

**TOWN OF NOBLEBORO – PLANNING BOARD**  
**REGULAR MEETING**  
**Thursday, May 19, 2022 at 7:00 PM**  
**Nobleboro Town Office Community Meeting Room**

**Agenda—Regular Monthly Meeting of the Nobleboro Planning Board:**

1. Call to Order – Chair Matt Lewis
  - 🗣️ All comments addressed to the Planning Board shall be made through the Chair
2. Welcome and Introductions:
3. Roll Call and Determination of a Quorum
  - ✍️ Appointment of a Pro-Tem Secretary
4. Review and acceptance of the minutes from the:
  - ✍️ April 21, 2022 – Public Hearing - Carl Erickson Jr. Revocable Trust proposed Residential Subdivision
  - ✍️ Regular Planning Board Meeting – April 21, 2022
5. Correspondence:
6. Old Business:
  - 📄 Nomination and Election of Nobleboro Planning Board Officers for FY 2022 – 2023 (April 2022 through March 2023). Volunteer position descriptions attached.
  - 📄 Chair: \_\_\_\_\_
  - 📄 Vice Chair: \_\_\_\_\_
  - 📄 Secretary: \_\_\_\_\_
7. New Business:
  - 🏛️ Planning Board Clerk Update
    - 📄 Thank you to Sharon
    - 📄 Select Board Appointment of Robyn Clark as the Planning Board Clerk
  - 🏛️ Review of, Updates to and Approval of the Planning Board's By-Laws
  - 🏛️ Development of a Plan for Reviewing and Updating the Town of Nobleboro's Land Use Ordinances
8. Other;
  - 🕒 \_\_\_\_\_
9. Next Regular Meeting of the Nobleboro Planning Board, **Thursday, June 16, 2022 at 6:30 PM** in the Nobleboro Town Office community meeting room.

**10. Adjournment**

Based upon CDC guidance and for the safety and wellbeing of all, PB Members, Board Clerk, meeting participants and guests may be encouraged or asked to wear masks regardless of their vaccination status. Meeting room capacity will be limited to the degree that CDC recommendations and guidelines for social distancing enforce at the time of the meeting can be maintained..

**For Non-Committee Member Meeting Attendees.**

Members of the public are welcome to attend the regular and working meetings of the Nobleboro Planning Board as observers. Regular and working meetings are not public hearings and as such, a public comment period is not included on the agenda. The general public shall be barred from addressing the Planning Board unless a majority of the Board permits the public to speak. Comments from the public are welcome and can be submitted to the Town Office for subsequent distribution to Committee members.

**From the By-Laws of the Nobleboro Planning Board**  
**Located in Chapter XIV of the Nobleboro Land Use Ordinances**

1.1 OFFICERS AND THEIR DUTIES

- 1.1.1 The officers of the Board shall consist of the Chairperson, Vice-Chairperson and a Secretary. The Chairperson and Vice-Chairperson shall be full members of the Board.
- 1.1.2 The Chairperson shall preside at all meetings and hearings of the Planning Board. The Chairperson has the authority to appoint all committees, to call all work sessions, designate which alternate member shall serve in place of a regular member, and to preside over executive sessions.
- 1.1.3 The Vice-Chairperson shall act for the Chairperson in his or her absence.
- 1.1.4 The Secretary shall be responsible for keeping the minutes and records of the Board, for setting agendas of regular meetings and special meetings at the direction of the Chairperson, for giving notice of the meetings and hearings, for undertaking correspondence of the Board, and other duties normally carried out by a secretary. The Secretary shall keep a record of all resolutions, votes, transactions, correspondence, findings and conclusions of the Board. All records shall be maintained at the Nobleboro Town Office, shall be deemed public and may be inspected during normal business hours.

1.2 ELECTION OF OFFICERS

- 1.2.1 Nominations and elections of officers shall be made at the annual organizational meeting, which shall be held on the first regular Planning Board meeting after the Annual Town Meeting.
- 1.2.2 The candidate for each office receiving a majority vote shall serve for one year or until his or her successor shall take office.
- 1.2.3 Vacancies of officers shall immediately be filled by regular election procedures.

1.3 OTHER BOARD MEMBERS

- 1.3.1 An alternate member may attend all meetings and participate in the proceedings but may vote only when designated by the Chairperson to sit for a member.
- 1.3.2 When a member is unable to participate because of a conflict of interest, absence or any other reason satisfactory to the Chairperson, the Chairperson shall designate an alternate member to act for the regular member in that matter.

1.4 EMPLOYEES

- 1.4.1 The Board may employ such staff and/or experts as provided in local ordinances or regulations within budget limitation and according to municipal contracting and personnel procedures to aid the Board in its work. Appointments shall be made by a majority vote of the entire membership.