In attendance at New Boston Town Hall: Anthony Olivier, Michael Dahlberg, and Lorraine McKim

Staff present: Shannon Silver, Planning Coordinator

Michael Dahlberg called the meeting to order at 7:00 pm at Town Hall.

*Lorraine McKim sat for Ken Clinton.*

* Approval of the January 17, 2023, meeting minutes, with or without changes. (distributed by email)

**Anthony Olivier moved to approve the meeting minutes of January 17, 2023, as amended.** **Seconded by Lorraine McKim.**

**Voting: 3-0-0** **motion carried unanimously.**

* Approval of the March 21, 2023, meeting minutes, with or without changes. (distributed by email)

**Lorraine McKim moved to approve the meeting minutes of March 21, 2023, as amended.** **Seconded by Anthony Olivier.**

**Voting: 3-0-0** **motion carried unanimously.**

Michael Dahlberg noted that Vice Chair David Craig has declined reappointment to the Board. He thanked David Craig for his years of service to the Town.

* Discussion and review of amendments re: Rules of Procedure and Application Instructions.

The Board reviewed its Rules of Procedure. Lorraine McKim asked if, regarding Section 2.3, alternates to the Board need to reside in the community. Michael Dahlberg stated that, while this is not stated in the document, he believes it to be assumed. Anthony Olivier explained that this is mentioned previously in Section 2.2.

There was discussion regarding potentially increasing application fees. Michal Dahlberg stated that the fee of $200, plus abutter notification fees, should be adequate. Lorraine McKim disagreed. She stated that the fee should be increased to $300. Michael Dahlberg suggested amending the language to read that the application fee is $150, plus a public hearing notice fee and abutter notification fees at $10/each.

The Board reviewed other proposed changes and edits to the document.

**Unfinished business**

Lorraine McKim asked if Ken Clinton was informed of this meeting. Shannon Silver stated that he was. Lorraine McKim stated that she would work to become a full member of the Board. Michael Dahlberg suggested a letter from the Board to the Selectmen supporting Lorraine McKim’s full membership.

**New business**

None at this time.

**Communication and miscellaneous**

None at this time.

**Other business**

None at this time.

**Adjournment**

**Anthony Olivier moved to adjourn the meeting at 8:26pm.** **Seconded by Lorraine McKim.**

**Voting: 3-0-0** **motion carried unanimously.**

Respectfully submitted, **Minutes approved:**

Kristan Patenaude June 20, 2023