

**Brownfield Area Steering Committee
Special Organizational Meeting Minutes
Monday March 24, 2025**

Present: Jay Asikainen, Thomas Bransfield, Robert Ellsworth, Micheal Nadolski, Courtney Scheidt

Others: Michael Pelton-First Selectman

1. Call meeting to order:

First Selectman Micheal Pelton called the meeting to order at 6:03pm.

2. Roll Call:

The 5 new members introduced themselves, Courtney Scheidt, Jay Asikainen, Robert Ellsworth, Micheal Nadolski, and Thomas Bransfield

3. Nominate Chair:

Robert Ellsworth nominated Thomas Bransfield for Chairman; Jay Asikainen seconded the nomination. Vote was unanimous, motion carried.

4. Nominate Secretary:

Bob Ellsworth nominated Courtney Scheidt for Secretary, Jay Asikainen seconded the nomination. Vote was unanimous, motion carried. A request to hire a recording secretary for the committee was made to Micheal Pelton. No decision was made on this question.

5. Reviewed FOIA and Meeting Procedures.

6. Reviewed the Committees Charge.

Micheal Pelton provided copies of 2 finalist consultant proposals for committee review. The committee was told the award of the contract would be decided the following day, March 25, and the award process would proceed. The Committee requested that the successful consultant proposal and the RFP be provided to committee members at the next meeting. The Committee also requested that Town of Portland Land Use staff also attend meetings. The scope of the committee's charge includes both the Village district and The River overlay district as shown on the Town of Portland Zoning Map.

7. Set the Next Meeting Date as April 2, 6:00 pm at Van Beynum Room where the final Meeting schedule would be discussed and approved.

8. Public Comment: None

9. Motion to adjourn at 6:55, Motion by Bob Ellsworth, seconded by Jay Asikainen, vote unanimous, motion carried

Respectfully submitted,

Thomas Bransfield