

## TOWN OF OTISFIELD PLANNING BOARD POLICIES

1. The regularly scheduled PB meeting will be held on the third Tuesday of each month.
2. No new Agenda items will be taken up after 9:00 PM unless a majority of the board votes to do so.
3. A workshop or regular meeting will be held on the first Tuesday of the month if needed if the majority of the board votes to do so.
4. All recordings will stay in the possession of the town of Otisfield and available for review with an appointment with the CEO or Town Office Employee.
5. In order to be placed on the Agenda at the next regularly scheduled meeting of the PB, a request shall be submitted to the CEO by noon (2) Fridays prior to the next regularly scheduled meeting.
6. Any material to be submitted to the Planning Board will have (9) copies submitted to the CEO or Town Office employee by noon (2) Fridays before the regularly scheduled meeting.
7. Copies of the minutes of each meeting will be sent to the Administrative assistant of the BOS after they have been approved by the Planning Board at their next regularly scheduled meeting.
8. Planning Board minutes will be posted on the Town Website within (5) calendar days after approval.
9. Agenda will be sent to the Planning Board members and posted on the website and bulletin board (7) calendar days prior to the regularly scheduled meeting or workshop if one is being held.

**\*Approved as of 09.20.16 PB Meeting and 09.21.16 BOS Meeting.**