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
  o Executive Session
  o Ex parte communications
• Public Documents
Conflict of interest
• Types
• Recusal process
• Outside Information
  o Professional knowledge vs general knowledge
  o Use of Professional Knowledge/Expertise
  o Use of staff resources
Conduct of meetings
• Procedure
• Rules of order
• Public comment
• Submission of materials
Design
• Meets ordinance
• Future use

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