

Wales Planning Board
Meeting Minutes
January 11, 2016

PRESENT: Keith Hood, Steve Valle, Amy Adams, Danelle Laflower

ABSENT: Gene Randall, Bill Matchett

GUEST:

The meeting was called to order by Keith at 7:05 p.m.

Keith began the meeting by acknowledging that Danelle has been sworn in and is an official Planning Board member.

Next, the minutes of December 14, 2015 were reviewed. A motion was made by Steve, seconded by Danelle, to accept the minutes as written. The motion carried unanimously.

The Board discussed the FY2017 budget. Steve made a motion, seconded by Danelle, to submit the same budget as FY2016, with the addition of \$600 for legal expenses. The motion passed unanimously.

There was review discussion of a letter to town counsel drafted by Keith regarding Mr. Silva's special permit. Keith will add an additional question, "Should Mr. Silva be required to reapply for a special permit?". Steve made a motion, seconded by Danelle, to table further discussion until Bill is in attendance.

The Annual Report is due in March. Among items to be included in the report are the following:

- Number of special permits that have been rectified (Amy will look this up)
- Justin's resignation
- Danelle's appointment

Keith will draft something for the Board to review.

The Board talked about working on an operational manual for the Planning Board which would outline the roles and responsibilities of members of the Board as well as procedures for handling special permits and other requests that may come before the Board.

Danelle would like to try to see a Road's List warrant put forth by the Planning Board this year. It will be put on the agenda for the February 8th meeting.

Mail was reviewed and vouchers were signed.

Steve made a motion to adjourn, seconded by Danelle, at 7:36 p.m. The motion passed unanimously.

Respectfully submitted,
Amy Adams