**Brownfield 2023 Comprehensive Plan Summary Document**

The State of Maine provides a great deal of guidance for towns attempting to create a Comprehensive Plan that will meet all requirements of the State. A Comprehensive Plan is intended to guide policy decisions, zoning decisions, and municipal investments. Taking inventory of the Town today allows for the community to be realistic about planning for tomorrow. The whole planning process is an opportunity for the community to come together, look at where they are currently, and plan for where they would like to be in the future.

The Comprehensive Plan contains the most complete information available that could be gathered from the Committee’s research and from input from town residents in four surveys conducted over the course of five years. A consistent comprehensive plan helps a town qualify for certain state grant and loan programs.

In order to summarize some of the important aspects of this rather lengthy Comprehensive Plan document, the Committee has produced this summary document to enable residents of Brownfield to have a guide as to what the State of Maine expects to be included in each portion of the Plan, and a listing of goals and strategies that have been drafted for the town’s consideration.

**It is important to note that the goals and strategies listed in each chapter do not commit the Town to any spending or specific actions.**

The goals laid out in this plan seek to protect the rural nature of the Town of Brownfield. This has been identified as a common interest throughout all public participation efforts. The overarching intent of this document is to preserve the quality of life for all current and future Brownfield residents. This plan identifies steps that the Town may consider in planning for the future.

The Comprehensive Plan Committee will review the suggestions laid out as goals and strategies in this plan, bring the conversation to the appropriate board, department head, or to the Select Board when appropriate, for their consideration. If it is determined to have a value to the Town at that time, then the recommendation may be acted upon.

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| ***Required elements of a Comprehensive Plan*** |
| **Vision Statement** that summarizes the community’s desired future community character in terms of economic development, natural and cultural resource conservation, transportation systems, land use patterns and its role in the region. |
| **Public Participation Summary** of the public participation process used by the planning committee in developing the plan pursuant to 30-A M.R.S.A. §4324. The summary must indicate how information gathered during the public process was used to guide the plan’s vision statement, analyses, policies and strategies. |
| **Regional Coordination Program** summarizing regional coordination efforts to manage shared resources and facilities, including but not limited to lakes, rivers, aquifers, and transportation facilities. The plan must identify any shared resources and facilities, describe any conflicts with neighboring communities’ policies and strategies pertaining to shared resources and facilities and describe what approaches the community will take to coordinate management of shared resources and facilities. In addition, the plan must include a summary of regional coordination efforts from all applicable topic areas. |
| **Plan Implementation** section that prioritizes how implementation strategies will be carried out, pursuant to 30-A MRSA §4326(3). The plan must identify the responsible party and anticipated timeline for each strategy in the plan. |
| **Evaluation measures** that describe how the community will periodically (at least every five years) evaluate the following: A. The degree to which future land use plan strategies have been implemented;  B. Percent of municipal growth-related capital investments in growth areas;  C. Location and amount of new development in relation to community’s designated growth areas, rural areas, and transition areas (if applicable) D. Amount of critical natural resource, critical rural, and critical waterfront areas protected through acquisition, easements, or other measures. |
| **Future Land Use Plan** that meets the requirements of Section 4 of Chapter 208. This section will be the focus of the Office’s review for consistency with the Act. |

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| ***Topic Chapters***  (Includes Analyses, Conditions and Trends) |
| **Historic and Archeological Resources** |
| Are historic patterns of settlement still evident in the community? |
| What protective measures currently exist for historic and archeological resources and are they effective? |
| Do local site plan and/or subdivision regulations require applicants proposing development in areas that may contain historic or archeological resources to conduct a survey for such resources? |
| Have significant historic resources fallen into disrepair, and are there ways the community can provide incentives to preserve their value as an historical resource? |
| The community’s Comprehensive Planning Historic Preservation Data Set prepared and provided to the community by the Historic Preservation Commission, and the Office, or their designees. |
| An outline of the community's history, including a brief description of historic settlement patterns and events contributing to the development and character of the community and its surroundings. |
| An inventory of the location, condition, and use of any historical or archeological resource that is of local importance. |
| A brief description of threats to local historic resources and to those of state and national significance as identified by the Maine Historic Preservation Commission. |
| **Goal:**   1. Although there are no significant historic or archeological resources in Brownfield, the Town should protect to the greatest extent possible any that may be identified.   **Strategies:**   * The Implementation Committee should encourage the Brownfield Historical Society and/or the Maine Historic Preservation Commission to assess the need for, and if necessary plan for, a comprehensive community survey of the community’s historic and archeological resources within 2-5 years. * The Planning Board/CEO should require subdivision or non-residential developers to take appropriate measures to protect historical resources, including but not limited to, modification of the proposed site design, construction timing, and/or extent of excavation. * Collaborate with Brownfield Public Library to establish an archive of significant historical town documents such as Reports of Town Meetings, Annual Audits, and Comprehensive Plans as a resource for future planning needs. This archive should be stored in suitable containers in both the Brownfield Public Library basement and the basement of the Brownfield Town Office. The Implementation Committee should collaborate with the Library to begin this archive within 1-2 years of approval of the Plan. * The Select Board should continue to budget funds to help support the Brownfield Historical Society. | |
| **Water Resources** |
| Are there point sources (direct discharges) of pollution in the community? If so, is the community taking steps to eliminate them? |
| Are there non-point sources of pollution? If so, is the community taking steps to eliminate them? |
| How are groundwater and surface water supplies and their recharge areas protected? |
| Do public works crews and contractors use best management practices to protect water resources in their daily operations (e.g. salt/sand pile maintenance, culvert replacement street sweeping, public works garage operations)? |
| Are there opportunities to partner with local or regional advocacy groups that promote water resource protection? |
| The community’s Comprehensive Planning Water Resources Data Set prepared and provided to the community by the Department of Inland Fisheries and Wildlife, the Department of Environmental Protection and the Office, or their designees. |
| A description of each great pond, river, surface drinking water supply, and other water bodies of local interest including: a. ecological value; b. threats to water quality or quantity; c. documented water quality and/or invasive species problems. |
| A summary of past and present activities to monitor, assess, and/or improve water quality, mitigate sources of pollution, and control or prevent the spread of invasive species. |
| A description of the location and nature of significant threats to aquifer drinking water supplies. |
| A summary of existing lake, pond, river, stream, and drinking water protection and preservation measures, including local ordinances. |
| **Goals:**   1. Attempt to ascertain actual and potential sources of groundwater contamination. 2. Protect aquifers from groundwater contamination. 3. Maintain water quality. 4. Take the appropriate precautions to assure that there is a sufficient supply of water from naturally occurring sources. 5. Cooperate with the Maine DEP to address the PFAS situation at the Town’s transfer station.   **Strategies:**   * Within 18 months after the Implementation Committee is formed, it should propose a plan to determine a baseline starting point for aquifer quality and volume by working with the Maine DEP, Saco River Corridor Commission and possibly neighboring towns if they want to participate. * The Implementation Committee should recommend to the Select Board annual testing of all wells that supply public facilities, i.e.- schools, town hall, recreation center, etc. The Health Officer should begin this monitoring within the next 12 months. * The Implementation Committee should suggest within the next 12 months to the Select Board to allocate a sum of money to help people who cannot afford to test their wells. * The Implementation Committee should recommend to the Select Board and the Health Officer for them to initiate within 12 months a process whereby neighbors are notified when an adjacent well has failed a water quality test. This practice should be initiated within the next 12 months. * Collaborate with neighboring towns, particularly Denmark and Fryeburg, on aquifer protection and preservation by establishing, through the Select Board, a committee to oversee water extraction and share water source concerns and problems. This committee can be comprised of members from the Implementation Committee and other Brownfield residents. It should be formed within the next three years. * The Select Board should make water quality "best management practices" information available, within the next year, to farmers, loggers, contractors and other businesses through written information available at the town office and through site visits conducted by the CEO. * Provide educational materials at appropriate locations (boat launches at the Saco River, Pequawket Pond and Burnt Meadow Pond) regarding aquatic invasive species. This can be accomplished within the next 18 months by the Implementation Committee working with the Town’s DPW and the Saco River Corridor Commission. * The Department of Public Works should continue to follow environmental guidelines regarding roadwork and to clear culverts on a regularly scheduled basis in order to sustain proper drainage to the appropriate waterways. * The Town CEO should monitor construction sites on an ongoing basis in order to confirm erosion controls are in place. All construction debris, especially any potentially hazardous materials, must be properly contained and discarded. Proper sanitary facilities must be provided and maintained. * The Planning Board and the CEO should review all construction documents to determine whether low impact development is designed into the project and discuss with the construction team their means and methods for achieving minimal disturbance of the site. * The CEO should advise new homebuilders, and those citizens who are drilling a replacement well, to try to maintain 100’ between the well and the septic system as recommended by the Maine Department of Environmental Protection.. * Assign the CEO, the Health Officer and the Implementation Committee the responsibility to track the progress of the Maine DEP’s PFAS investigation and comply with its remediation recommendations. This tracking should occur regularly until the DEP closes its investigation. | |
| **Natural Resources** |
| Are any of the community’s critical natural resources threatened by development, overuse, or other activities? |
| Are local shore land zone standards consistent with state guidelines and with the standards placed on adjacent shore lands in neighboring communities? |
| What regulatory and non-regulatory measures has the community taken or can the community take to protect critical natural resources and important natural resources? |
| Is there current regional cooperation or planning underway to protect shared critical natural resources? Are there opportunities to partner with local or regional groups? |
| The community’s Comprehensive Planning Natural Resources Data Set prepared and provided to the community by the Department of Inland Fisheries and Wildlife, Department of Environmental Protection and the Office, or their designees. |
| A map or description of scenic areas and scenic views of local importance, and regional or statewide importance, if available. |
| **Goals:**   1. Protect wetlands and natural upland areas from adverse effects of logging, land clearing, soil disturbance, new roads, and development using best management practices. 2. Develop an appropriate plan for residential growth in regards to fish, wildlife, and plant habitat conservation, and outdoor recreation opportunities.   **Strategies:**   * Conservation Committee should be re-established as part of the Implementation Committee. * Post a link to the Natural Resources Council of Maine ([www.nrcm.org](http://www.nrcm.org/)) on the town’s website so that residents will have access to information regarding initiatives that support environmental awareness, concerned citizen actions, and programs to support responsible stewardship of our natural resources - including energy efficiency, pollution reduction, and land conservation. The Town Administrative Assistant should post a link ASAP after approval of the Plan. * Fact sheets developed by Beginning with Habitat for many of the rare animals, plants, and natural communities in Brownfield should be made available by the Town Office and library within one year of plan approval so that residents can become familiar with Brownfield’s high value habitats. * Develop a plan for establishing gardens/landscaping that support pollinators through the incorporation of native plantings on public and private properties. The Conservation Committee should work with Brownfield Public Library staff and volunteers to utilize these public spaces as an educational opportunity through programs and informational signage. The plan should be created and process underway between 1-3 years of Plan approval. * Partner with adjoining towns such as Fryeburg, Denmark, and Hiram to enable a regional approach to natural resource protection for shared resources such as the Saco River. Continue to support the efforts of the Upper Saco Valley Land Trust to work with local landowners to permanently protect the lands and waters that define our community and enrich our quality of life. The Implementation Committee should explore possibilities for collaboration with adjoining towns within 2-3 years of Plan approval. * The Conservation Committee should ensure continued representation from Brownfield on the Saco River Corridor Commission. Ongoing upon approval of Plan. * Support Town efforts such as recycling and composting to reduce negative environmental impacts. The Implementation Committee should explore options and make recommendations within 2-3 years of Plan approval. * Request that the Planning Board consider Beginning with Habitat maps for review when faced with a development application.  If needed, consult with Maine Department of Inland Fisheries and Wildlife (MDIFW) Regional Biologists and Maine Natural Areas Program (MNAP) Ecologists and request review of the proposed development plan when projects involve high value habitats. Process should be developed in collaboration with the Implementation Committee and Planning Board within one year of the approval of the Brownfield Comprehensive Plan. * Review land use ordinances and subdivision regulations to determine if there are any standards for the protection of identified fish, wildlife, and plant habitats. The Implementation Committee should collaborate with the Planning Board to begin review within 2-3 years of Plan approval. * Work with the Planning Board to explore the development of an inventory of high value habitats, identify gaps in local protections, and develop strategies to improve local protections. The Implementation Committee should begin collaboration with the Planning Board on this inventory within 3-5 years of Plan approval. * Request that the Planning Board consider local ordinances that encourage landowners or applicants to contact MNAP and MDIFW prior to submission of development applications to determine potential habitat impacts and steer development away from the most sensitive areas. The Implementation Committee should communicate with the Planning Board regarding these ordinances within 2-3 years of Plan approval. * Educate recreational users about ecological and economic benefits provided by natural resources and how water quality and rare species habitat can be maintained. The Conservation Committee should develop a process for creating educational materials within 2-3 years of Plan approval. * Establish a process for local monitoring of stream water quality through water sample testing and notification of the Department of Environmental Protection (DEP) where concerns exist. The Town of Brownfield’s Health Officer should develop recommendations and process within 1-2 years of Plan approval. * Work with Tax Assessor and Code Enforcement Officer to develop a database of significant or essential habitats, and investigate local support systems that supply landowners with information on habitat conservation. The Implementation Committee should explore these possibilities within 3-5 years of Plan approval. | |
| **Agricultural and Forest Resources** |
| How important is agriculture and/or forestry and are these activities growing, stable, or declining? |
| Is the community currently taking regulatory and/or non-regulatory steps to protect productive farming and forestry lands? Are there local or regional land trusts actively working to protect farms or forest lands in the community? |
| Are farm and forest land owners taking advantage of the state's current use tax laws? |
| Has proximity of new homes or other incompatible uses affected the normal farming and logging operations? |
| Are there large tracts of agricultural or industrial forest land that have been or may be sold for development in the foreseeable future? If so, what impact would this have on the community? |
| Does the community support community forestry or agriculture (i.e. small woodlots, community forests, tree farms, community gardens, farmers’ markets, or community-supported agriculture)? If so, how? |
| Does the community have town or public woodlands under management, or that would benefit from forest management? |
| The community’s Comprehensive Planning Agriculture and Forestry Data Set prepared and provided to the community by the Department of Agriculture, the Maine Forest Service, and the Office, or their designees. |
| A map and/or description of the community’s farms, farmland, and managed forest lands and a brief description of any that are under threat. |
| Information on the number of parcels and acres of farmland, tree growth, and open space enrolled in the state’s farm, tree growth, and open space law taxation programs, including changes in enrollment over the past 10 years. |
| A description of any community farming and forestry activities (e.g. community garden, farmer’s market, or community forest). |
| **Goals:**   1. Encourage forest landowners to retain and improve their holding of forest lands and promote better forest management practices through the use of the Maine Tree Growth Program, which provides for the valuation of land based on its current use as forest land, rather than its highest and best use. 2. Improve our forests and increase biodiversity. 3. Maintain, increase, and better manage farmland.   **Strategies:**   * The Brownfield Treasurer and Tax Assessor should ensure that the following is made available at the Town Office within one year of approval of Comprehensive Plan: 1) copies of the updated Maine Tree Growth Tax Law, including application forms, procedures, and benefits to property owners; 2) Maine Best Management Practices; and 3) Maine foresters for certification. * The Implementation Committee should pursue the American Chestnut Foundation for assistance in planting native chestnut trees in town. This should get underway within 1-3 years of approval of the Plan. * The Implementation committee and/or Conservation Committee should pursue a partnership with Viles Arboretum in Augusta (formerly Pine Tree State Arboretum) and the American Chestnut Foundation within 5 years. * Research potential grants through Maine’s "Project Canopy" with a goal to inventory tree growth, create a management plan, plant trees in Brownfield’s “downtown” area, and to develop a plan to monitor and manage Emerald Ash Borer and Brown Tail Moth infestations. The Implementation Committee should explore options for grants within 1-3 years of approval of the Plan. * The Implementation Committee should explore creative solutions for maintaining and increasing farmland, and work with resident owners of farmland to encourage Best Management Practices within 2-3 years of approval of the Plan. * Comprehensive Plan Implementation Committee members should gather and share resources with identified farmland owners within 1-3 years. | |
| ***Marine Resources (NA)*** |
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| **Population and Demographics** |
| Is the rate of population change expected to continue as in the past, or to slow down or speed up? What are the implications of this change? |
| What will be the likely demand for housing and municipal and school services to accommodate the change in population and demographics, both as a result of overall change and as a result of change among different age groups? |
| Does your community have a significant seasonal population, is the nature of that population changing? What is the community's dependence on seasonal visitors? |
| If your community is a service center or has a major employer, are additional efforts required to serve a daytime population that is larger than its resident population? |
| The community’s Comprehensive Planning Population and Demographic Data Set (including relevant local, regional, and statewide data) prepared and provided to the community by the Office or its designee. |
| ***Goals and Strategies – None Required*** | |
| **Economy** |
| Is the economy experiencing significant change, and how does this, or might this, affect the local population, employment, and municipal tax base? |
| Does the community have defined priorities for economic development? Are these priorities reflected in regional economic development plans? |
| If there is a traditional downtown or village center(s) in the community? If so, are they deteriorating or thriving? |
| Is tourism an important part of the local economy? If so, what steps has the community taken to support this industry? |
| Do/should home occupations play a role in the community? |
| Are there appropriate areas within the community for industrial or commercial development? If so, are performance standards necessary to assure that industrial and commercial development is compatible with the surrounding land uses and landscape? |
| Are public facilities, including sewer, water, broadband access or three-phase power, needed to support the projected location, type, and amount of economic activity, and what are the issues involved in providing them? |
| If there are local or regional economic development incentives such as TIF districting, do they encourage development in growth areas? |
| How can/does the community use its unique assets such as recreational opportunities, historic architecture, civic events, etc. for economic growth? |
| The community’s Comprehensive Planning Economic Data Set prepared and provided to the community by the Office or its designee. |
| A brief historical perspective on how and why the current economy of the community and region developed. |
| A list of local and regional economic development plans developed over the past five years, which include the community. |
| Where does the community’s population work and where do employees in your community reside? A description of the major employers in the community and labor market area and their outlook for the future. |
| A description of any economic development incentive districts, such as tax increment financing districts, in the community. |
| **Goals:**   1. Support Brownfield’s local businesses, farms and home-based enterprises. 2. Update the Land Use Ordinance as necessary during the next 10 years. 3. Establish a Zoning Ordinance. 4. Enforce existing ordinances such as those for commercial licenses and Adult-Use Marijuana cultivators. 5. Improve public utilities. 6. Consider alternative revenue sources.   **Strategies:**   * On the Town’s website, suggest to the owners of local businesses, farms and home-based enterprises to advertise in local publications and to post flyers at the town office, the Community Center, the S-mart convenience store, the Country Market and the Post Office. The Implementation Committee should immediately request permission from the Select Board to post this suggestion. * During the next 18 months, the Select Board and local business owners should assist the Planning Board with determining which areas of the Town could be zoned specifically for businesses and update the Land Use Ordinance accordingly. As soon as the Implementation Committee is formed, they should participate in this effort. * Within one year, have the Implementation Committee, the Select Board, the Planning Board and the CEO examine the usefulness of increasing the hours for the Code Enforcement Officer in order to provide additional time to inspect and enforce existing ordinances. This could generate fees and fines for building permits that were never obtained. * Have the Implementation Committee encourage the existing broadband committee to investigate available options for broadband service and improved cellular service and to then present them to the providers for this region. * Have the Select Board meet with Central Maine Power to determine the criteria necessary for expansion of their three phase power to areas zoned for businesses. * Zoning should be presented to the residents within the next 18 months. * Within the next 2-3 years, have the Implementation Committee and the Planning Board research other revenue sources to relieve some of the tax burden from homeowners. * Within the next 2-3 years, the Implementation Committee should research possible tax breaks to encourage new businesses. | |
| **Housing** |
| How many additional housing units (if any), including rental units, will be necessary to accommodate projected population and demographic changes during the planning period? |
| Is housing, including rental housing, affordable to those earning the median income in the region? Is housing affordable to those earning 80% of the median income? If not, review local and regional efforts to address issue. |
| Are seasonal homes being converted to year-round use or vice-versa? What impact does this have on the community? |
| Will additional low and moderate-income family, senior, or assisted living housing be necessary to meet projected needs for the community? Will these needs be met locally or regionally? |
| Are there other major housing issues in the community, such as substandard housing? |
| How do existing local regulations encourage or discourage the development of affordable/workforce housing? |
| The community’s Comprehensive Planning Housing Data Set prepared and provided to the community by the Maine State Housing Authority, and the Office, or their designees. |
| Information on existing local and regional affordable/workforce housing coalitions or similar efforts. |
| A summary of local regulations that affect the development of affordable/workforce housing. |
| **Goals:**   1. Establish the appropriate temporary facilities to house Brownfield residents who have experienced an unexpected calamity such as a fire, flood, loss of power, etc. that necessitates their temporary relocation from their home. 2. Confirm whether a need exists for low income and elderly housing. 3. Continue to provide current resource information regarding rental and heating assistance, affordable housing, first time buyer programs and home maintenance/weatherproofing funding to the citizens of Brownfield   **Strategies:**   * The Implementation Committee should request the Select Board to estimate the cost for establishing emergency facilities; submit it to the Budget Committee for their approval; and present it to the residents in a warrant that will be voted on at the next Town Meeting. * Request the Select Board to establish a committee to contact the appropriate County and State agencies, as well as local charitable organizations, that might have the necessary information and demographics that would determine whether a need exists in Brownfield for low income and elderly housing. If such a need exists, it will then be necessary to ascertain when funding will be available through Federal, State, County or private sources for such a project. If the need exists and funding is available, the Select Board should determine whether a suitable Town owned property is available for this project and pursue interested developers. Within the next three years, the Select Board should formulate a plan to address this. * The Implementation Committee should cooperate with the Select Board, the CEO and the full-time employees at the Town Office in an effort to continue to obtain the most current housing resource information and post it at the Town Office and on the Town’s website. This effort should continue on an annual basis throughout the upcoming years. | |
| **Recreation** |
| Will existing recreational facilities and programs in the community and region accommodate projected growth or changes in age groups in your community? |
| Is there a need for certain types of services or facilities or to upgrade or enlarge present facilities to either add capacity or make them more usable? |
| Are important tracts of open space commonly used for recreation publicly owned or otherwise permanently conserved? |
| Does the community have a mechanism, such as an open space fund or partnership with a land trust, to acquire important open spaces and access sites, either outright or through conservation easements? |
| Does the public have access to each of the community’s significant water bodies? |
| Are recreational trails in the community adequately maintained? Are there use conflicts on these trails? |
| Is traditional access to private lands being restricted? |
| The community’s Comprehensive Planning Recreation Data Set prepared and provided to the community by the Department of Conservation, and the Office, or their designees. |
| A description of important public and private active recreation programs, land and water recreation areas (including hunting and fishing areas), and facilities in the community and region, including regional recreational opportunities as appropriate, and identification of unmet needs. |
| An inventory of any fresh or salt-water bodies in the community determined locally to have inadequate public access. |
| A description of local and regional trail systems, trail management organizations, and conservation organizations that provide trails for all-terrain vehicles, snowmobiling, skiing, mountain biking, or hiking. |
| A map or list of important publicly-used open spaces and their associated facilities, such as parking and toilet facilities. |
| **Goals:**  1. The Town should maintain and upgrade existing facilities as necessary.  2. Continue to provide access to land and major bodies of water for recreation.  3. Increase recreation and social activities for all age groups.  **Strategies:**   * During each of the upcoming years, the Implementation Committee (6 months after it is formed) should work with the Select Board, the Recreation Director and the DPW to assess and maintain the following actions:   + - access to Pequawket Pond     - access to the Saco River     - promotion of the Rails to Trails through Brownfield     - parking at the State’s public access to the Saco River and the Burnt Meadow Mountain Trail.     - testing of local water bodies to prevent invasive species * Within the next 3 years, the Implementation Committee, in cooperation with the Recreation Director, should issue a survey to the citizens that pinpoints the recreational needs of all age groups and formulate a long term plan to meet these needs. * The Select Board and the Recreation Director, in cooperation with private landowners, should continue to assist the local snowmobile and ATV clubs with the extension and maintenance of the existing trails including any possible connections with regional trail systems where possible. * The Recreation Director, annually for the next 10 years, should present a plan to the Select Board that outlines the department’s needs for maintenance and upgrading of existing facilities and for expansion, including the acquisition of additional land for recreational activities. * During the next 10 years, the Implementation Committee, in conjunction with the Select Board and interested citizens should work with existing local land trusts or other conservation organizations to pursue opportunities to protect important open space or recreational land. The town should make available and post information regarding Land Trusts. Provide educational materials regarding the benefits and protections for landowners allowing public recreational access on their property. At a minimum this will include information on Maine’s landowner liability law regarding recreational or harvesting use. Title 14 M.R.S.A & 159A * The Town, through the Select Board, should continue to support the Friends of Brownfield Rec fundraising efforts by announcing their events during meetings. | |
| **Transportation (applicable if community has no MaineDOT approved STPA transportation plan)** |
| What are the transportation system concerns in the community and region? What, if any, plans exist to address these concerns? |
| Are conflicts caused by multiple road uses, such as a major state or U.S. route that passes through the community or its downtown and serves as a local service road as well? |
| To what extent do sidewalks connect residential areas with schools, neighborhood shopping areas, and other daily destinations? |
| How are walking and bicycling integrated into the community’s transportation network (including access to schools, parks, and other community destinations)? |
| How do state and regional transportation plans relate to your community? |
| What is the community’s current and approximate future budget for road maintenance and improvement? |
| Are there parking issues in the community? If so what are they? |
| If there are parking standards, do they discourage development in village or downtown areas? |
| Do available transit services meet the current and foreseeable needs of community residents? If transit services are not adequate, how will the community address the needs? |
| If the community hosts a transportation terminal, such as an airport, passenger rail station, or ferry terminal, how does it connect to other transportation modes (e.g. automobile, pedestrian, bicycle, transit)? |
| If the community hosts or abuts any public airports, what coordination has been undertaken to ensure that required airspace is protected now and in the future? How does the community coordinate with the owner(s) of private airports? |
| If you are a coastal community are land-side or water-side transportation facilities needed? How will the community address these needs? |
| Does the community have local access management or traffic permitting measures in place? |
| Do the local road design standards support the community’s desired land use pattern? |
| Do the local road design standards support bicycle and pedestrian transportation? |
| Do planned or recently built subdivision roads (residential or commercial) simply dead-end or do they allow for expansion to adjacent land and encourage the creation of a network of local streets? Where dead-ends are unavoidable, are mechanisms in place to encourage shorter dead-ends resulting in compact and efficient subdivision designs? |
| The community’s Comprehensive Planning Transportation Data Set prepared and provided to the community by the Department of Transportation, and the Office, or their designees. |
| Location and overall condition of roads, bridges, sidewalks, and bicycle facilities, including any identified deficiencies or concerns. |
| Identify potential on and off-road connections that would provide bicycle and pedestrian connections to neighborhoods, schools, waterfronts and other activity centers. |
| Identify major traffic (including pedestrian) generators, such as schools, large businesses, public gathering areas/activities, etc. and related hours of their operations. |
| Identify policies and standards for the design, construction and maintenance of public and private roads. |
| List and locate municipal parking areas including capacity, and usage. |
| Identify airports within or adjacent to the community and describe applicable airport zoning and airspace protection ordinances your community has in place. |
| Identify bus or van services. |
| Identify existing and proposed marine and rail terminals within your community including potential expansions. |
| If coastal communities identify public ferry service and private boat transportation support facilities (may be covered under Marine Resources with cross reference) including related water-side (docks/piers/wharves) and land-side (parking) facilities. |
| **Goals:**   1. Maintain safe roads and bridges. 2. Address parking concerns related to recreation, business and development. 3. Confirm that the State is adequately addressing traffic safety concerns.   **Strategies:**   * The Select Board, the DPW and the Implementation Committee should cooperate with the state on an ongoing basis to determine the best way to address traffic safety issues. * The Implementation Committee, the Select Board and the DPW should investigate throughout each year whether there are any grants available to improve roads and bridges. * Starting within the next 12 months, the DPW, with guidance from the Select Board, will meet annually with Maine DOT to confirm that they will either repair or replace bridges before they are classified as unsafe. * The Select Board and the DPW should interface with the Maine DOT through our State legislative representatives to ask them to provide more funds to repair State roads within the Town. * Within the next 6 months, the DPW, in conjunction with the Select Board, should request engineering assistance from the Maine DOT for all roadwork, paving and bridge work. | |
| **Public Facilities and Services** |
| Are municipal services adequate to meet changes in population and demographics? |
| Has the community partnered with neighboring communities to share services, reduce costs and/or improve services? In what ways? |
| If the community has a public sewer system, what issues or concerns are there currently and/or anticipated in the future? Is the sanitary district extension policy consistent with the Future Land Use Plan as required by (38 M.R.S.A. §1163), or will it be? |
| If the community has a public water system are any public water supply expansions anticipated? If so, have suitable sources been identified and protected? Is the water district extension policy consistent with the Future Land Use Plan? |
| If the town does not have a public sewer or water system, is this preventing the community from accommodating current and projected growth? |
| Are existing stormwater management facilities adequately maintained? What improvements are needed? How might future development affect the existing system? |
| How do residents dispose of septic tank waste? Are there issues or concerns regarding septic tank waste? |
| Is school construction or expansion anticipated during the planning period? Are there opportunities to promote new residential development around existing and proposed schools? |
| Is the community’s emergency response system adequate? Are improvements needed? |
| Is the solid waste management system meeting current needs? Is the community reducing the reliance on waste disposal and increasing recycling opportunities? Are improvements needed to meet future demand? |
| Are improvements needed in the telecommunications and energy infrastructure? |
| Are local and regional health care facilities and public health and social service programs adequate to meet the needs of the community? |
| Will other public facilities, such as town offices, libraries, and cemeteries accommodate projected growth? |
| To what extent are investments in facility improvements directed to growth areas? |
| Does the community have a street tree program? |
| Location of facilities and service areas (mapped as appropriate); |
| General physical condition of facilities and equipment; |
| Capacity and anticipated demand during the planning period; |
| Identification of who owns/manages the systems; |
| Estimated costs of needed capital improvements to public facilities; and |
| The following information related to each of these public facilities and services: a. Sewerage and/or Water Supply – Identify number and types of users, and percent of households served b. Septage – Identify any community policies or regulations regarding septage collection and disposal. c. Solid Waste – Describe the community’s solid waste management system. Identify types and amounts of municipal solid waste and recycled materials for the past five (5) years. d. Stormwater Management – Identify combined sewer overflows. For Municipal Separate Stormwater System (MS4) communities, describe plan and status of the major goals of the MS4 requirements. e. Power and Communications – Availability of 3-phase power, Internet (including broadband), and cable within the community. f. Emergency Response System –Average call response times for fire, police, and emergency/rescue. g. Education – Identify school administrative units. Include primary/secondary school system enrollment for the most recent year information is available and for the ten (10) years after the anticipated adoption of the plan. h. Health Care - Describe major health care facilities (hospitals, clinics) and other providers serving the community. Identify public health and social services supported by the community through municipal subsidy. i. Municipal Government Facilities and Services – Describe facilities and staffing for municipal administrative, enforcement, and public works operations. j. Street Tree Program - Describe the community's street tree program. |
| **Goals:**   1. Maintain the Transfer Station on a continuing basis as cost effectively as possible. 2. Maintain fire department equipment on a continuing basis 3. Recruit and train additional volunteer firefighters 4. Improve the response time for medical emergencies in Town 5. Efficiently meet the needs of public facilities and services 6. Provide public facilities and services in a manner that promotes and supports growth and develop services in identified growth areas 7. Increase the law enforcement presence to reduce response time. 8. Explore ways to enforce local ordinances. 9. Provide a good education to the students in our Town as cost efficiently as possible.   **Strategies:**   * The Planning Board and the DPW should stay current on all environmental laws * Within the next few years the Town should work with neighboring towns to investigate cost saving measures for recycling and for trash * The Implementation Committee, within the next 12 months, should request permission from the Select Board to contact Mark King at Maine DEP (207-592-0455) in order to consult with him on the logistics of constructing a composting program at the transfer station. * The Implementation Committee should explore grant opportunities for individual home composting systems within the next three years * The Selectboard should consider stricter enforcement of disposal fees * The Fire Chief and the Select Board should encourage an ongoing effort to establish more community involvement with the Fire Department. * Consider whether the position of the Fire Department should be included within the umbrella of the Town Government. * As soon as possible, the fire chief should investigate possible grants for improved and updated fire department facilities. * Encourage residential fire inspections for those who want it by creating a long term fire safety program. * The Town should provide on-going support of regional emergency services to meet the needs of the townspeople. * The Fire Department/Fire Chief should develop a near term plan for Fryeburg Rescue to keep an EMT presence in Brownfield. * Support a long term EMT/CPR training program for residents. * Continue to work on an on-going basis with the Saco River Rec Council on Saco River issues. * The Select Board should explore options to increase law enforcement for the town including:   + Hiring an off duty officer for 8 hours a week.   + Encouraging the Oxford County Sheriff's Office and the State Police to increase staffing in southern Oxford County.   + Researching the feasibility in the near term of a town constable for local code enforcement.   + Exploring a partnership with Fryeburg to better police the river. * Consider regional coordination of public services with abutting towns in the long term. * Encourage the SAD 72 School Board to work towards lowering the Fryeburg Academy tuition rate to one more in line with other Public Private School partnerships. * An ongoing effort to encourage more taxpayer participation in the school budget process through workshop programs. * An ongoing effort to establish job descriptions and ensure accountability for training and performance evaluations for all Town positions. * Staff in the Town Office should be cross-trained to fill in for each other as needed so someone is available at all times to address Town and Townspeople’s needs. * Consider a Town Manager in the future. * The Planning Board should monitor current growth trends prior to making long term decisions. Recently there has been an increase in new residents and the construction of new homes. * The Town should continue to provide funds for cemetery maintenance. * Develop long term plans to provide funds for preservation and restoration of headstones utilizing a possible youth summer program. | |
| **Fiscal Capacity and Capital Investment Plan** |
| How will future capital investments identified in the plan be funded? |
| If the community plans to borrow to pay for capital investments, does the community have sufficient borrowing capacity to obtain the necessary funds? |
| Have efforts been made by the community to participate in or explore sharing capital investments with neighboring communities? If so, what efforts have been made? |
| Identify community revenues and expenditures by category for the last five (5) years and explain trends. |
| Describe means of funding capital items (reserve funds, bonding, etc.) and identify any outside funding sources. |
| Identify local and state valuations and local mil rates for the last five (5) years. |
| How does total municipal debt (including shares of county, school and utility) compare with the statutory and Maine Bond Bank recommended limits on such debt? |
| **Capital Investment Plan** | |
| The comprehensive plan must include a capital investment plan that:  (1) Identifies and summarizes anticipated capital investment needs within the planning period in order to implement the comprehensive plan, including estimated costs and timing, and identifies which are municipal growth-related capital investments;  (2) Establishes general funding priorities among the community capital investments; and  (3) Identifies potential funding sources and funding mechanisms. |
| **Goals:**   1. Maintain the fiscal well being of the Town. 2. Ascertain whether collaborating with neighboring towns to purchase supplies, materials and equipment can reduce some costs. 3. Determine whether there are areas in the town that the majority of citizens might agree are suitable for a larger commercial enterprise without diminishing the rural, residential atmosphere that currently exists. 4. Stay within LD 1 spending limitations.   **Strategies:**   * The Implementation Committee should work jointly with the Select Board on an annual basis to review and update the Capital Investment Plan. They should also develop cost estimates for each item in the Capital Investment Plan and decide how soon the money will be needed to pay for them. Together, they should then determine the best source of funding for all items included in the Capital Investment Plan, including the availability of any grants from both governmental and private sources. * After approval by the Select Board, the Implementation committee should contact neighboring towns to ask whether they would be interested in pooling some resources and establishing a purchasing collective for supplies, materials and equipment. This should be addressed on an ongoing basis. * The Planning Board will be preparing a zoning ordinance this year. During that preparation, they should solicit input from the Select Board and some of the citizens as to which areas of the town would be best suited for commercial zoning. This should be accomplished by the end of 2023. * The Implementation Committee will collaborate with the Select Board, the Treasurer, the Tax assessor and the citizens of Brownfield to limit spending as required by the State. | |
| **Existing Land Use** |
| Is most of the recent development occurring: lot by lot; in subdivisions; or in planned developments? Is recent development consistent with the community’s vision? |
| What regulatory and non-regulatory measures would help promote development of a character, and in locations that are consistent with the community’s vision? |
| Is the community’s administrative capacity adequate to manage its land use regulation program, including planning board and code enforcement officer? |
| Are floodplains adequately identified and protected? Does the community participate in the National Flood Insurance Program? If not, should it? If so, is the floodplain management ordinance up to date and consistently enforced? Is the floodplain management ordinance consistent with state and federal standards? |
| An existing land use map, by land use classification (such as mixed-use, residential, commercial, institutional, industrial, agricultural, commercial forests, marine, park/recreational, conserved, and undeveloped land). |
| A summary of current lot dimensional standards. |
| A description or map identifying the location of lots and primary structures created within the last ten years. Include residential, institutional, commercial, and industrial development. |
| Provide a brief description of existing land use regulations and other tools utilized to manage land use, including shoreland zoning, floodplain management, subdivision, site plan review, and zoning ordinances. |
| Estimate the minimum amount of land needed to accommodate projected residential, institutional, commercial, or industrial development at least ten (10) years into the future. |
| ***Note: Goals and Strategies are listed after “Future Land Use” because we combined these two chapters into one.*** | |
| **Future Land Use Plan** |
| Does the Future Land Use Plan align and/or conflict with the community’s vision statement? |
| Is the configuration of the growth area(s) shaped by natural opportunities and/or constraints (i.e. the physical suitability or unsuitability of land for development)? The location of public facilities? The transportation network? |
| How does the Future Land Use Plan relate to recent development trends? |
| Given current regulations, development trends, and population projections, estimate how many new residential units and how much commercial, institutional, and/or industrial development will likely occur in the planning period? Where is this development likely to go? |
| How can critical natural resources and important natural resources be effectively protected from future development impacts? |
| A map or maps showing: a. Growth area(s) (unless exempted) and Rural area(s) and any land use districts within each; b. Critical Natural Resources in accordance with 4.3.F, above c. Any of the following optional land use areas, if proposed, along with any land use districts within each: Transitional, Critical Rural, Critical Waterfront. |
| A map depicting the constraints to development identified in the plan (may be a combination of maps from other sections). |
| A narrative description of each land use district including: a. The district’s relationship to the community’s vision; b. The district’s natural opportunities and/or constraints; c. The types and intensity of proposed land uses, including residential density; d. The compatibility or incompatibility of proposed uses to current uses, critical natural resources and important natural resources within and around the district along with any special development considerations (e.g. need for additional buffers, conservation subdivision provisions, architectural design standards, etc.); and e. Any anticipated major municipal capital investments needed to support the proposed land uses. |
| **Goals:**   1. Complete the Zoning Ordinance. 2. Maintain the requirements of the Shorelands Zoning Ordinance. 3. Address any development that might affect the existing rural, residential quality of life. 4. Be willing to accept small businesses that will serve the needs of Brownfield residents and visitors. 5. Remain open to the development of a ‘Village Concept’.   **Strategies:**   * The Planning Board has decided to hire a private agency to write a zoning ordinance. It will work cooperatively with the Select Board to assure the ordinance will establish commercial, and possibly light industrial, areas that will avoid infringing, as little as possible, on the quality of life for neighboring residents. This ordinance should be written by April of 2024. * The CEO and the Planning Board will continue to work together to review any new construction in shoreland areas in order to confirm that it adheres to the requirements of the Shorelands Zoning Ordinance and any other State requirements. This will remain an ongoing effort. * The Planning Board should discuss whether there is a need to write an ordinance that will regulate quarry, mining and ridgeline development. Prior to doing this, it should consider instituting a moratorium on issuing any new licenses for these operations. The discussion should begin immediately and the Townspeople should decide this by January, 2024. * The Town does not have a police department. The Oxford County Sheriff’s Department, which serves Brownfield, is not obligated to enforce Town ordinances. The Select Board and the townspeople should consider the means by which such enforcement will occur. Two possibilities are to either establish a constable position or join with other neighboring towns to initiate a combined law enforcement department. This discussion should begin immediately and continue until a final course of action is determined within the next 24 months. * As an ongoing practice, Quality of Life concerns and the health of the Town’s natural resources are primary considerations when the Planning Board and the CEO review site plan and building permit applications. Both the Board and the CEO are committed to maintaining this obligation. * The Select Board and the Planning Board should periodically include in their agendas the opportunity for residents to express their opinions regarding small businesses in Brownfield while reminding residents that the “right” businesses can help to relieve some of their tax burden. Although several surveys have reflected the hesitancy of Brownfield residents to embrace new businesses in Town, it is important for the Select Board to pursue this possibility on an annual basis in case the ‘right’ business comes along. * Developing a “Village Concept” would certainly alter the physical characteristics of the Town. It presently is beyond the financial and logistical capabilities of the Town. If a developer is so inclined to pursue this concept, the Town should consider its merits at a special town meeting. * Within the next 12 months, the Implementation Committee, the Select Board and local business owners should assist the Planning Board with determining which areas of the Town could be zoned specifically for businesses. Then indicate their location on the newly drawn zoning map and update the Land Use Ordinance accordingly. * The Select Board should continue to budget funds annually for ongoing education and certifications for the CEO, the Planning Board and the Select Board. | |