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| **Attendees** | **Board:** C. Ptacek-Chair, R. Tressler, M. Louy, E. Petrillo, A-M Sheehan | **Public: NONE** |
| **Topic** | **Discussion** | **Next Steps** |
| 1. Call to order, Pledge/Roll Call/Quorum | * Quorum present. * Meeting called to order 6:33 pm. |  |
| 2. Minutes Review | * Motion to approve J Long Second by E Pelletier. * Approved 6-0. | Minutes approved with corrections. |
| 3. Public Hearing | NONE |  |
| 4. Application and Sketch Plans | NONE |  |
| 5. Subdivision in progress | NONE |  |
| 6. Chairman’s Report | * Clerk submitted Annual Report from Planning Board at Jan Town Meeting * R Tressler letter was submitted for new 7 year appointment and accepted by Town Board * Chair Ptacek re-appointed E Pelletier for vice-chair |  |
| 7. Secretary Report | * Saratoga Planning Conference – Parking included KEEP TICKET! * 8 hours of education toward required training hours * Received input on Law 334 from County Legal…strongly recommended follow up with our legal consult | Request Leah to attend next Planning Board meeting. |
| 8. Old Business | * Site Plan Review   + Article III Law 334; “can land be put under contract or transferred during subdivision process”? Board discussed and agreed to keep language in guidelines (see below)   + Updated document with Bulleted changes to guideline to provide to Town Board   + Once final document is submitted to Town Board, recommend Town review with legal   + Article IV section 5 letter A discussing “Lots”. Discussion on leaving this topic in | Hard copies of revisions and list of changes to Town Board for next meeting.  Chuck will leave it to Town Board to bring forward to legal review based on changes we made |
| 9. New Business | * No new business * Start Site Plan Review for Feb meeting. |  |
| Adjournment | * Motion to adjourn AM Sheehan 7:41 PM , second by J Long. Approved 6-0. |  |

**Next Board Meeting Feb 26, 2024**