

**Town of Newfield  
Planning & Zoning Board  
January 2, 2013**

**MEMBERS PRESENT:** Denise Carpenter, Robin Thayer, Gloria Dyer, Ben Buzzell & Marguerite Correia.

**Members Absent:** Matt Bryant, John Tamaro, Christine Iannazzo

**Subcommittee Members:** Hillary Wallis and Anthony Garrity

**OFFICIAL BUSINESS**

Meeting began with a pledge of allegiance at 7 p.m. Subcommittees broke into their small groups working diligently for an hour on the Comprehensive plan.

The December minutes were read aloud. A motion to accept the minutes with grammatical corrections was made by Robin Thayer and seconded by Ben Buzzell. Vote unanimous. Motion passed.

Matt Bryant has officially resigned from the Planning Board. This resignation would put Robin Thayer in his full-time position. Anthony Garrity has shown interest in being an alternate member. If Selectmen approve Anthony as an alternate member the Planning board is still seeking an alternate member.

**DISCUSSION**

**New Business:  
Annual Report**

The Planning Board worked on their Annual Report submission.

***Selectman Meeting December 11:***

Gloria Dyer, Vice Chair attended selectmen meeting where a discussion concerning responsibilities of who should be placing advertisements for the planning board. The Selectmen feel it should be the responsibilities of the Planning Board's Secretary. The Selectmen feel the directive should be for all business to be handled via the Planning Board's Secretary and then through the Recording Secretary. It was also discussed that whether or not the language in regards to the Secretary position be reworded and bylaws be amended.

Robin Thayer made a motion that in the absence of our Planning Board Secretary that we ask our Recording Secretary to place the ads for the February Public hearing in the local papers and for the invoice to be billed to the Town of Newfield. Motion seconded by Gloria Dyer. Vote unanimous. Motion Passed.

Drafted their budget during their meeting which includes budgeting funds for the updating of the Comprehensive Plan i.e. advertisement costs, extra supplies & time to complete the task they were requested take on. The budget will be presented at the January 8th meeting of the Selectmen. Ben Buzzell has agreed to attend meeting with Gloria Dyer since Denise is unable to attend do to work scheduling conflict.

During the December 11 meeting the Selectmen were signing the PACE ordinance.

**Old Business:**

**Flood Plain Ordinance**

A letter received from the state regarding the language fee which the board decided to leave the word "fee" so that it doesn't have to be updated every time a fee schedule has changed.

**Comprehensive Plan**

The board broke into their Comp Plan subcommittee small groups.

**Next Month's tasks:**

The board has decided to hold a public hearing of the History/Community Character Section of the Comprehensive Plan at their February meeting. February public hearing note date below:

**Wednesday, February 6, at 7 pm Public Hearing  
Community Character Section of the Comprehensive Plan  
Followed by the Planning Board meeting at 8 pm**

Discussion ensued as to whether or not the ad can be placed timely in order for the Board to hold their public hearing legally. Gloria then read the email regarding legal notices and public notification specifically correct timelines being met.

Ben Buzzell made a motion we adjourn the meeting seconded by Robin Thayer.  
Meeting adjourned at 9:18 p.m.

Respectfully submitted,

Marguerite Correia  
Recording Secretary  
Planning Board of Newfield, ME