

**TOWN OF LYNDEBOROUGH
PLANNING BOARD MINUTES
January 18, 2018
FINAL-APPROVED**

7:30 PM Call to Order & Roll Call

Chairman Tom Chrisenton, Larry Larouche, Bret Mader, Selectman's Rep. Fred Douglas

Also present: Russ Boland, Town Administrator

New Business: Planning Board proposed Rules of Procedure:

Procedures

1. Five copies of Plans are required, one each, for the Selectmen/property file, planning board file, Building inspector, assessor, or more if required. The clerk of the Planning board will deliver to the selectman's clerk within 5 days, after approval, the plans for the Selectmen/property file, Building inspector, and Assessor. The PB clerk will file a plan chronologically by meeting date in the PB files.
2. All correspondence, mail, official requests should be at the PB at the start of every PB meeting, to be provided by the PB clerk.
3. The next PB meeting agenda must be set at the current PB meeting and posted by the PB clerk within 7 calendar days after the meeting.
4. All formal applications, including any necessary abutter file lists shall be filed with the PB clerk within 5 days after the PB meeting so it can be properly noticed in the newspaper, Citizens' Hall and the abutter letters sent out so it will be heard at the next PB meeting.
5. Draft PB minutes must be filed and posted at Citizen's Hall within 5 days after the meeting. The PB clerk will file the draft minutes chronologically by meeting date in the PB files. A copy to be provided to the Selectmen's clerk.
6. The PB clerk must deliver the final PB minutes to the Selectman's clerk who will post them on the town website within 5 days after approval at the next regular meeting.
7. Any cancelled meetings must be posted on the towns website, by the Selectman's clerk after notification by the PB clerk, as soon as possible within 10 days of the cancellation.
8. Forms and applications, used and posted on the town's website, shall be the current specific form recorded in the current PB Subdivision regulations.

February 2018 Agenda:

1. Continue discussion on Rules of Procedure
2. All correspondence for review before the meeting starts.
3. Status of Granite State Concrete's correspondence since Dec. 2017 regarding seeding failure next to Bell property.

4. Review status of file cabinets for Planning Board.

Voted unanimously that items 1-4 will be the agenda at the February meeting.

December 21, 2017 Minutes:

Vote: Motion passed to approve the minutes. Vote 3 yes, Fred Douglas abstained.

Adjournment:

Vote: Bret Mader moved, Larry Larouche seconded to adjourn at 8:50pm. Motion passed unanimously.

Respectfully submitted,

Thomas Chrisenton
Planning Board Chair

Date submitted to Selectmen's Clerk 1/22/2017