

## February 9, 2015 Albion Planning Board Minutes

Attendees: Frank Siviski, Chair, Chuck Rounds, Kevin Morrissey, Jeanne Siviski, Bill Gatti

Absent: Marianne Cogswell

Note: Matt Nielsen attended briefly.

Frank called the meeting to order at 7:06 p.m.

There being a quorum of members attending no appointment of voting members was necessary.

### **Approval of Jan. 12 Minutes**

Public meeting minutes: Chuck Rounds made a motion to approve the minutes as submitted. Motion passed and minutes were approved.

Regular meeting minutes: Kevin Morrissey made a motion to approve the minutes as submitted. Motion passed and minutes were approved.

**CEO Report.** Matt Nielsen noted that there had been no activity warranting Planning Board attention.

### **Status of LUO presentation at Annual Town Meeting**

Frank noted that he had distributed the summary prepared by Chris Huck (KVCOG) for review to Planning Board members as well as Select Board members. Summary was found to be sufficient.

Frank prepared the article for warrant for LUO changes and submitted same to the Town Clerk and Select Board.

Frank met with the Select Board and explained the nature of the LUO changes to be presented at the Town Meeting. He also noted that we would prepare a letter of appreciation to Chris Huck (KVCOG) for PB Chair and Select Board signature. Jeanne Siviski will compose draft.

### **Status of other administrative matters:**

Bill noted that he had submitted the annual PB budget to the Select Board.

Frank noted that he had submitted the annual PB activity letter to the Town Clerk.

It was agreed that we would place the LU map on the town website.

Jeanne and Bill will attend the MMA Workshop for Planning Board members on February 10<sup>th</sup>.

### **Planning Board Job Description Review**

Discussions and suggestions were put forth on developing job descriptions for Planning Board Chair, Co-Chair and Secretary. These initial ideas were in draft form to be further developed and discussed at future meetings.

**New Business**

Jeanne brought forward Kevin's idea of having a "FOR YOUR INFORMATION" type poster developed for posting in the Town Office as well as the website. The purpose of this information will be to provide ready access by residents, non-residents and Town Office staff to specific information pertinent to Planning Board and CEO matters. Bill will develop a first draft.

Frank adjourned the meeting at 8:40 p.m.

Bill Gatti

Acting Secretary