dues that municipalities pay to SMPDC.

After a short discussion, members asked the secretary to ask that Lee Jay also include in the language the following: six (6) copies of the plans be submitted to the Planning Board, an electronic copy of the Plan is to be submitted to the Board and to delete the word Mylar's.

Kurt made a motion that was seconded by Sonia to request that Lee Jay work on updating the Subdivision Regulations as discussed. The vote was called and carried 4-0-0.

I. LD 2003

Attorney Ben McCall prepared draft amendments to The Brownfield Land Use Ordinance in order to be in compliance with LD 2003.

Joe made a motion that was seconded by Sonia to send the letter and attachment to Lee Jay Feldman to review. The vote was called and carried 4-0-0.

Kurt made a motion that was seconded by Sonia to hold a workshop on October 24 and a meeting on November 14. The vote was called and carried 4-0-0.

J. per 1 MRSA 405(6) members went into executive session. 8:20 Members came out of executive session.

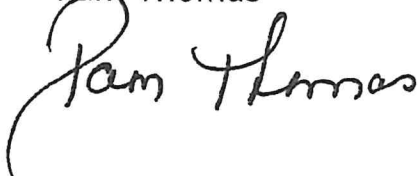
Sonia made a motion that was seconded by Joe to contact Attorney Gregory Braun and ask him for clarification on the term "home occupation" for a business permit. The vote was called and carried 4-0-0.

Sonia made a motion that was seconded by Kurt to adjourn the meeting. The vote was called and carried 4-0-0. The meeting adjourned at 8:25.

Submitted by,

Chair,

Pam Thomas



Sonia Frye

