



Planning Board

Town of Madison, New Hampshire

Rules of Procedure

Adopted February 1, 2006
Amended May 2, 2007
Amended June 2, 2010
Amended November 3, 2010

I. AUTHORITY

1.1 These rules of procedure are adopted under the authority of New Hampshire Revised Statutes Annotated, Chapter 676:1. They supersede any and all rules which may have been adopted in the past. The meetings and hearings shall operate under Roberts Rules of Order, except that the Chair may vote at all times.

1.2 The duties of the Planning Board shall include (but not be limited to) the Master Plan and update, zoning ordinances, subdivisions and site plans, or any other function in accordance with the laws of the State of New Hampshire, RSA 674.

II. MEMBERSHIP POLICY

2.1 With the exception of the ex-officio who is appointed by the selectmen, regular Planning Board members are elected and any resident of Madison may seek election. The policy of the Board is that all members are to fully participate in the activities of the Board and carry their fair share of the workload. The work of the Board is rather technical and requires knowledge of town and state regulations relating to land use and the underlying principles of land use planning. To help gain experience, the Board encourages people that are interested in serving to initially serve as alternates. Alternates are appointed by majority vote of the Board.

III. ORGANIZATION

3.1 Officers. The Planning Board, at its first regular meeting following the Annual Meeting of the town, shall be called to order by the Chair for the previous year if the Chair is still a member of the Board, otherwise by the most senior regular member present in years of service on the Board. At this meeting, the regular members of the Board shall elect one of its regular members as Chair, and one as Vice Chair. It shall be incumbent upon each member to serve as an officer of the Board if elected by a majority of the members present at the annual organizational meeting. The Ex-Officio member is not qualified for either office.

3.2 Members. The Planning Board shall consist of seven members. Six of these shall be elected for three-year staggered terms and one selectman or administrative official of the town shall be chosen by the selectmen as an ex officio member. If a vacancy exists, the remaining members of the Board shall appoint a new member to serve until the next election, at which time the vacancy will be put on the ballot. The term on the ballot shall be the remainder of the original term.

3.3 Alternates. Up to three alternate members may be appointed by the Board for a term of three years each. The terms shall be staggered in the same manner as the elected members. The Board of Selectmen

may appoint an Alternate Ex-Officio to serve in the place of the Ex-Officio when that person is not present.

3.4 Oath of Office. Each newly elected or appointed (including re-elected or re-appointed) member or alternate shall be sworn in and take an oath of office as required by **RSA 42:1**. The town clerk is authorized to administer the oath.

IV. DUTIES OF OFFICERS

4.1 Chair Person.

4.1.1 The Chair shall preside over all meetings and hearings (including any joint hearings with the ZBA), encourage attendance at hearings by a quorum, appoint such committees as directed by the Board and shall sign documents in the name of the Board.

4.1.2 The Chair shall write a report detailing Board accomplishments for the annual Town Report. Also the Chair shall prepare a budget with the advice and consent of the Board, and negotiate with the Board of Selectmen for its inclusion in the town warrant.

4.1.3 The Chair shall be responsible for the preliminary review of applications for completeness. Those with obvious deficiencies shall be returned with comments. This task may be delegated, with a simple check list, to the administrative assistant.

4.1.4 The Chair shall be responsible for the employment of a administrative assistant who shall maintain a record of all meetings, transactions and decisions of the Board, and perform such other duties as described below, or as the Board may direct by resolution.

4.1.5 The Chair, with the assistance of the Administrative Assistant, shall prepare and issue a meeting agenda prior to each meeting.

4.1.6 The Chair shall be the sole spokesperson for the Board when dealing with outside entities such as other Boards, the press, legal counsel, and the planning consultant outside of Board meetings. When appropriate the Chair shall seek the counsel of the Board.

4.2 Vice Chair Person.

4.2.1 The Vice-Chair shall preside in the absence of the Chair and shall have the full powers of the chair on matters which come before the Board during the absence of the chair.

4.2.2 The Vice-Chair shall be responsible for developing, maintaining and implementing a suitable training program for new members and alternates.

4.2.3 The Vice-Chair shall be responsible for keeping all members abreast of ongoing educational opportunities that would be beneficial to members and serve the needs of the Board.

4.3 All officers shall serve for one year and shall be eligible for re-election.

V. DUTIES OF MEMBERS AND ALTERNATES

5.1 Member Responsibilities.

5.1.1 Members are expected to attend each meeting of the Board to exercise their duties and responsibilities. **Any member unable to attend a meeting shall notify the chair as soon as possible.**

5.1.2 Members and alternates will receive material pertaining to application, site plan, boundary adjustment and subdivision documentation prior to the scheduled meeting at which the application will be heard. Members should make every effort to inspect the site in question before the hearing by making a site visit or drive-by. See Section VIII.

5.1.3 Members shall participate in the decision making process and vote on all motions except in those cases where the member has a conflict of interest or is disqualified.

5.1.4 Members shall not respond to any attempt by a non-Board member to review or discuss the merits of a case while it is before the Board, and they shall not respond to invitations for personally guided site visits. Members shall not discuss the substance of a case with other members outside of the public hearing.

5.1.5 Members shall be familiar with and understand these Rules of Procedure, the Master Plan, Zoning Ordinance, Building Regulations, Site Plan Review Regulations, Subdivision Regulations, Driveway Regulations, and Title LXIV of the New Hampshire Revised Statutes (RSA 671 thru 677). In addition they should be familiar with the basic principles of land use planning to aid in interpreting the regulations in specific cases.

5.1.6 New members who have not been alternates shall immediately embark on a training program overseen by the Vice Chair. It is strongly recommended that members attend training seminars sponsored by the New Hampshire Office of Energy and Planning, the regional planning commission, the local government center, or their equivalent. Expenses will be paid by the Board. Whenever possible new members are encouraged to ask questions about matters they do not understand.

5.1.7 Members shall forward any correspondence that is related to any issue before the Planning Board to the Administrative Assistant. In any response, board members shall make clear to the sender of the correspondence that individual responses do not represent the Board's opinion and that any decision, other than procedural, requires a public meeting.

5.2 Alternate Responsibilities.

5.2.1 Alternate members shall attend all regular meetings and stand ready to serve whenever a regular member of the Board is unable to fulfill his/her responsibilities. **Any alternate member unable to attend a meeting shall notify the chair as soon as possible.**

5.2.2 Alternates are encouraged to inspect sites in question before hearings and familiarize themselves with the workings of the Board.

5.2.3 An alternate's most important duty is to become educated in the area of land use planning and regulation as it applies to Madison. To that end the alternate should become familiar with the documents enumerated above and with the basic principles of land use planning. Alternates shall participate in the Board's training program as established by the Vice Chair which may include training sessions sponsored by the Office of Energy and Planning, the regional planning commission, the Local Government Center, or their equivalent. The training of alternates shall be overseen by the Vice Chair.

5.2.3 When alternates are not serving in place of a member, they may participate in hearings and in deliberation discussion, but may not participate in a vote on an application. Alternates may participate and vote in all administrative matters including amending the Master Plan and regulations.

5.2.4 If an alternate member indicates by behavior or absenteeism a lack of interest in serving the Board, the Board may, by a majority vote, request his/her resignation. Failure to resign may result in removal by the Board of Selectmen under the terms of **RSA 673:13**.

VI DUTIES OF THE ADMINISTRATIVE ASSISTANT

6.1 Meeting Minutes. The Administrative Assistant shall be responsible for the following tasks during and after meetings and hearings:

- Post meeting notices and publish the agenda
- Distribute the last meeting minutes draft and other related correspondence to the Planning Board members and alternates one week prior to the meeting
- Take notes for minutes
- Type up minutes (Draft copy must be available to the public; i.e., placed in the public access book, within five working days.)
- Correct minutes after draft review by Chair and by the Board, and file paper copies in the Planning Board File and in the public access book
- Other duties the Board may deem necessary
- If the position is paid by the Board, submit a time report bi-weekly to the town Administrator

6.2 Hearing Preparation. The Administrative Assistant shall prepare for Site Plan Review / Subdivision Hearings as follows:

- Collect application and supporting documentation, verify the abutters list, and start a file
- Assign a Case Number
- Copy the application fee check and submit it for deposit to the Treasurer
- Assist Chair with scheduling
- Have notice published in newspaper
- Send notices to abutters by certified mail (return receipt requested)

6.3 Hearing Conclusion.

6.3.1 Subdivision/Annexation:

- Send mylar to Registry and return applicant signed copies
- Distribute 4 copies:
 1. one copy to tax map firm
 2. one copy for Planning Board file
 3. one copy to Assessor (to be filed in property file)
 4. one copy to the town
- Assist Chair with preparation of the notice of decision

6.3.2 Site Plan Review:

- File plat in Planning Board file
- Assist Chair with preparation of the notice of decision

6.4 Miscellaneous.

Maintain a complete index of all board discussion hearing notes, Planning Board meeting minutes and correspondence pertaining to each application in a separate application file

Keep a supply of published regulations, forms, and schedules ready for distribution.

Assist potential applicants by supplying forms and answering questions.
Maintain tickler file of bonds/letters of credit. Inform Chair two months before expiration.
Maintain computer files of all Board documents and forms.
Maintain office supplies.

VII DUTIES OF THE PROFESSIONAL PLANNER

7.1 Hearing Preparation: The professional planner shall prepare for Site Plan Review, Boundary Line Adjustments and Subdivision Hearings as the need arises as follows:

7.1.1 Assist potential applicants by supplying forms and answering questions. Review submitted applications for basic completeness using checklist provided by the Board.

7.1.2 Provide comments and consultation to the Board regarding adherence to state statutes and town regulations.

7.2 Long Range Planning: The professional planner shall provide the following services as time permits and as the needs arise:

7.2.1 Provide recommendations and drafts to the Board which revise and/or clarify segments of the Master Plan, the Zoning Ordinance, the Site Plan and the Subdivision Regulations, and which are in keeping with new state regulations and/or new circumstances within the town.

7.2.2 Share successes, experiences and/or publications relating to processes and procedures from neighboring towns that may be applicable to circumstances coming before the Town of Madison.

VIII. SITE VISITS

8.1 Site Visit. A "site visit" is defined as a visit by the Board or a member of the Board to a location which is the subject of an application before the Board, and involves going onto the property or visiting areas which are not customarily available for public inspection.

8.2 Drive-by. A "drive-by" is defined as a visit by the Board or a member of the Board to locations which include a view of a site from an adjoining public highway or other observation point that can be made without entering on the property.

8.3 Request. When the Board deems it necessary for the adequate consideration of an application, the Chair shall request the applicant to allow a site visit by the Board or Board members. At the same time the Chair shall ask if unaccompanied visits will be permitted.

8.4 Scheduling. The Chair shall schedule a site visit for Board membership, and it shall be noticed as a meeting of the Board in accordance with RSA 91-A. If unaccompanied visits are permitted, members may visit individually. Any member not able to make a site visit may make a drive-by.

8.5 Minutes. Minutes of site visits shall be kept only if there is a quorum of the Board conducting the site visit.

IX. MEETINGS

9.1 Meetings.

9.1.1 Regular meetings shall be held at the Madison Town Hall, at 7:00p.m. on the first Wednesday of each month. Any permanent change to the place, date, or time of regular meetings shall be made by amending this document and giving public notice as required by law. If work sessions are needed, the Board may meet on a day agreed upon by the Board.

9.1.2 Normally, no new public hearing or business shall commence after 10:00 p.m., but will be continued until the next scheduled Board meeting. The Board may, at its sole discretion, waive this provision by majority vote.

9.1.3 Other meetings which involve a hearing may be held on call of the chair provided the public notice requirements for a hearing have been met. For a non-regular meeting with no hearing, Board members and alternates shall be informed at least 48 hours in advance and a notice shall be posted in four (4) public places no less than 24 hours prior to the meeting excluding Sundays and legal holidays as per RSA 91-A:2,II.

9.2 Addressing the Board.

9.2.1 All communications to and within the Board shall be made through the Chair. Before speaking, any person not on the Board who is recognized by the Chair shall state his/her name and address.

9.2.2 Members of the public wishing to address the Board shall apply for a hearing, contact the Administrative Assistant to request to be placed on the agenda, or speak during the public comment portion of the meeting. Members of the public are encouraged to address the Board on the matter at hand during the public input section of a hearing. At the discretion of the Chair, a person may address the Board at any other time.

9.2.3 The Chair shall rule as being out of order any person who is talking about matters not under discussion, who is making a point more than once, or is disruptive, and order them to cease and yield the floor.

9.3 Quorum and Voting.

9.3.1 A quorum for all meetings of the Board shall be four members, including alternates sitting in place of members.

9.3.2 If any regular Board member is absent from any meeting or hearing, or disqualifies himself/herself from sitting on a particular case, the chair shall designate at the beginning of the meeting or hearing one of the alternate members to sit in place of the absent or disqualified member, and such alternate shall be, in all respects, a full member of the Board while so sitting.

9.3.3 The Alternate Ex-Officio shall sit in the place of the Ex-Officio when he/she is not present, and shall not sit in the place of any regular member.

9.3.4 Proposed decisions by the Board shall be put forth in the form of a motion. A motion, duly seconded, shall be carried by a majority of members qualified to vote and voting in the affirmative. Only members who are present are qualified to vote. "Member" includes the Chair and any alternates sitting in the place of members.

9.3.5 When the vote on a question is evenly divided, the Chair may vote to break the tie.

9.4 Code of Conduct

9.4.1 Planning Board members (and staff, if any) shall not use their position for a purpose that is, or gives the appearance of being, motivated by a desire for personal benefit or private gain for themselves or others, particularly those with whom they have family, business, organizational, or other ties.

9.4.2 Planning Board members (and staff, if any), who are abutters to a property (as defined by RSA 672:3), or who have a financial interest in a property, shall not participate in any discussion, hearing, or other consideration by the Planning Board which involves that property.

9.4.3 Planning Board members (and staff, if any) shall not participate in the preparation or administration, monitoring, approval, or payment of any grants or contracts made to, or by, the Planning Board, if a real or apparent conflict of interest would be involved.

9.4.4 In conformance with New Hampshire RSA 673:14, no member of the Planning Board shall sit upon the hearing of any question which the Planning Board is to decide, if that member has a direct personal or pecuniary interest in the outcome which differs from the interest of other citizens, or would be disqualified for any cause to act as a juror upon the trial of the same matter in any action at law.

9.4.5 When uncertainty arises as to the application of these provisions to a Planning Board member in particular circumstances, the Planning Board shall, upon the request of that member or another member of the Board, vote on the question of whether that member should be disqualified. Any such request and vote shall be made prior to or at the commencement of any required public hearing. Such a vote shall be advisory and non-binding, and may not be requested by persons other than Board members, except as provided by local ordinance or by procedural rule adopted under RSA 676:1.

9.4.6 If a member of the Planning Board is disqualified or unable to act, or recuses herself or himself in any particular case before the Planning Board, the chair shall designate an alternate to act in place of the disqualified, inactive, or recused member, as specified by New Hampshire RSA 673:11.

9.4.7 Any member of the Planning Board who may have an apparent, potential, or actual conflict of interest with respect to any deliberations or matters before the Planning Board, shall recuse himself or herself from the Board while such matters are being considered or acted upon.

9.5 Order of Business. The order of business for regular meetings shall be as follows:

1. Call to order by the chair
2. Appointment of Alternates
3. Approval of the Agenda
4. Review and approve minutes of the previous meeting
5. Public Comment
6. Application Review, Approvals, and Hearings
7. Chairman's Reports
8. Planner's Report
9. Selectmen's Report
10. Subcommittee Reports
11. Announcements/Correspondence
12. Administration
13. Adjournment

The order of business may be changed at the discretion of the Chair or by a majority of the Board

9.6 Non-Public Sessions. In general the Planning Board shall conduct all business in public session. However, there may be occasions where a non-public session is required, and such non-public sessions shall comply with RSA 91-A. The motion to enter into non-public session shall cite the specific authorizing provision of RSA 91-A. A roll call vote shall be required prior to entering a non-public session. Minutes of the session shall be kept, and shall be made available to the public in accordance with New Hampshire State Law unless 2/3 of the planning board members vote to seal the records. However, the planning board shall release the records of the non-public session as soon as it is appropriate to do so, per RSA 91-A.

X. PRELIMINARY CONCEPTUAL CONSULTATION

10.1 This meeting shall be directed as a review of the basic concept of the proposal and suggestions, which might be of assistance in resolving problems with meeting requirements during final consideration. The Board and applicant may discuss proposals in conceptual form only and in general

terms such as desirability of types of development and proposals under the Master Plan. The presentation to the Board of new surveys, engineering plans or similar materials shall require the Design Review process to be followed, so the Chairman must be careful to keep these discussions at a general level. Typically, maps from the Master Plan, tax maps, county soil survey maps and the like are acceptable levels of generality upon which to base these discussions. Such consultation shall not bind either the applicant or the Board, and statements made by Board members shall not be the basis for disqualifying said members or invalidating any action taken. Such discussion may occur without the necessity of giving formal public notice, but such discussions may occur only at formal meetings of the Board. Preliminary conceptual consultation meetings are strictly optional to the applicant.

XI. DESIGN REVIEW

11.1 The Board and applicant may engage in non-binding discussions beyond conceptual and general discussions, addressing more specific design, planning and engineering details, provided that the design review may proceed only after formal public notice is provided. Statements made by Board members shall not be the basis for disqualifying said members or invalidating any action taken. The applicant shall pay appropriate public notice fees as specified in these regulations, and shall provide all required materials and information required for public notice. Design Review meetings are strictly optional to the applicant, but such meetings can be helpful in identifying and resolving problems in an application prior to major design investments by the applicant.

XII. APPLICATIONS TO THE PLANNING BOARD

12.1 Applications for hearing before the Planning Board shall be made on forms provided by the Board and shall be presented to the Administrative Assistant of the Planning Board, or the Board's agent, who shall sign and record the date of receipt.

12.2 Applications shall be filed with the Administrative Assistant or the Planning Board's agent by the second Wednesday of the month at 12 Noon.

12.3 Notice shall be given and published as required by RSA 676:4, I(d), ten days exclusive of the day of posting and the day of the meeting, before a complete application is submitted to the Planning Board for consideration.

12.4 The Planning Board shall determine by a majority vote whether to accept an application as complete. Applications determined to be complete shall be scheduled for public hearing within thirty (30) days of acceptance or at the next regular meeting. If an application is complete and accepted by the Planning Board, and all notices have been published, all abutters notified, and all fees paid, the board may hold the public hearing at that same meeting at which it is accepted as complete. The application shall remain under active consideration on the Planning Board's agenda until final action is taken.

12.5 Upon determination by the board that an application is incomplete, the board shall notify the applicant of the determination in accordance with RAS 676:3, and describe the information, procedure or other requirement necessary for the application to be complete.

12.6 Completed applications may be approved, conditionally approved, or disapproved.

12.7 As provided by RSA 676:4, I(f), the Planning Board may apply to the Board of Selectmen for an extension before acting to approve or disapprove an application; or the applicant may waive the requirement for Planning Board action within the time period specified by law.

XIII. PUBLIC NOTICE

13.1. Public notice of the date upon which the application will be formally submitted to the Planning Board, and of public hearings on the application, shall be given by posting in four (4) or more public places, including the two at the Town Hall, the Madison Post Office and the Silver Lake Post Office, not less than ten days (exclusive of the day of posting and the day of the meeting) prior to the date fixed for submission and consideration of the application. Public notices shall conform to the requirements of RSA 676:4, I.(d).

13.2 Personal notice of the date upon which the application will be formally submitted to the Planning Board, and of public hearings on the application, shall be made by the applicant, using certified mail, return receipt requested, not less than ten days prior to the date fixed for submission of the application to the Planning Board (exclusive of the day of the meeting). The notice shall be sent to all abutters, to holders of conservation, preservation, or agricultural preservation restrictions, and to any professional, including every engineer, architect, land surveyor, or soil scientist whose seal appears on any plat.

13.3 The notices of submission of the application and the public hearing/s on it may be combined if the date of the public hearing is stated in the notice, and if the notice also states that if the application is accepted as complete, it will be on the agenda of the Planning Board meeting until a final decision is made.

XIV. HEARINGS

14.0 General. There are two kinds of hearings. One is to get public comment before adopting regulations, amendments, or the master plan. The other is to exercise the Board's power to review subdivisions, boundary line adjustments and site plans.

14.1 Hearings Related to the Adoption of Regulations or Zoning Ordinance Amendments.

The procedures for adoption and notice are given in RSA 675:6 and 675:7. Public notice for a hearing shall be given ten or more days before the hearing (exclusive of the day of the posting and the day of the meeting) by posting a notice in four (4) public places in the town, and by publishing a notice in a newspaper of general circulation in the town. The full text of the subject of the hearing need not be placed in the notice, but the notice shall give a clear description of the matter and state where the document may be reviewed. The notice shall also state the date, time, and place of the hearing.

14.1.1 Order of Business. The order of business for the hearing shall be as follows:

- a. The chair shall call the hearing to order, and note the time.
- b. The Chair shall explain the hearing procedure and give rules of conduct.
 - 1) Address all questions and comments to the Chair; parties will not address each other directly
 - 2) Identify yourself before you speak
 - 3) Do not engage in side conversations
- c. The Chair shall read the text of the notice.
- d. The Chair shall explain the hearing procedure
- e. It is suggested that the subject matter be divided into manageable segments, such as an amendment, a group of related amendments, a paragraph, or a page. The Chair or a designated member shall read the segment aloud. If everyone has access to a printed copy of the matter under discussion, it may be summarized instead of being read verbatim.

- f. The Chair or designated member shall state the rationale for the amendment, paragraph, or regulation.
- g. The Chair shall invite comment from the public. When there is no more comment from the public, the Chair shall close public comment and proceed to the next segment.
- h. All members of the public have a right to be heard within the time allowed. If there is insufficient time, the hearing shall be continued to a date, time, and place certain.
- i. After the review of the document is complete, the Chair shall declare the hearing closed.
- j. The Board shall deliberate to see whether it wants to incorporate the public comments or adopt the document or amendments.
- k. The Board may vote to adopt the document or amendments in whole or in part.
- l. When zoning ordinance amendments are under consideration, the Board shall vote whether to place each amendment on the town meeting ballot.
- m. In the event that no member of the public is present when the hearing is opened, the Chair may suspend the proceeding until one appears, or until one half hour has passed. If no one appears within that time, the Chair shall declare the hearing closed, and the Board shall deliberate and vote.

14.2 Hearings Related to the Review of Subdivisions and Site Plans. The procedures for application and public notice are given in the regulations for each type of review.

14.2.1 Order of Business. The order of business for the hearing shall be as follows:

- a. The chair shall call the hearing to order, and note the time.
- b. The Chair shall explain the hearing procedure and give rules of conduct.
 - 1) Address all questions and comments to the Chair; parties will not address each other directly
 - 2) Identify yourself and your address before you speak
 - 3) Do not engage in side conversations
- c. The Chair shall read the text of the notice.
- d. The Board shall review the application with the list of application submittal requirements specified by the applicable regulations to see if it is complete. Official acceptance or rejection shall be by motion and vote. If rejected, the Board shall identify the deficiencies in writing to the applicant by a copy of the minutes and a letter.
- e. The Chair shall ask the person who will speak to the application to identify him/herself, and state whether he/she is the owner or authorized agent.
- f. The Chair shall invite the applicant or agent to make a presentation.
- g. The Chair shall ask the Board for questions or comments.
- h. The Chair shall open the hearing to comments or questions from the Public.
- i. The Chair shall read into the record written comments from the Public.
- j. The Chair shall invite the applicant or agent to provide additional information in response to public comments or questions.
- k. The Chair shall close the hearing to public comment.
- l. The Chair shall invite the applicant or agent to provide additional information.
- m. The Chair shall ask the Board for any additional questions or comments.
- n. The Chair shall invite the applicant or agent to provide additional information in response to any questions or comments from the Board.
- o. The Chair shall close the hearing and invite the Board to deliberate.
- p. The Board shall ascertain the cost of on and off-site improvements and require security in that amount as a condition of approval.
- q. The Board shall establish any conditions of approval.
- r. The Board shall vote to approve, approve with conditions, or disapprove. If disapproved, the Board shall provide the reasons for disapproval to the applicant in writing.

14.2.2 **Non-Appearance.** An applicant who does not appear, or is not represented by an authorized agent, or has not requested a continuation in writing, for a hearing that has been duly noticed shall have his/her application automatically disapproved. The Board shall provide the disapproval notice in writing. It shall be the applicant's responsibility to reinstate the process and pay all fees due.

XV. JOINT MEETINGS AND HEARINGS

15.1 Procedures. The planning Board may hold joint meetings and hearings with other land use Boards such as the Zoning Board of Adjustment (ZBA). Each Board shall have discretion whether or not to hold such joint meeting or hearing. Joint business meetings with any other Boards may be held at any time when called jointly by the chairs of the Boards. A joint public hearing must be a formal public hearing when the subject matter of the hearing is within the responsibilities of the Boards convened. The Planning Board Chair shall chair all joint meetings and public hearings when the subject matter involves the Planning Board. The rules of procedure for joint meetings and hearings, the subject matter of which involves the Planning Board, shall be the same as these rules of procedure except that the rules may be changed at the request of the other Board. Each Board involved in a joint public hearing shall deliberate and vote on its decision separately based on its criteria for a particular matter.

XVI RECORDS

16.1 Records. The records of the Board shall be kept by the Administrative Assistant and made available for public inspection at the Town Hall in accordance with **RSA 91-A**.

16.2 Minutes. Minutes of the Board meetings shall be kept in accordance with the provisions of **RSA 91-A**, and shall be made available within five business days for public inspection. The minutes shall include a statement of each event that occurred and a concise summary of what each person said. Minutes which have been approved by the Board shall be deemed to be the official record of the meeting or hearing to which they relate.

16.3 Approval of Minutes. Minutes shall be put in the hands of members one week prior to the next regularly scheduled meeting. At the next meeting the minutes shall be discussed and approved or disapproved. Members absent from the meeting in question may not vote on the minutes.

16.4 Storage. The original paper copy of the approved minutes and the index shall be stored in the town's fireproof vault at all times. Additional copies, such as those in the minute book may be kept in the offices for convenience.

XVII. COMMITTEES

17.1 The Board, by vote, may establish a committee for any endeavor. The Board shall outline the scope of responsibility and budget of the committee. The committee shall recruit as many people as necessary from outside the Board to accomplish their objectives. The committee shall have the flexibility to function as it deems necessary, including appointing its own Chair. The committee shall make timely reports to the Board. The Board shall consider the recommendations. All Subcommittees shall have at least one Planning Board member on it. Subcommittee meeting notices and minutes shall comply with RSA 91-A:2.

XVIII. FORMS

18.1 All application forms and other forms used and required by the Board in carrying out its duties shall be formally adopted by the Board, and by reference and usage shall become part of these rules of procedure. The Planning Board Comprehensive Application Form can be found in Appendix A.

XVIV. APPLICATION FEES

19.1 Application and permit fees which the Board may impose in the course of its business shall be formally recommended by the Board to the Board of Selectmen for adoption, and by reference and usage shall become part of these rules of procedure. The Application Fees can be found within the Planning Board Comprehensive Application Form in Appendix A.

XX. AMENDMENTS

20.1 These rules of procedure may be amended by vote of a majority of all the regular members of the Board provided that a printed copy of such amendment(s) is in the hands of each member one week or more immediately preceding the meeting at which the vote is to be taken. After approval of any amendments, the chair shall file a copy of the amended rules with the Town Clerk, provide a copy to the Board of Selectmen, and provide a copy to each member and alternate.

20.2 All amendments will be dated within the document to provide information as to when they went into effect, and a Revision History section will be included with each document.

Planning Board Rules and Regulations Revision History:

1. The Rules of Procedure adopted 2/1/06 replace the Rules of Procedure revised last on March 1994 and the Planning Board Comprehensive Application form revised 1992.
2. Amended 05/02/07: change the application deadline to the first Wednesday of each month
3. Amended 06/02/10: general clerical corrections; change the application deadline to the second Wednesday of each month; change the deadline for submission of minutes to be consistent with state statute; add language regarding procedures for email and US mail correspondence sent to individual board members
4. Amended 11/03/10: alternate members may participate in discussion regarding an application including deliberation but may not vote on the application unless raised to voting status