

TOWN OF OTISFIELD PLANNING BOARD POLICIES

1. One meeting will be held per month, on the third Tuesday, and will close no later than 10:00 PM unless the majority of the board votes otherwise.
* Planning Board Chair will let applicants know at the beginning of the meeting.
2. Tapes of the Otisfield Planning Board shall stay in the file.
3. Tapes shall be listened to w/ the CEO present.
4. Tapes are to be logged out and in, and in possession as noted above, at all times.
5. In order to be placed on the agenda at the next regularly scheduled meeting of the Planning Board, a request shall be submitted to the Secretary of the Planning Board or the CEO, (9) business days prior to the next regular scheduled meeting.
6. Copies of the minutes of each meeting will be sent to the board of Selectmen after they have been approved by the Planning Board at the next regularly scheduled meeting.
7. Approved Planning Board minutes will be posted on town website.
8. Agendas will be sent to Planning Board members and posted on website and bulletin board prior to meeting.

***Approved as of 10.17.12 BOS Meeting.**

TANYA TAFT