

**TOWN OF NEWRY
PLANNING BOARD BYLAWS**

Adopted: May 2, 1990
Amended: March 18, 2015
Amended: May 6, 2015
Amended: December 2, 2020

SECTION I PURPOSE

The purpose of these Bylaws is to establish procedural guidelines for the Newry Planning Board (hereinafter **NPB**) to assure that there are standard procedures to be followed.

SECTION II ADOPTION AND AMENDMENTS OF BYLAWS

The NPB may, upon a majority vote of the Board, adopt and/or amend these Bylaws.

SECTION III BOARD MEMBERS' RESPONSIBILITIES

- A. Board Members are responsible for attending all meetings. If a meeting is missed, the Board Member must review all submitted materials and listen to the recording of the missed meeting prior to the next scheduled meeting.
- B. Board Members are responsible for announcing any conflicts of interest and/or bias.

SECTION IV OFFICERS AND THEIR DUTIES

- A. The officers of the NPB shall be: Chairperson, Vice-Chairperson, and Secretary.
- B. The Chairperson shall:
 - a. Prepare meeting agenda and provide it to the Recording Secretary;
 - b. Preside over all meetings and hearings of the NPB;
 - c. Appoint all committees;
 - d. Call all work sessions;
 - e. Preside over executive sessions;
 - f. Monitor, manage, and be responsible for the NPB email account;
 - g. Manage the NPB Dropbox account;
 - h. Manage the hard drive of the Planning Board computer.
- C. The Vice-Chairperson shall:
 - a. Confirm notification of abutters when applicable;
 - b. Act for the Chairperson in his/her absence.

- D. The Secretary shall:
 - a. Be responsible for the files of the NPB, these folders include applications, findings, correspondence, transactions which reference applications and their procedures. Such records are public information on file in the Newry Town Office, available to the public during regular office hours;
 - b. Compose appropriate correspondence (electronic is acceptable, with Chairperson copied);
 - c. Leave copies of meeting materials for absent members;
 - d. Receive and make record of applicant's payments/checks and forward the payment to the Town Office.

- E. A Recording Secretary shall be hired at an hourly rate and have the following responsibilities:
 - a. Developing, with the Chairperson, the meeting agenda and distributing it electronically in advance of the meeting to Board Members and to the Town Office for public posting;
 - b. Recording and transcribing minutes during each meeting;
 - c. Immediately following each meeting, transferring audio recording of meeting to Planning Board computer and to Dropbox;
 - d. Providing a first draft of transcribed minutes to the Chairperson for review & edit;
 - e. Distributing second draft of meeting minutes to Board Members for review & vote at next meeting;
 - f. Distributing final meeting minutes as approved to Board Members and to the Town Office;
 - g. Work with the Planning Board to develop Findings of Fact/Conclusions of Law for each approved application.
 - h. May work on additional word-processing projects as requested by the Chairperson.

SECTION V ELECTION OF OFFICERS

- A. Nomination and election of officers shall be made from among full voting members of the NPB at the annual organizational meeting which shall be held during the first regular NPB meeting in April.

- B. The candidate receiving a majority vote shall serve for one year or until a successor is elected.

- C. Officer vacancies shall be immediately filled by regular election procedures.

SECTION VI MEETINGS

NPB shall meet on a weeknight and at a time chosen by the board at least once per month. The Chairperson shall call additional meetings as necessary. After a meeting has lasted 2.5 hours, upon a motion to extend and a majority pro vote, the meeting may continue one-half hour. The meeting may continue with subsequent half-hour extensions, upon majority pro votes.

SECTION VII MEETING AGENDA AND ORDER OF BUSINESS

The Chair and Recording Secretary prepare an agenda for each Board meeting. In order for an item to be placed on the agenda, the request must be communicated to the Chair or Vice Chair a minimum of two (2) weeks prior to a regularly scheduled NPB meeting. The order of Business will be determined by the agenda, and generally follows:

- a. Call to order
- b. Roll call and determination of quorum
- c. Confirmation of members' voting eligibility
- d. Actions of minutes of previous meeting
- e. Business (includes new and continued applications)
- f. Findings of Fact
- g. Correspondence/Mail
- h. Open Discussion
- i. Scheduling of next meeting date
- j. Adjournment

SECTION VIII APPLICATION SUBMITTAL AND REVIEW PROCEDURE

- A. Supporting materials for an application are required to be submitted two weeks in advance of the first meeting where it is heard (for new applications), and ten days in advance of subsequent meetings (a continued application).
- B. All applications and materials in support of an application must be submitted both as electronic emailed files and as paper copies in the quantity determined by the applicable ordinance. Both are required by submittal deadlines determined in the NPB Bylaws and applicable Newry ordinances.
- C. Each new application will be reviewed according to the current applicable ordinance.
- D. Findings of Fact will be submitted to the Board for approval. The Findings of Fact are to (1) indicate evidence that the final proposal complies with the applicable ordinance, (2) include reference to approval of other governing bodies, and (3) state any conditions of approval to be noted on final drawings.

SECTION IX PUBLIC INPUT

- A. Written or electronic public comment must be received a minimum of 36 hours prior to a meeting. Comments received after this time, will be held and reviewed at the next regularly scheduled meeting.