

- 1. 07:00 - Call to order**
- 2. Additions/deletions/reordering of agenda**
- 3. Approval of minutes (06-23-15)**
- 4. 77 Nason Street (Library)**
 - a) Special Permit request by Samuel Jones/Town Staff for relief from Section 6.2.10.7 of the Zoning By-laws regulating signage setbacks for the Maynard Town Library, located at 77 Nason Street.**
- 5. Planning Board Rules and Regulations**
 - a) Review of proposed changes**
- 6. Election of Vice-Chair/Clerk**
- 7. Other Business –Discussion items from Board**
- 8. Town Planner Updates**
- 9. Correspondence – Review/questions**
- 10. Adjourn**

**This Agenda is subject to change
Bernie Cahill, Chairperson
Posted by: Bill Nemser, Town Planner
Date: September 1, 2015**

Maynard Planning Board PUBLIC HEARING GUIDELINES

The meetings will be conducted with decorum. This means that the members of the Board and the public are required to respect each other at all times. We may not always agree with one-another but we can work to resolve differences with patience and understanding.

As a member of the public you are encouraged to participate in the hearing. To ensure the meeting proceeds in an orderly manner, please follow these procedures if you wish to comment or ask a question of the Board:

- Ensure you have signed into the meeting (sign-in sheet located in rear of room).
- Proceed to the speaker's podium or designated area once the Chair has opened up the meeting/hearing for public comment.
- When you are recognized to speak, please state your name and address.
- Direct all questions to the Board through the Chair.
- Limit your questions and statements to three (3) minutes. After everyone has had a turn to speak, you may be given a second chance to speak, time permitting.
- Limit your statements/questions to the topic at hand.
- Talk **ONLY** about issues that are under the jurisdiction of the Planning Board.

The order of discussion is as follows:

- The applicant will make a presentation.
- The Board will respond to the applicant.
- The Chair will open the hearing for public comment.
- The Board will at that point either:
 - (a) Close the hearing: no new information will be accepted except under extraordinary conditions.
 - (b) Continue the hearing to a date certain where all will be permitted to participate. The date and time of this continuance will be announced **ONLY** at the first and subsequent meetings.

If you have any questions about procedures, please feel free to contact our Town Planner, Bill Nemser at 978-897-1302 during regular office hours, which are, Monday, Wednesday and Thursday 8:00 AM – 4:00 PM, Tuesday 8:00 AM -7:00 PM and Friday 8:00 AM – 12:00 PM.