



**Raymond Planning Board**  
Raymond Broadcast Studio  
423 Webbs Mills Road  
**Minutes**  
**Wednesday, January 10, 2018**  
7:00 pm

**Present:** Patricia Beaton, Sheila Bourque, Vice-Chair Greg Foster, Edward Kranich

**Absent:** Danielle Stumper, Kyle Bancroft

**Staff:** Code Enforcement Officer Scott Dvorak, Contract Town Planner James Seymour,  
Recording Secretary Mary Quirk

**Other:** Town Attorney Mary Costigan

**Call to order:** Mr. Foster called the meeting to order at 07:10; Quorum declared

**Election of Officers**

Postponed due insufficient number of members

**Workshop**

Mary Costigan – Planning Board instructions and procedures

Expectations of members of a quasi-judicial board

Freedom of access

- Public proceedings
  - Executive Session
  - Ex parte communications
- Public Documents

Conflict of interest

- Types
- Recusal process
- Outside Information
  - Professional knowledge vs general knowledge
  - Use of Professional Knowledge/Expertise
  - Use of staff resources

Conduct of meetings

- Procedure
- Rules of order
- Public comment
- Submission of materials

Design

- Meets ordinance
- Future use

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It is the sole right and discretion for the Planning Board to take agenda items out of order. Application materials are available for review at the Town Office during regular business hours.

Deadline for February 14, 2018 meeting is Friday, January 19, 2018 at 3:00 pm.

### Approval Matters

- Conditions under ordinance
- Waiver standards
- Variances

Attorney Mary Costigan was asked to review and comment on the Planning Board By-Laws and Rules of Conduct and the Design Guidelines

### Planner Communications

Mr. Seymour provided an overview of what the board will be considering with respect to the Valley View subdivision which is to be addressed at the next meeting.

Signing of Mylar for Malibu drive

### Adjournment

Mr. Foster asked for a motion to adjourn

**MOTION:** Ms. Beaton so moved; Ms. Bourque seconded

**DISCUSSION:** None

**VOTE:** Motion passed (04/0/0)

Mr. Foster adjourned the meeting at 8:02PM

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