

Brownfield Area Steering Committee

Special Organizational Meeting

Monday March 24, 2025

6:00 P.M.

Portland Public Library – Van Beynum Room
20 Freestone Avenue, Portland, Connecticut 06480

Agenda

1. First Selectman Call Meeting to Order
2. Roll Call/Introduction of Members
3. Nominate Chair – *runs the meeting; submits the meeting calendar to town clerk; creates meeting agendas*
4. Nominate Secretary – *records the meeting minutes; distributes agendas & minutes*
5. Review FOIA, Meeting Procedures (Robert’s Rules of Order)
6. Review/Discuss Committee’s Charge as described in BOS Resolution 12/30/2024
7. Set meeting dates for calendar year 2025
8. Public comment
9. Adjourn

Distribution:

Members: Jay Asikainen, Thomas Bransfield, Robert Ellsworth, Michael Nadolski, Courtney Schleidt

Town Clerk, First Selectman; BOS, Town Planner; Public Works Director; Town Tech; Michelle Ceppaglia (for distribution)