

**GREENFIELD PLANNING BOARD**  
**RULES AND REGULATIONS**

**ARTICLE I**    **MEETINGS**

Section 1:        Regular meetings of the Greenfield Planning Board, hereinafter called the Board, shall be held on that day or days of each month set by the Board at its annual organizational meeting. Meetings shall be once a month at a minimum.

Section 2:        The annual organizational meeting of the Board shall be the first regular meeting of the Board in July of each year.

Section 3:        The rules of parliamentary procedure comprised in Robert’s current edition of “Rules of Order” shall govern the Board and its deliberations.

Section 4:        Special meetings of the Board may be called by:

1.        The Chair
2.        In the Chair’s absence, the Vice-Chair
3.        A majority of the Board

The Clerk or the Board’s agent shall be responsible for posting notice thereof at least 48 hours, including Saturdays, but not Sundays or legal holidays, prior to such meeting in accordance with Chapter 39, Section 23A, of the General Laws.

The Clerk or the Board’s agent shall be responsible for notifying all members by mail in such cases, if possible. In all other cases the Clerk or the Board’s agent shall make reasonable effort to notify all members by telephone. In all cases the Clerk or the Board’s agent shall be responsible for informing members of the agenda of the meeting.

Section 5:        The order of business of regular meetings shall be:

1.        Call to Order by Chair.
2.        Approval of Meeting Minutes.
3.        Old Business.
4.        New Business
5.        Board and Staff Reports.
6.        Adjournment.

Section 6:        Quorum. At any of the aforementioned meetings a quorum shall consist of three (3) voting members of the Board.

In the absence of a quorum of three (3) members, the Chair shall move an Alternate to the Board as a voting member to constitute a quorum. When there is a quorum of the full Board but not the full Board present to conduct general business, the Chair may fill any vacancies with alternates as needed in order to create a five member

Board, or at minimum a quorum A number less than a majority of the full Board may adjourn.

Special Permits. In the case of a special permit, a 2/3 vote of the full board (4 out of 5) is required in accordance with Chapter 40A, Section 9 of the Massachusetts General Laws. In the case of a five-member board, a 4/5 vote of the board is required, therefore the chair shall move an alternate to fill a vacancy.

## ARTICLE II THE CHAIR

Section 1: The Chair shall preside at all meetings and shall exercise such powers as properly appertain to their office or as may be delegated to the chair by the Board.

## ARTICLE III THE VICE-CHAIR

Section 1: In the absence of the Chair, the Vice-Chair shall assume the responsibilities of the Chair.

## ARTICLE IV THE CHAIR PROTEM

Section 1: In the absence of the Chair and the Vice-Chair, a Chair Protem may be elected.

## ARTICLE V THE CLERK

Section 1: The Clerk or the Board's agent shall be responsible for mailing to the Board members, at least three working days prior to each regular meeting, a notice of the meeting, the agenda of the meeting, and the minutes of the previous meeting (s).

Section 2: The Clerk or the Board's agent shall be responsible for keeping full and accurate records of all regular and special meetings of the Board.

Section 3: The Clerk or the Board's agent shall be responsible for maintaining the official copy of the Board's Rules and Regulations. The Clerk or the Board's agent shall immediately post all amendments and changes which have been accomplished in accordance with Article VIII of these Rules and Regulations. In addition and in the same official reference book, the Clerk or the Board's agent shall maintain a record of all official policies set forth by the Board (Article IX).

Section 4: The Clerk or the Board's agent shall act as the Corresponding agent of the Board, preserving copies of all correspondence and shall perform all other duties incident to the office, or that may be required by the Board.

Section 5: The Clerk or the Board's agent shall be responsible for transmitting copies of all votes, orders, resolutions, and documents which are to be sent to members of the Board and shall promptly notify sub-committee members of their appointment, of the reference of any matter to them and furnish them with all papers, copies of orders, or other matters included in such reference: or of any changes that may be made by the Board in their assignments.

#### ARTICLE VI SUBCOMMITTEES

Section 1: The Chair may appoint such subcommittees from time to time as may be voted by the Board. A subcommittee shall exist until the next annual organizational meetings of the Board.

#### ARTICLE VII BOARD FUNCTIONING

Section 1: The Board shall act as a unit and decisions relative to planning matters and policy shall be settled by formal vote of the Board at a legally called meeting. Individual members, when not in a legally called meeting, shall have no authority to take action on Board matters.

Section 2: All policies or decisions formally voted by the Board shall be recorded by the Clerk or the Board's agent and maintained in a central place. They shall be standard in format, be sequentially numbered, and shall be reviewed at least once a year.

Section 3: Any deliberations or votes taken in executive session shall be kept confidential by Board members so long as the reason for confidentiality prevails.

#### ARTICLE VIII AMENDMENT OF RULES AND REGULATIONS

Section 1: These Rules and Regulations may be added to, amended, or rescinded by a majority vote of the Board members present at any regular meeting and a copy of the proposed amendment given to each member of the Board.

#### ARTICLE IX APPROVAL OF POLICY

Section 1: A suggested policy can be presented to the Board in writing at any regular meeting. An item will become policy after written presentation when voted upon favorably by a majority of Board members present at the following successive regular meeting.

#### ARTICLE X ATTENDANCE

Section 1: Following two unexplained consecutive absences, the Board member will be contacted by the Chair to ascertain the intentions of said member about their future attendance. If any member has more than six unexplained absences a year, the Planning Board shall ask the Mayor for a replacement.

ARTICLE XI FEE SCHEDULE

The following fees are to be charged to the applicant for the various applications listed below:

Section 1: Site Plan Review - \$100.00 application fee.

Section 2: Special Permits - \$150.00 application fee and the preparation and publication of the legal fee in addition to the cost of certified mailings to all abutters within three hundred of the property.

Section 3: Major Development Review - \$500.00 application fee to cover staff review and the cost of legal and public notices.

Section 4: Subdivision Control

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| Approval Not Required (ANR Form A)      | \$25.00 per lot*   |
| Preliminary Plan (Form B)               | \$100.00 application fee and \$75.00 per lot   |
| Definitive Plan (Form C)                | \$500.00 application fee and \$100.00 per lot if preliminary plan approved; \$1,250 application fee and \$200.00 per lot if no preliminary plan submitted. |
| Amendment/Revision to a Definitive Plan | \$250.00/submission  |
| Inspection Fee                          | 0.5% of total cost of improvements   |

NOTES:

\* The fee for approval not required plans which reconfigure existing lots but do not create any additional new lots shall be twenty-five dollars (\$25).