



**TOWN OF MAYNARD**  
**Office of Municipal Services**  
**Meeting Notice**  
195 Main Street  
Maynard, MA 01754  
Tel: 978-897-1302 Fax: 978-897-8489  
[www.townofmaynard-ma.gov](http://www.townofmaynard-ma.gov)

Town Clerk's Stamp

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***Planning Board Meeting Agenda – Joint Meeting with the Board of Selectmen***  
***– 7:00 PM December 10, 2015***  
***195 Main Street, Maynard - Room 201***

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1. 07:00 - Call to order
  
2. Public Meeting – Planning Board vote on adopting Housing Production Plan (Jennifer Raitt MAPC Assistant Director of Land Use Planning/Chief Housing Planner, and Karina Milchman Regional Planner & Housing Specialist).
  
3. Adjourn

This Agenda is subject to change  
Bernard Cahill, Chairperson  
Posted by: Bill Nemser, Town Planner  
Date: November 25, 2015



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**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 extra ordinary 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.