

Dalton Planning Board

Minutes of 12/05/2012

Present: Bill Howe, Ann Craxton, and Nancy McVetty.

Meeting called to order at 7:05 PM.

Reading of the minutes from November 7, 2012, Ann Craxton motioned, Nancy McVetty seconded, all agreed to accept last month's minutes.

Discussion in regards to Planning Board items located in the town's vault. Bill Howe chose to go speak with the selectmen in regards to obtaining the Master plans, and the planning board laptop. Bill Howe returned to the meeting stating that Julie Simmonds, selectman, had opened the vault to allow retrieval of the laptop and master plans. He had the planning board's projector with him, and after verifying all the components were within the bag, the board decided to leave the projector in the vault for ease of access of its approved use by the town.

Bill Howe and Cathleen Fountain, secretary, joined selectman Julie Simmonds in retrieving the Master plans and the planning board laptop.

Upon their return the board discussed the use of the laptop for planning board business. The planning board secretary will insure that all planning board files are current on the laptop. In future meetings the laptop will be used to record minutes, and print appropriate reports from the planning board's printer, kept within the meeting room. When needed, the laptop will be used in conjunction with the planning board's projector to review regulations for changes, updates and any hearings held in regards to changes in regulations.

Nancy McVetty motioned, Ann Craxton 2nd, and all agreed to allow the planning board secretary, Cathleen Fountain, to be authorized to take the planning board laptop out of the municipal building on a regular basis for as long as she is Secretary of the Dalton Planning Board.

The planning board moved on to the business of reviewing and updating the Subdivision Regulations new draft. Completed reviewing through page 14, and the secretary will make the appropriate adjustments for the next meeting.

Ann Craxton motioned, Nancy McVetty 2nd to adjourn, and all agreed. Bill Howe Adjourned the meeting at 8:15 pm

Next meeting, Wednesday, January 2nd, 2013.