**PB Members Present**: Thad Presby, Pat Garvin, Monica Laflamme, Eric Meth, Steve Schwartz, John Agostinelli,

**Members of the Public:** none

Thad opened the meeting at 6:06pm. Thad appointed both alternates, Steve and John A., to voting members in the absence of John D and Mary.

**Approval of Meeting Minutes**: The PB reviewed the December 12th, 2023, meeting minutes. Thad made a motion to approve the minutes as written and John seconded the motion. Monica abstained from the vote because she wasn’t at the December meeting. All other board members were in favor and the minutes passed.

**Zoning Ordinance Proposal Discussion:** Tara zoomed in for discussion on the Zoning Ordinance proposal. The PB conducted a thorough discussion with Tara, detailing the town’s needs, to determine a firm dollar amount for the proposal she submitted to the board. After discussion it was agreed that the 200hr proposal by Tara to assist and advise on a Zoning Ordinance was accurate.

**Planning Board Secretary paid hours:** Monica discussed with the PB the number of hours that were logged for the last three quarters of Secretary work outside of the meetings. Based on the dollar amount, Monica made a motion to reduce the proposed budget for 2024 be reduced from $4000.00 to $2500. Thad seconded the motion.  All PB members were in favor and the motion passed.

**Gambling warrant article verbiage and vote:** Pat presented the verbiage for the Gambling amendments for the Zoning Ordinance. The PBreviewed and discussed the verbiage in the amendments. Based on feedback from the town attorney, it was decided that two warrants are required with the amendments. Thad made a motion to approve the amendments and warrant articles verbiage, Monica seconded the motion. All PB members were in favor and the motion passed.

**Flood Plain warrant article verbiage and vote:** The PB reviewed the final verbiage for the zoning ordinance amendment regarding Flood Plains. Thad made a motion to approve the amendment and the warrant article verbiage, Pat seconded the motion. All PB members were in favor and the motion passed.

**Accessory Dwelling Unit (ADU) warrant article verbiage and vote:** The PB reviewed the final verbiage for the zoning ordinance amendment to add a definition for detached ADUs. The PB had a discussion to debate the need for a “special exemption” for a detached ADU. Ultimately, it was agreed by the PB to move forward with the amendment as written. Thad made a motion to approve the amendment and warrant article verbiage, Pat seconded the motion. All PB members were in favor and the motion passed.

**Finalize Public Hearing Schedule: Zoning Change Calendar:** Discussed the final schedule for the PB public hearing for zoning ordinance amendments. The first public meeting will be on January 22, 2024, which will take place at 6:00pm at Town Hall in the Water Department office.  If necessary, the second public hearing will be scheduled for Monday, January 29th, 2024, at the Town Hall. The final language for the town warrant must be at the Town Clerk’s Office by Friday, Feb. 2, 2024.

With no additional business before the board, John made a motion to close the meeting at 7:50 pmand Pat seconded the motion. The board unanimously approved the motion. The next PB meeting is set for January 30, 2024, at 6 pm.

Respectfully submitted,

Monica Laflamme

Secretary