

**Fair Haven Planning Commission - Special Meeting**

Town of Fair Haven

September 22, 2021

**Commissioners Present:** David Eighmey - Chair, Robert Richards, Patrick Frazier

**Commissioners Absent:** Deborah Fallon - clerk, Cindy Pritchard

**Others Present:** Zoning Administrator Phil Adams, Jennifer Jackson - minute-taker

**1. Call to Order:** 7:07 pm by David Eighmey

**2. New Business: Complete Planning Commission Budget Review for Fiscal Year July 1, 2022 - June 30, 2023**

Budget last year was set at \$2000. The commission went through the budget item by item and discussed the value needed.

Municipal Planning Salary - 2022 Budget was \$750.00; \$100.00 per commissioner with the chair allotted \$150.00. After a short discussion about increasing the stipend the commissioners voted to request a reduction of the budget line to \$550.00 keeping the salary the same but reducing the value because there are less commissioners.

Advertising - 2022 Budget was \$50.00. The commissioners voted to request an increase to the budget line to \$300.00 which would cover the cost of advertising for 2 public hearing notices.

Secretary - 2022 Budget was \$1200.00; ZA Adams stated that with bigger projects there comes more work and more time writing up what is done. In the past the commission had planned on 1 hour for meetings and 1 hour for write up of minutes and paid the secretary accordingly. With larger projects in town PC meetings are longer and more frequent. The PC voted to increase the estimated workload to 8 hours a month. This estimate in time increased the request for funds to \$2000.00, \$1800.00 for secretarial services and \$200.00 for outside supplemental secretarial services.

Total request for the budget was \$2850.00. Mr. Richards made a motion to submit the budget as set to the Selectboard. Mr. Frazier seconded and the motion passed.

**3. Other Business: Public Comment:**

ZA Adams passed out copies of the September 15, 2021 PC Meeting minutes for the PC to review.

**4. Adjournment: Meeting Adjourned:** Mr. Richards motioned to adjourn at 7:33 pm. Mr. Frazier seconded the motion. All agreed and motion carried.

**\*\* Next Scheduled Regular Meeting in on October 6, 2021\*\***

Respectfully Submitted,  
Jennifer Jackson, Minute-taker  
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