



# Town of Hopkinton

330 Main Street • Hopkinton, New Hampshire 03229 • [www.hopkinton-nh.gov](http://www.hopkinton-nh.gov)

Tel: 603 746-3170

Fax: 603 746-2952

## HOPKINTON PLANNING BOARD PUBLIC NOTICE - AGENDA APRIL 10, 2018

Notice is hereby given that the Hopkinton Planning Board will meet on Tuesday, April 10, 2018, at 6:30 PM in the Hopkinton Town Hall, 330 Main Street, Hopkinton, NH, to review and take action on the following:

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- I. **Call to Order** (Determine quorum, review attendance of Regular Members and seating of Alternate Members, if necessary).
- II. **Review of the Minutes of March 20, 2018.**
- III. **Conceptual Consultations, if any.**
- IV. **Applications** (There were no applications submitted for review).
- V. **Other Business.**
  - a) Election of Officers.
  - b) Any other business to legally come before the meeting.
- VI. **Adjournment** (Next regular meeting is on Tuesday, May 8, 2018).

**SECTION I  
GENERAL PROVISIONS**

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including the Chair and all officers, shall participate in the decision-making process and vote to approve, disapprove or abstain on all motions under consideration.

- (f) Each newly elected or appointed (including re-elected or re-appointed) member shall be sworn in and take an oath of office as required by RSA 42:1.

**1.3.1.2 Officers** Annually, the Planning Board will elect officers at a duly noticed regular meeting after the Annual Town Meeting but no later than April 30th. The officers of the Board shall include a Chair and a Vice Chair. The officers serve until they resign, they are no longer members of the Board, or until their successors have been duly elected. The officers of the Board are as follows:

- (a) The Chair presides over all meetings and hearings of the Board. The Chair shall be the spokesman for the Board and shall be responsible for receiving and sending communications relative to the Board's business and shall perform other duties customary to the office.
- (b) The Vice Chair presides in the absence of the Chair and shall have the full powers of the Chair on matters that come before the Board in the absence of the Chair or when the Chair specifically requests.
- (c) In absence of the Chair and Vice Chair the Board may appoint another member to temporarily assume these duties.

The Planning Department shall keep a full and accurate record of the proceedings of each meeting; issue notices of all meetings; record the names of the members present; notify applicants and abutters of hearings; and prepare such correspondence and fulfill such duties as the Chair may specify. In the absence of the Planning Director, the Chair shall appoint a pro tem to keep records of the meeting.

**1.3.1.3 Communications**

- (a) All written communications to the Board shall be directed to:

Chairman of the Hopkinton Planning Board  
330 Main Street  
Hopkinton, New Hampshire 03229

- (b) Between meetings, parties may contact the Planning/Zoning Director at the Town Hall for information and assistance.

**1.3.1.4 Meetings**

- (a) All meetings and work sessions of the Board are open to the public except when the Board shall vote pursuant to RSA 91-A:3 to adjourn to a nonpublic



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## HOPKINTON PLANNING BOARD MINUTES MARCH 20, 2018

Members present: Chairman Bruce Ellsworth, Vice Chairman Michael Wilkey, Celeste Hemingson, and Alternate Jim Fredyma. Absent: Ex-Officio Jim O'Brien, Cettie Connolly, Jane Bradstreet, Rich Steele, and Alternates Clarke Kidder and Timothy Britain. Staff present: Planning Director Karen Robertson.

I. **Call to Order.** Chairman Ellsworth called the meeting to order at 6:30 PM in the Hopkinton Town Hall. Due to the absence of regular members, Mr. Fredyma was designated as a voting member.

II. **Review of the Minutes of February 13, 2018.**

Celeste Hemingson, seconded by Michael Wilkey, moved to **APPROVE** the Minutes of February 13, 2018 as presented. Motion carried unanimously in the affirmative (Hemingson, Wilkey, Fredyma and Ellsworth). Vote: 4-0-0

Celeste Hemingson, seconded by Michael Wilkey, moved to **APPROVE** the Notice of Decision of February 13, 2018 as presented. Motion carried unanimously in the affirmative (Hemingson, Wilkey, Fredyma and Ellsworth). Vote: 4-0-0

III. **Conceptual Consultations.** There were no conceptual consultations.

IV. **Applications.**

Site Plan Review (#2018-3), Application of John Wuellenweber for Site Plan Review of property to be utilized for multi-family and business/professional offices. The property is owned by Citizens Bank NA, located at 56 Maple Street, Tax Map 102, Lot 44, VR-1 District.

As a result of decisions made by the Zoning Board of Adjustment concerning Mr. Wuellenweber's request for use of the property, the Application before the Planning Board had been delayed.

V. **Other Business.**

a) Annual appointment of Chairman and Vice Chairman will be an agenda item for the April 10, 2018 meeting.

b) The Select Board had designated Sabrina Dunlap as the new Ex-Officio member of the Planning Board. Ms. Dunlap will replace Jim O'Brien.

**VI. Adjournment.**

Celeste Hemingson, seconded by Jim Fredyma, moved to adjourn the meeting at 6:35 PM. Motion carried unanimously in the affirmative. The next regular scheduled meeting of the Hopkinton Planning Board is at 6:30 PM on Tuesday, April 10, 2018, at the Hopkinton Town Hall.

Karen Robertson  
Planning Director