

**TOWN OF PARSONSFIELD
PLANNING BOARD MEETING MINUTES
6:00 PM
Wednesday, April 5, 2023
TOWN OFFICE BUILDING**

I. Call to Order

Sabin Beckwith called the meeting to order at 6:19 p.m.

Present: Sabin Beckwith, Aaron Boguen, Allen Jackson, Roger Moreau, Paul Farris (Alternate), Recorder Desirae Lyle

Absent: Gerard Clifford, Code Enforcement Officer Jesse Winters

II. Workshop

a. Discuss – Bylaws, Processes, Procedure, Ordinances

The Board reviewed the Parsonsfield Planning Board Bylaws. There were many edits that Aaron Boguen volunteered to work on. He suggested using parts of the Town of Gorham's Planning Board bylaws. The Board agreed that the term associate should be changed to alternate since that is how they have been referring to the position. Aaron suggested defining each type of meeting (regular, special, workshop etc.). The Board agreed that a time limit for comments from the public should be defined. Also, an item should be added that states that no new business will be taken up after 9:00 p.m. unless agreed upon by the Board. ADA (American Disability Act) requirements and conduct of site walks also needs to be addressed in the bylaws.

Aaron informed the Board that he will not be able to attend the April 19 meeting but will send the updated bylaws out as soon as possible.

III. Reminders – None currently.

IV. Adjournment

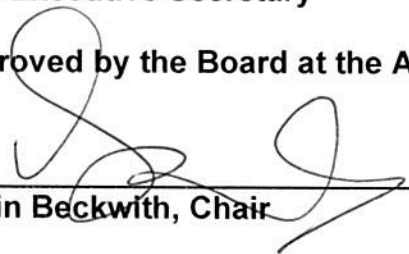
Aaron Boguen made a motion to adjourn at 7:30 p.m. Allen Jackson seconded the motion. Motion carried with all in favor.

Respectfully Submitted,



**Desirae Lyle
PPB Executive Secretary**

Approved by the Board at the April 19, 2023, Meeting.



Sabin Beckwith, Chair