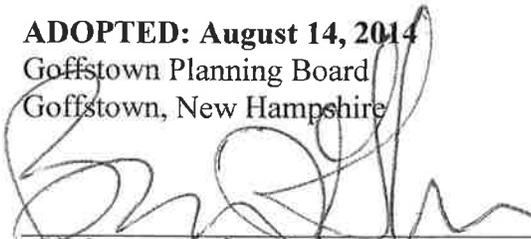




**TOWN OF GOFFSTOWN, N.H.
PLANNING BOARD
RULES OF PROCEDURE**

ADOPTED: August 14, 2014
Goffstown Planning Board
Goffstown, New Hampshire

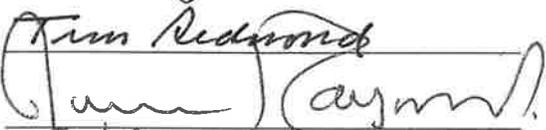


Chairman



Vice Chairman







RULES OF PROCEDURE

GOFFSTOWN PLANNING BOARD

ADOPTED: May 24, 2012

ARTICLE 1: AUTHORITY.

These rules of procedure are adopted under the authority of New Hampshire Revised Statutes Annotated (RSA) 676:1.

ARTICLE 2: NAME.

The name of the Board shall be the "Town of Goffstown, New Hampshire Planning Board" as adopted at the Town Meeting of March 14, 1961.

ARTICLE 3: MEMBERS.

1. Regular Members:

In accordance with RSA 673:2, the Planning Board shall consist of seven (7) members, hereinafter referred to as regular members. Six (6) members shall be elected by the Town at its annual meeting to serve a three (3) year term, and one (1) member shall be an ex-officio voting member chosen by the Board of Selectmen from their membership.

2. Qualifications, term, removal of members, filling of vacancies, organization, meetings and rules shall conform to RSA 773:2 – 17, as amended.

3. Alternate Members:

In accordance with RSA 673:6, the Planning Board may appoint up to five (5) alternate members for a term of three (3) years each, which shall be staggered in the same manner as elected members. The Board of Selectmen may appoint an alternate ex-officio voting member.

Alternate vacancies will be posted on the Town website in accordance with Town policies on volunteer opportunities. When an application for an alternate position on the Board is received, that application shall be held until the 2nd meeting after receipt. The applicant will be given notice of when their application is being considered and shall have the opportunity to speak to it at the meeting.

ARTICLE 4: ORGANIZATION.

The Planning Board, at its first regular meeting following the annual Town Meeting, shall be called to order by the Chairman of the previous year, if the Chairman is still a member of the

Board, or otherwise, by the Vice Chairman of the previous year if the Vice Chairman is still a member of the Board, or in the case where neither the Chairman or the Vice Chairman is still a member of the Board, by the regular member with the most years of membership. At this meeting, the Board shall organize for the election of one of its regular members as Chairman, and one as Vice Chairman.

ARTICLE 5: DUTIES OF THE OFFICERS.

1. The Chairman shall call the meeting to order, preside over deliberations, and see that all proceedings are in accordance with the Town ordinances and the Laws of the State of New Hampshire. The Chairman shall endeavor to ensure that all questions get fair and impartial consideration and that all members, abutters and the public have an opportunity to be heard and their opinions considered. The Chairman shall also present a yearly report, appoint committees or resident citizens as necessary (with one member of the Planning Board acting as a Committee member); and perform all other duties of presiding officer.
2. The Vice-Chairman assumes the duties of Chairman in the absence of the Chairman.
3. In the absence of both the Chairman and the Vice-Chairman, a Chairman pro-tem who is also a regular member shall be elected by the members present.

ARTICLE 6: QUORUM.

1. Four (4) voting members constitute a meeting quorum, required to convene a meeting. Without a meeting quorum, there is no meeting and, therefore, no minutes.
2. A voting quorum, four (4) voting members, is also required on any issue on which the Board votes. A member not voting due to a conflict of interest is not part of the voting quorum for that particular vote.
3. Alternates, when appointed as voting members, shall count toward quorum requirements.

ARTICLE 7: MEETINGS.

1. Regular meetings shall be held on the second and fourth Thursdays of the month, except on dates that conflict with State or National holidays, any form of government election, or other town event, as defined by the Chairman, or as otherwise voted by the board.
2. All meetings of the Board, as well as any committees of the Board, shall be open to the public in accordance with RSA 91-A. No vote, while in open session, shall be by secret ballot.

3. The Board may go into nonpublic session only for reasons allowed and in the manner prescribed by RSA 91-A:3, as amended. Motion to go into non-public session shall state the specific allowed exemption and be approved by roll call vote. No discussion, motions or votes will be entertained on any application or other matters before the Board except as allowed under RSA 91-A:3, as amended.

4. Meetings may be postponed or canceled by the Chairman, or, in his absence, the Vice-Chairman.

5. Special meetings of the Planning Board shall be called by the Chairman or in his absence the Vice-Chairman.

6. Site visits by the Board, shall be scheduled at a posted meeting of the Board. These meetings are considered meetings of the Board and shall be posted at least 24 hours in advance and minutes shall be kept.

7. Meeting Time, Place and Notice:

- a. Meetings shall begin at 7:00 p.m.,
- b. All meetings shall be adjourned by eleven (11:00) p.m. except that a matter under consideration may be continued or terminated as determined by a majority vote.
- c. Agenda items not yet considered shall be deferred to either the next scheduled regular meeting or a special meeting.
- d. Meetings will be held in Town Hall.
- e. The time and place of the meeting may be changed at any time by a 2/3 vote.
- f. Notice:
 - i) Public notice shall be published and posted in two public places, for public hearings shall be given at least ten (10) days before the hearing, in accordance with RSA 675:7.
 - ii) Public notice shall be published or posted in two public places at least twenty-four (24) hours before the meeting, for meetings without public hearings, in accordance with RSA-91:A.
 - iii) Members shall be given notice when meetings are postponed or canceled, or when special meeting are called, as soon as practicable.

ARTICLE 8: MEETING ORDER.

- 1. At each regular meeting the order of proceedings shall normally be as follows:
 - a. Quorum check
 - b. Correspondence
 - i) Consideration of minutes of previous meeting(s).
 - ii) Consideration of Communications to the Board.
 - c. Old Business
 - i) Continued applications
 - d. New Business

- i) New Applications
- ii) Other Public Hearings
- e. Other Business
- f. Adjournment

2. The order of proceeding may be changed at the discretion of the Chairman, or by majority vote of the Planning Board.

ARTICLE 9: GENERAL PROCEDURES.

1. Alternates

a. Alternates shall be appointed by the Chairman to retain, if possible, seven quorum and voting members at all times.

b. The Chairman at the commencement of the discussion will appoint alternates to a matter that is to be voted upon. If more than one alternate is present at a meeting, they shall be appointed in a rotating order. Matters to be voted upon will include minutes, current applications, appointments, and other public matters. If an alternate present has previously voted on a matter, and that matter is continued to a future meeting, that alternate shall be assigned, if possible, to that matter when it is heard on a future date.

c. Alternates, when not appointed as voting members, shall be seated and shall discuss issues as would other members.

d. Only the Selectmen's alternate is permitted to replace the Selectmen member, per RSA673:11 and RSA 673:12.

2. Conflict of Interest

a. It is the responsibility of all members to disqualify themselves in the event of a conflict of interest in accordance with RSA 743:14, to step down, and not to participate in any discussion or other consideration in the matter.

b. It is the also the responsibility of all members not to use disqualification as a method to avoid controversial issues.

c. If and when a member or alternate is disqualified or recused, they shall remove themselves from the Planning Board's table for that matter only, and may then return once that matter has concluded. Those members may participate in the public hearing as a member of the public.

3. Voting

a. The counting of votes to determine the required majority, or supermajority, shall be in relation to the number of members voting.

b. The Chairman, or member presiding, shall be a voting member of the Board, but shall be the last member to cast a vote.

4. Appearance before the Planning Board is by application only. This may take the form of a written application as detailed in the Subdivision and Site Plan Review Regulations, or in the case where only an advisory opinion is sought, by contacting the Planning and Zoning Administrator for scheduling on the Agenda.

5. The agenda for public hearings is closed twenty (20) days before the regularly scheduled meeting. It may be closed sooner if, in the opinion of the Planning and Zoning Administrator, the length of the agenda and the subject matter is such that completion before 11:00 p.m. is unlikely. The agenda, showing the proposed order of public hearing presentations, shall be posted in a conspicuous place in or near the hearing location.

6. All plans to be considered by the Board for acceptance shall first be prescreened by Planning and Zoning Administrator for conformance to acceptance standards. All accepted plans to be further considered by the Board shall be reviewed by Town Staff, coordinated by Planning and Zoning Administrator, for conformance with the ordinances and correctness of form and technical details.

7. Non-appearance. An applicant who does not appear or is not represented at any meeting for which the applicant is listed on the agenda shall not be automatically rescheduled for a later meeting. The non-representation may constitute grounds for denial. Following denial, it will be necessary for the applicant to take the initiative in requesting a new date and to follow all procedures and pay all cost necessary to do so.

8. Order of presentation during a public hearing on an application:

- a. The applicant or representative shall make his or her presentation.
- b. The Planning Board shall have first opportunity to voice questions or concerns.
- c. Abutters will then be provided an opportunity for comment, with appropriate responses by the applicant or the Planning Board.
- d. The general public will then be provided an opportunity for comment, with appropriate responses by the applicant or the Planning Board.
- e. The Planning Board retains the right to ask questions throughout the hearing, and to request information and opinion from town staff.
- f. At the discretion of the Chairman, no person wishing to speak during a public hearing shall be allowed to address the Board more than once until all persons have had an opportunity to speak.
- g. All questions, comments and responses shall be directed to and through the Chairman.

ARTICLE 10: DEVELOPMENT REGULATIONS.

All subdivisions and site plans submitted for consideration by the Board shall be noticed, accepted, reviewed and approved, or not approved, in accordance with development regulations adopted by the Planning Board in accordance with RSA 674.

ARTICLE 11: FORMS.

All forms, checklists and similar materials for use by applicants shall be devised by the Planning and Zoning Administrator to best meet the needs of the Board and its regulations. These materials, themselves, are not adopted by the Board.

ARTICLE 12: RECORDS.

Minutes shall be taken and records shall be kept by the Planning and Zoning Administrator, or the Administrator's agent, in a manner that best meets the Board's needs and regulations and all appropriate state statutes. All records shall be available to the public in accordance with RSA-91:A.

ARTICLE 13: SIGNATURES.

Site plans and subdivisions, approved by vote of the Board, or conditionally approved by vote of the Board and having the conditions met, shall be signed by the Chairman. In the event that the Chairman is unavailable, the Vice Chairman will sign.

ARTICLE 14: JOINT MEETINGS.

In accordance with RSA 676:2, joint meetings may be held with one or more land uses boards. The joint meeting may be held by petition of an applicant seeking a permit from each of the land use boards when the permits are all related to the same development or subdivision or by request of any of the land use boards.

1. The land use boards may be any or all of the following:
 - a. The Planning Board
 - b. The Zoning Board of Adjustment
 - c. Historic District Commission
 - d. Building Code Board of Appeals

2. The Planning Board shall grant any request for a joint meeting with any other land use board upon findings that:
 - a. The subject matter is within the jurisdiction of the Planning Board
 - b. A joint meeting would most likely be more efficient than separate meetings of the land use boards
 - c. A date and time can be found which is satisfactory to all land use boards proposed to be involved.

3. The meeting order at each joint meeting shall normally be as described in Article 8, except:
 - a. Quorum checks: The Chairman of the Planning Board shall determine that the Planning Board has a quorum and then request all other boards present to determine whether a quorum exists.
 - b. The Chairman of the Planning Board will preside.
 - c. Business shall be limited to matters of interest mutual to all land use boards present.
 - d. All deliberations shall be conducted in a joint fashion until such time that the Boards are ready to vote on the matter at hand. The Chairman of the Planning Board shall then determine the sequence of voting action required by each Board present in conformance with all applicable laws and then request action of each Board present in the order so determined. The Chairman of each respective board will then assume control and conduct all deliberations and procedures necessary to reach a vote of that Board. Upon concluding the voting procedure satisfactorily, the

Chairman of the Board that assumed control for this purpose shall return control of the meeting to the Chairman of the Planning Board.

ARTICLE 15: AMENDMENTS.

These rules of procedure may be amended by a majority vote at a public meeting of the Planning Board. A public hearing is not required.