

As we have discussed these changes over the last several meetings, Lois has added some of them into a new draft document.

Entering meeting materials in the record: ADD as Article III. 2. H

The secretary shall prepare a list of all documents submitted regarding an application that are circulated / distributed to members for a meeting and that list shall be entered in the minutes.

Circulation of application materials: ADD as Article III. 2. G

The secretary shall email all available application documents to all board members at least 10 days prior to the meeting at which the application will be considered.

Circulation of meeting preparation material: In new draft: Article III. 2. F

Meeting preparation material shall be assembled by the secretary and electronically distributed in packets to all board members, not individually. When practical the secretary will distribute packets at least 24 hours before meetings.

Time Limitations: In new draft: Article IV. 9. F. Better placed as Article IV. 8. A ?

The board may adopt time limits for testimony, questions, comments, and discussion of all issues before the board to ensure that the meeting is efficiently run.

Minutes Procedure: In new draft Article III. 2. A

The Board Secretary shall draft meeting minutes and make available to the public within 5 business days of the meeting. These draft minutes will be sent via email to all board members for board members to review. Board members may reply to the secretary only with suggested minutes changes. The secretary is NOT to circulate these suggested changes prior to the meeting. In order to efficiently compile draft minutes, the board chair and the secretary may communicate regarding draft minutes.

The secretary shall include a disclaimer when sending out draft minutes:

“Please see attached meeting minutes. Please do not circulate or reply all. You may reply to this email only with any suggested changes.

Minutes procedure and policies will be determined only by majority vote of the board.

Alternates: In new draft: Article IV. 5. A

Alternates may serve on subcommittees and may vote on subcommittee recommendations to the Board.

Absence from meeting: In new draft: Article IV. 1.

Board members and alternates should advise the secretary at least 24 hours in advance if they know they will not be attending a meeting.

Recordings of meetings: Add, Article III. 5.

The official audio / video recordings of a meeting will be those made by a town employee on town equipment or as otherwise determined by a majority of the board members in the event that an employee is not available to record.

For further discussion and research:**Use of Dropbox or google docs.**

To avoid being a “meeting”, the protocol would need to be like our minutes policy with submission to the secretary to be posted and no comments or discussion between board members or posted. It could work for application information and meeting documents posted to a PB members section of the town website? What are we wanting to accomplish?

Electronic Devices in Meetings:

The PB decided to wait for a town wide policy from the BOS which may be applicable in whole or in part.

In the meantime, I suggest we discuss this option:

Electronic devices allowed during legislative session, not allowed during hearings, or maybe, unless specific relevant information can be displayed for the public??

Board members research on applications coming before the board.

We are looking for recommendation's, best practices. Legal limitations.

Private conversation in meetings.

In the event there are individuals having private conversation(s) that are distracting to board members or the public. The board may request that the individuals take the conversation outside until finished. Should we also mention cell phones?

We don't have a clear answer yet on 1st amendment compliant language.

Requirement for applicant to fulfill precedent conditions prior to sign off and registration of plan.

Legal requirements (bond)? Legal limitations? Practical limitations?