

Parsonsfield Planning Board Meeting
634 North Rd Parsonsfield, ME
Tuesday May 7th, 2019

Draft Planning Board Bylaws & Standard of Procedure
Workshop
Minutes

In Attendance: Justin Espinosa (Chair), Nate Stacey, Brendan Adelman

Absent: Andy Yale, Clifford Krolick, Rick Sullivan

Also In Attendance: Lindsay Gagne

Mr. Espinosa Called the meeting to order at 7:12 p.m. He reviewed with the planning board members MMA samples of bylaws and procedures. He asks the other members review these and notate any changes or suggestions they may want to see. This would encompass the regular bylaws portion and he recommends assigning a tasker to each member to define one procedure in step by step detail. For example, notification to the abutters – detailing how this procedure is carried out. Over the course of several months, the planning board can review and define these procedures.

Mr. Stacey Asks if this has to be an official vote

Mr. Espinosa Doesn't think this has to be an official vote but as part of this process he would like each board member to research their task and present to the board at their regular meeting for review. He asks for any other thoughts or questions. There are none

Mr. Adelman Motions to adjourn

Mr. Stacey Asks about the email distribution list and suggests having a secondary distribution email for board members.

Mr. Espinosa Asks if the town would be able to budget some repairs for the planning board meeting room or if either he could donate his time or supplies. Mrs. Gagne can contact the select board in looking into this. Mr. Espinosa Seconds Mr. Adelman's motion to adjourn.

All are in favor to adjourn the meeting.

Draft completed by: Lindsay Gagne

Approved by board, Date: _____

Planning Board Chair or acting Chair name
& Signature