

**SANFORD PLANNING BOARD MINUTES
MEETING – January 7, 2015 – 7:00 P.M.
City Hall Annex Third Floor Chambers**

MEMBERS PRESENT: John McAdam, Chair
Lenny Horr, Vice Chair
Lela Harrison, Secretary
Kelly Tarbox
Richard Bergeron
Dianne Connolly
Lucas Lanigan

MEMBERS ABSENT: None

STAFF PRESENT: James Q. Gulnac, AICP, Planning & Development Director
Shirley Sheesley, Codes Enforcement Officer
Matthew Hill, City Engineer
Michael Casserly, Asst. City Engineer

STAFF ABSENT: None

I. CALL TO ORDER

James Gulnac called the meeting to order at 7:00 PM.

II. SWEARING IN OF NEW MEMBERS

New Board members Lucas Lanigan and Dianne Connolly were appointed prior to the start of the meeting.

Board member McAdam asked each to give a brief synopsis of why they wanted to be on the Planning Board. Mr. Lanigan stated he hoped to work with the Board and the city to make the ordinances and planning needs of businesses and other things to maintain the city. Ms. Connolly said she joined because she was asked politely and wanted to see the inner workings of the city.

III. ELECTION OF OFFICERS

Mr. Gulnac called for nominations for a chairperson.

Ms. Tarbox nominated Mr. McAdam as chair. Mr. Bergeron seconded the motion. There were no other nominations. It was moved to have Mr. McAdam serve as Chair to the Board for 2015.

Chair McAdam asked if there were any nominations for Vice Chair. Board member Tarbox made a motion to nominate Mr. Horr. Board member Harrison seconded the motion. It was moved to have Mr. Horr serve as Vice Chair to the Board for 2015.

Chair McAdam asked the Board to elect a secretary. Board member Tarbox nominated board member Harrison, seconded by Board member Bergeron. It was moved to have board member Harrison serve as secretary to the Board for 2015.

IV. ADOPTION OF PLANNING BOARD BY-LAWS

Staff member Gulnac informed the Board that the by-laws have not been formally adopted in the last couple of years. He said the by-laws should be adopted every year. Mr. Gulnac then explained his proposal for a new section that formalizes the new consensus process to minimize the process for minor changes. He gave some examples when the consensus process was used.

Chair McAdam asked if there was anything in the by-laws that needed to be changed in how they are written right now.

Board member Tarbox made a motion that the Planning Board adopt the Planning Board By-laws as presented.

Board member Harrison seconded the motion.

A vote was taken, and the motion passed 7-0.

V. ADOPTION OF 2015 PLANNING BOARD CALENDAR

Board member Tarbox made a motion that the Planning Board adopt the 2015 Planning Board calendar as presented.

Board member Harrison seconded the motion.

A vote was taken and the motion passed 7-0.

VI. PLANNING DIRECTOR'S REPORT

Staff member Gulnac asked the Board to discuss his report in work session. The Board agreed.

VII. ADJOURN

The meeting adjourned at 7:10 P.M. and went into work session.