



**PUBLIC HEARING MEETING MINUTES**  
**Amend Planning Board Fee Schedule and Create Consultant Fund Rules**  
**January 9, 2019**

Members Present: Paul Anderson (Chair), Marc Frieden, Barur Rajeshkumar, Vincent Vignaly

Members Absent: Sarah Miles

Others Present: See Attached Sign-In Sheet

**All documents referenced in these Minutes are stored and available for public inspection in the Planning Board Office located at 140 Worcester Street.**

The Chair opened the Public Hearing at 7:30 p.m. Mr. Vignaly read the notice into record.

Mr. Vignaly explained that filing fees have been proposed to be increased approximately 15%-20% for Site Plan Reviews and Subdivision filing fees because the budgeted amount for the clerk has been inadequate to cover the increase in town-specific work that is needed. The proposed fees for a request to increase the budget line item for town-related tasks that are not covered by project-specific fees paid by the applicant (e.g., public forums and public meetings/hearings, minutes, preparation, adult use marijuana, sign bylaw changes, etc.). Mr. Rajeshkumar said the last increase was 6/25/2014 and asked if the increase was comparable to surrounding towns; Mr. Vignaly replied that it was. The filing fee for Form A (ANR lots) has been reduced from \$200 to \$100/lot. Also included in the "Note" section at the end is language to be consistent with the Consultant Fund Rules.

Consultant Fund Rules were required to be implemented for applicant accounts to be set up differently than review fees (53G accounts). This now documents how the consultant fees work.

Dave Femia asked if there was a list of consultants to choose from should there be a conflict. Mr. Vignaly said the board does not have a list and it would be addressed at the time the application is submitted. The Planning Board selects the consultant to be used.

No further comments/questions were heard. Mr. Rajeshkumar made a motion to close the public hearing; Mr. Frieden seconded; all voted in favor; motion approved. Mr. Frieden made a motion to approve the Amended Planning Board Fee Schedule and Consultant Fund Rules as proposed; Mr. Rajeshkumar seconded; all voted in favor; motion approved.

Date Accepted: \_\_\_\_\_

By: \_\_\_\_\_  
Vincent Vignaly, Clerk

Submitted by: \_\_\_\_\_  
Melanie Rich