

PLANNING BOARD

TOWN OF NEW BOSTON

RULES OF PROCEDURE

PROPOSED AMENDMENTS JULY 23, 2013

Proposed Amendment #1.

Amend Section 9

Section 9 Meetings

Amend Section 9.1 to refer to a 7:00 p.m. start time for Planning Board meetings instead of 6:30 p.m., as follows:

- 9.1 Regular meetings shall be held at least monthly at the Town Hall Conference Room, at ~~6:30~~ 7:00 p.m. on the 4th Tuesday of each month. The Board customarily also meets on the 2nd Tuesday of each month. Should the volume of applications and other Board activity dictate, and during the summer months of June, July and August, the Board may vote to hold only the required monthly meeting on the 4th Tuesday.

Proposed Amendment #2.

Amend Section 9

Section 9 Meetings

Amend Section 9.9 to reference a different order of business at the Planning Board's first meeting of the month and second meeting of the month, to refer to the "Chair" instead of "Chairman" and to renumber sub-section f. as e., as follows:

- 9.9 Order of Business. The order of business shall be as follows:

1st monthly meeting, 2nd Tuesday:

- a. Call to order by Chairman;
- b. Workshop sessions, presentations by outside agencies, meetings with sub-committees/ departments/ boards/ commissions/ Town Engineer, etc;
- c. Public Hearings on subdivisions, site plans, or any other issues;
- d. Miscellaneous business**, including adoption of minutes; and
- ~~e.~~ Adjournment.

2nd monthly meeting, 4th Tuesday:

- a. Call to order by Chair;
- b. Public Hearings on subdivisions, site plans, or any other issues;

- c. Workshop sessions, presentations by outside agencies, meetings with sub-committees/ departments/ boards/ commissions/ Town Engineer, etc;
- d. Miscellaneous business**, including adoption of minutes; and
- e. Adjournment.

** Miscellaneous business may also be taken up between scheduled hearings if there is enough time before the noticed start time of the next hearing.

Proposed Amendment #3.

Amend typographical errors in various sections, as follows:

Section 5 Membership and Terms of Office

Amend Section 5.11 to delete the word "to" in the first sentence, as follows:

- 5.11 Recommendations regarding appointments ~~to~~ for regular and alternate Planning Board members shall be submitted by the Planning Board to the Board of Selectmen for action. The Planning Board strongly suggests that an applicant for a Planning Board position attend at least one full Planning Board meeting before deciding to submit their application.

Section 6 Officers

Amend Section 6.2, b) and c) to refer to the "Chair" instead of "Chairman", as follows:

- b) Vice-Chair. The Vice-Chair shall preside in the absence or disqualification of the Chair and shall have the full powers of the Chair on matters which come before the Board during the absence or disqualification of the Chairman.
- c) Secretary. The Secretary shall countersign the Chairman's endorsement of the Board's approval on plats and other documents as required. In the absence or disqualification of the Secretary, the Vice-Chair shall countersign the endorsement of the Board's approvals. The Secretary shall preside over the meeting in the absence or disqualification of the Chair and Vice-Chair.

Section 13 Notice

Amend Section 13.1 to add an "s" to "requirement" in the last line, as follows:

- 13.1 The Planning Board provides public notice in a number of

different scenarios: for public hearings on applications the Board follows the requirements of RSA 676:4; for public hearings on the adoption and amendment of ordinances and regulations the Board follows the requirements of RSA 675:7; for special meetings the Board follows the requirementss of RSA 91-A.

Section 15 Public Hearings on the Adoption or Amendment of Ordinances, Regulations and the Master Plan

Amend Section 15.4 to add an "s" to "Commission" in the last line, as follows:

15.4 The Board will discuss any information or comments received from Town Counsel, Southern New Hampshire Planning Commission, the Town's Consulting Engineer, and other Boards, Committees, Commissions or Town Departments.

Section 21 Sub-committees

Amend Section 21.8 to delete the "s" from "Agendas" in the first line, as follows:

21.8 Agendas for the meetings of the sub-committee shall be posted in accordance with RSA 91-A:2,II.

NS/

7/11/13