

**SANFORD PLANNING BOARD MINUTES
MEETING – January 9, 2008 – 7:30 P.M.
Town Hall Annex Third Floor Chambers**

MEMBERS PRESENT: Robert Hardison, Chair
Kelly Tarbox, Vice Chair
Joseph Herlihy
Bryan Chabot
Greg Vermette
Gary Morse

MEMBERS ABSENT: Margaret Kleinrock (w/notice)

STAFF PRESENT: James Q. Gulnac, AICP, Planning & Development Director
Charles Andreson, PE, Town Engineer
Michael Casserly, Assistant Engineer

STAFF ABSENT: Barbara Bucklin, Administrative Assistant (w/notice)

I. CALL TO ORDER

Chair Hardison called the meeting to order at 7:30 P.M.

II. ELECTION OF OFFICERS

a. Election of Officers

On a motion by Ms. Tarbox and seconded by Mr. Vermette, it was moved to have Mr. Hardison serve as Chair to the Board for 2008.

Chair Hardison asked if there were any nominations for Vice Chair. Board member Herlihy made a motion to nominate Ms. Tarbox. Mr. Vermette seconded the motion. It was moved to have Ms. Tarbox serve as Vice Chair to the Board for 2008.

Chair Hardison asked the Board to elect a secretary. Vice Chair Tarbox nominated Board member Kleinrock, seconded by Board member Herlihy. It was moved to have Board member Kleinrock serve as secretary to the Board for 2008.

Staff member Gulnac requested that the Board choose an acting secretary to review and sign minutes in Ms. Kleinrock's absence. Chair Hardison appointed Board member Morse as acting secretary.

III. ADOPTION OF PLANNING BOARD BY-LAWS

Chair Hardison called for a motion to adopt the Planning Board By-Laws.

Board member Herlihy made a motion to approve the by-laws as written.

Vice Chair Tarbox seconded the motion.

The motion to approve the Planning Board By-Laws as written passed 6-0.

Chair Hardison called for the approval of the 2008 schedule, with changes made due to the holiday schedule.

Board member Herlihy made a motion to approve the 2008 Planning Board schedule.

Board member Morse seconded the motion.

A vote was taken, and the motion passed 6-0.

IV. DISCUSSION & ADOPTION OF APPLICATION SUBMISSION PROCEDURES

Staff member Gulnac told the Board a new invoice was created to track escrow balances. Mr. Gulnac would like to implement this invoice to make it part of a projects' final approval.

Chair Hardison asked if there were any questions about the invoice; there were none.

Vice Chair Tarbox made a motion to incorporate invoicing as part of Planning Board procedures.

Board member Morse seconded the motion.

A vote was taken, and the motion passed 6-0.

V. ADJOURN

The meeting adjourned at 7:40 P.M. A work session followed.