

**RULES OF PROCEDURE
PLANNING BOARD
TOWN OF BEDFORD, NEW HAMPSHIRE**

Adopted by the Bedford Planning Board
February 12, 1979

Revised	11/07/83
Amended	07/08/85
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Amended	12/15/86
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Amended	09/11/06
Amended	06/18/07
Amended	12/03/12
Amended	04/12/21

**ARTICLE 1
AUTHORITY**

Section 1.1 Authority

These Rules of Procedure are adopted under the authority of NH Revised Statutes Annotated 676:1.

Section 1.2 Name

The name of the board shall be “Town of Bedford, New Hampshire Planning Board” as adopted at the Town Meeting of December 8, 1953.

**ARTICLE 2
POWERS AND DUTIES**

Section 2.1 Master Plan

The Planning Board shall prepare a master plan and amend a master plan to guide the development of the Town of Bedford. The Board shall update and amend the adopted master plan, at least once every ten (10) years, with funds appropriated for that purpose by the Town Council.

Section 2.2 Municipal Improvements

The Planning Board may from time to time report and recommend to the appropriate public officials and public agencies, programs for the erection of public structures and programs for municipal improvements. Each program shall include recommendations for its financing. It shall be part of the Planning Board’s duties to consult with and advise public officials and agencies, and citizens, for the purposes of protecting or carrying out the master plan as well as for making recommendations relating to the development of the Town, including:

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- A. Capital Improvements Program: The Planning Board shall meet annually with the Town Manager and Town Council prior to the submission of the Town Budget to the Town Council in preparation for and review of the capital improvements program in the manner determined by the Town Charter. (Revised 6/18/2007)
- B. Regional Transportation Improvements Program. The Planning Board may from time to time submit a list of recommended highway improvements to the Town Council for consideration as amendments to the regional transportation improvement program.

Section 2.3 Subdivision Plats and Site Plans

- A. Approval of Plats and Plans: The Planning Board shall approve or disapprove plats for the subdivision of land and the layout of streets and utilities. The Board shall approve or disapprove site plans for the development, change, or expanded use of tracts for non-residential purposes or for multi-family dwelling units. The Board shall adopt and from time to time amend Subdivision Regulations and Site Plan Regulations according to the procedures required by RSA 675:6.
- B. Inspection of Property: The Planning Board, and its members, officers, and employees, in the performance of their functions, may, by ordinance, be authorized to enter upon any land and make such examinations and surveys as are reasonable necessary and place and maintain necessary monuments and marks, and in the event consent for such entry is denied or not reasonably attainable, to obtain an administrative inspection warrant under RSA 595:B.

Section 2.4 Ordinance Amendments; Hearings

The Planning Board may from time to time recommend to the Town Council, amendments to the zoning ordinance or zoning map. The Planning Board shall hold a public hearing in accordance with RSA 675:7 on all proposed additions or amendments to the zoning ordinance, historic district ordinance, and building code amendments. The Board shall forward to the Town Council and Town Clerk all proposed amendments to the zoning ordinance, historic district ordinance, or building code not later than the fifth Tuesday prior to the date for electing town officers.

Section 2.5 Other Powers and Duties

- A. In general, the Planning Board may be given such powers by the municipality as may be necessary to enable it to fulfill its functions, promote municipal planning, or carry out the purposes of NH RSA Chapter 674.

ARTICLE 3 MEMBERSHIP AND TERM OF OFFICE

Section 3.1 Membership; Term of Office

The Planning Board shall consist of seven (7) members and three (3) alternate members in accordance with NH RSAs 673:1-21, and Charter of the Town of Bedford NH, as follows (Revised 04/12/2021):

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- A. A member of the Town Council, who shall serve as an ex-officio member, and who shall be appointed annually by the Town Council at its annual organizational meeting;
- B. Six (6) residents of the Town of Bedford, appointed by the Town Council as regular members for staggered three (3) year terms; and
- C. Three (3) residents of the Town of Bedford, appointed by the Town Council as alternate members for staggered three (3) year terms, and one (1) Town Council member appointed by the Town Council to serve as alternate for the ex-officio Town Council representative.

Section 3.2 Vacancies

Vacancies in the Planning Board occurring other than through the expiration of a term of office shall be filled as follows: For an appointed, ex-officio, or alternate member, the Town Council shall appoint a replacement member for the unexpired term.

Section 3.3 Removal of Members

After a public hearing, appointed members and alternate members may be removed by the Town Council upon written findings of inefficiency, neglect of duty, or malfeasance in office. The Planning Board may submit written recommendations to the Council either in support or in opposition to the proposed removal of a member. The Town Council shall file with the Town Clerk a written statement of reasons for removal.

ARTICLE 4 ORGANIZATION AND OFFICERS

Section 4.1 Organization Meeting; Officers

The Planning Board, at its regular May meeting, shall be called to order by the current Chairman. At this meeting, the Board shall organize for the election of one of its members as Chairman, one as Vice-Chairman, and one as Recording Secretary.

Section 4.2 Terms of Officers; Eligibility

The term of every officer and chairman elected by the members of the Planning Board shall be one (1) year. Both the chairman and the officers shall be eligible for re-election. Ex-officio members shall not serve in the office of Chairman. Alternate members shall not serve as any elected officer.

Section 4.3 Duties of Chairman

The Chairman shall call the meetings to order, designate alternates to replace absent regular and ex-officio members, preside over deliberations, and see that all proceedings are in accordance with the ordinances and regulations of the Town of Bedford and the statutes of the State of New Hampshire. The Chairman shall present a yearly report of the activities of the Board for publication in the Town Annual Report, appoint committees of resident citizens as necessary (with one member of the Planning Board acting as chairman), coordinate operational matters with the Town Planning Department, and perform all other duties of the presiding officer.

Section 4.4 Duties of Vice-Chairman

The Vice-Chairman, in the absence of the Chairman, shall perform all the duties of the presiding officer, including, but not limited to: calling the meetings to order; designating alternates to replace absent regular and ex-officio members, presiding over deliberations; and seeing that all proceedings are in accordance with the ordinances and regulations of the Town of Bedford and the statutes of the State of New Hampshire.

Section 4.5 Duties of Recording Secretary

The Recording Secretary shall supervise the signing of all approved subdivision plats and site plans by two (2) members of the Planning Board. In the absence of the Planning Board Chairman and Vice-Chairman, shall perform all the duties of the presiding officer, including, but not limited to: calling the meetings to order; designating alternates to replace absent regular and ex-officio members, presiding over deliberations; and seeing that all proceedings are in accordance with the ordinances and regulations of the Town of Bedford and the statutes of the State of New Hampshire.

Section 4.6 Membership on Other Local Boards

Appointed members of the Planning Board may also serve on any other municipal board or commission, provided that such multiple membership does not result in two (2) Planning Board members serving on the same board or commission. At its May organizational meeting, the Planning Board shall annually appoint one of its members to serve on the following land use boards:

- A. One (1) Planning Board member shall serve as an ex-officio member of the Bedford Conservation Commission;
- B. One (1) Planning Board member shall serve as a liaison to the Bedford Historic District Commission;
- C. One (1) Planning Board member may be recommended to the Town Council as a nominee to represent Bedford on the Board of Commissioners of the Southern New Hampshire Planning commission.

Section 4.7 Training

Within six (6) months of assuming office, any member of the Planning Board shall complete at least six (6) hours of training for his/her respective position, unless waived or extended by the Chairman.

Section 4.8 Review of Bylaws

The Planning Board, at its regular May meeting, shall review these rules of procedure.

**ARTICLE 5
ADMINISTRATION**

Section 5.1 Staff Liaison; Designated Agent

The Planning Director of the Town of Bedford shall serve as administrative staff liaison to the Planning Board and shall be the designated agent of the Planning Board in all administrative, finance, and enforcement matters.

Section 5.2 Employees

- A. The Planning Board may appoint such employees as it deems necessary for its work, with prior approval of the Town Council, who shall be subject to the same employment rules as other corresponding civil employees of the Town. The Board may also contract with planners, engineers, architects, and other consultants for such services as it may require.
- B. The Clerk to the Planning Board shall keep a full and accurate record of the proceedings of all meetings by taped recordings and transcribed minutes on computer disk and on printed media. Taped minutes and computer disks shall be preserved for a period of six (6) years. Printed minutes shall be bound and permanently preserved or copied and permanently preserved on an archival quality medium such as microfilm or optical disk.
- C. The Clerk shall post public notices of all meetings in the Town Office Building and the Town Library, the BCTV building, and on the Town website. The Clerk shall notify all abutters of the time and place of public hearings as required by State of NH statutes. The Clerk shall file all approved and signed subdivision plats with the Hillsborough County Registry of deeds, and shall file all signed subdivision plats and site plans with the Planning Board and the Town Assessing Office. The Clerk is also required to verify that payment of necessary fees has been received by the Town of Bedford before consideration of an agenda item at a meeting or recording of a plat at the Registry of Deeds. (Revised 04/12/2021)

Section 5.3 Finances

- A. Annual Appropriation: The expenditures of the Board, exclusive of reimbursement of fees, shall be within the amounts appropriated for the purpose by the Town Council.
- B. Fees: Any fee for which the Planning Board lawfully imposes upon an applicant, including but not limited to application fees, fees for notice, fees for administrative expenses or investigative studies under RSA 676:4, I(g), or to implement other conditions lawfully imposed as part of a conditional approval:
 - (1) Shall be placed in the custody of the Town Finance Director, subject to the same investment limitations as other municipal funds;
 - (2) May be expended only for the purpose for which it was imposed upon the applicant;

- (3) Shall be held in a separate, nonlapsing account, and not commingled with other municipal funds; provided, however, that such fees may be used to reimburse any account from which an amount has been spent in anticipation of the receipt of such fees;
- (4) May be expended without the approval of the Town Council, and shall be paid out by the Town Finance Director only upon order of the Planning Board or its designated agent.

ARTICLE 6 MEETINGS

Section 6.1 Regular Meeting Schedule

Regular public meetings shall be held at least once in each month in accordance with RSA 673:10. Meetings will usually be held twice monthly in accordance with the Bedford Planning Board Schedule of Meeting and Deadline Dates, except during July, August and September, when only one monthly meeting will be held. Meetings shall be held on Mondays, beginning at 7:00 p.m. in the Bedford Meeting Room at the BCTV building, or virtually as ordered by the Chair and as permissible pursuant to an Emergency Order by the Governor.

(Revised 04/12/2021)

Section 6.2 Working Sessions

Working sessions, open to the public and subject of public notice requirements, may be held as needed by call of the Chairman, beginning at 7:00 p.m. at a place to be determined. The agenda of working sessions may include agenda items currently before the Board, conceptual plans, or other operational items. Testimony from the public shall not be accepted, and the Planning Board shall not vote or otherwise make final decisions on any item considered at a working session.

Section 6.3 Executive Sessions

Executive sessions shall be held only in accordance with RSA 91-A:3.

Section 6.4 Change of Meeting Schedule

- A. Conflicts: In the event that normal meeting dates conflict with State or National holidays, or with other Town events, a new date will be posted at the Town Offices and Town Library at least fourteen (14) days prior to the rescheduled meeting.
- B. Future Meetings: The time and place of a future meeting can be changed at any time by a two-thirds (2/3) vote in the affirmative vote of a quorum of the Planning Board members, plus notification of any absent members.
- C. Cancellation: Meetings may be postponed and/or cancelled by the Chairman if requested by four (4) voting members and if all other members are notified.

(Revised 04/12/2021)

- D. Special meetings: Special meetings of the Planning Board shall be called by the Chairman, or in his absence, the Vice-Chairman, or at the request of three (3) members of the Board, provided that public notice specifying the purpose of the meeting, and notice to each member is given at least 48 hours in advance of the time of such meeting.

- E. Joint Meetings: Pursuant to RSA 676:2 the Board may hold a joint meeting with one or more land use boards.

Joint business meetings with any other Boards may be held at any time when called jointly by the chairs of the Boards.

Whenever an applicant seeks both Planning Board and other land use board approvals for a particular application, a joint meeting or hearing of Boards may be held upon request by the applicant and/or at the discretion of the Boards.

An applicant shall fill out and file all applications with the Boards according to the application requirements set forth in the Regulations and pay the application fees and costs set forth therein. All Abutters and the applicant shall be notified of the date and purpose of the joint meeting or public hearing per the appropriate Regulations.

The Planning Board Chairman shall chair the joint public hearing and follow the Rules of Conduct at Public Hearings outlined in Section 7.2 to the conclusion of the public testimony at which point the Chairman shall then close, table or adjourn the public hearing portion of the joint meeting, at which time the Boards may jointly discuss and consider the proposal amongst themselves.

After the public hearing and after such joint discussion, if held, the Boards shall separately deliberate and render their decisions according to its procedures and the Regulations either in the same location or separate locations to be determined by the chairs of the Boards. (Added 6/18/2007)

Section 6.5 Quorum

Four (4) voting members shall constitute a quorum, including alternate members sitting in place of regular members. A lesser number of members may meet, but may not vote on any matter before the Board. (Revised 04/12/2021)

Section 6.6 Disqualification of a Member

No member of the Planning Board shall participate in deciding or shall sit upon the hearing of any question which the Board is to decide in a judicial capacity if that member has a direct personal or pecuniary interest in the outcome which differs from the interest of other citizens, or if that member would be disqualified for any cause to act as a juror upon the trial of the same matter in any action at law. Reasons for disqualification shall not include exemption from service as a juror or knowledge of the facts involved gained in the performance of the member's official duties.

Where uncertainty arises as to the application of the above paragraph to a Board member in particular circumstances, the Board shall, upon the request of that member or another member of the Board, vote on the question of whether that member should be disqualified. Any such

request and vote shall be made prior to or at the commencement of any required public hearing. Such a vote shall be advisory and non-binding and may NOT be requested by persons other than Board members, except as provided by local ordinance or by a procedural rule adopted under RSA 673:14.

If a member is disqualified or unable to act in any particular case pending before the Planning Board, the Chairman shall designate an alternate to act in his/her place.

Section 6.7 Participation of Alternate Members

- A. Attendance: Alternate members may be seated as non-voting members at all meetings and are encouraged to attend all meetings. An alternate member shall not vote on any matter before the Board unless designated by the Chairman to replace an absent regular or ex-officio member. When replacing a regular or ex-officio member, such alternate is required to continue with the agenda item until its completion at that meeting, and the regular or ex-officio member so replaced is allowed no vote on that item, although participation in discussions is permitted. Regular and ex-officio members shall resume their seats as voting members on items that have been tabled from a meeting at which they were absent provided that they have sufficiently reviewed the record. (Revised 6/18/2007)

- B. Designation of Alternates to Serve: Whenever a regular member of the Planning Board is absent or disqualifies himself/herself, the Chairman shall designate an alternate, if one is present, to act in the absent member's place; except that only the alternate designated by the Town Council to act as a replacement for its ex-officio member shall serve in place of that member.

ARTICLE 7

GENERAL OPERATING PROCEDURES

Section 7.1 Meeting Order

At each regular meeting, the order of proceedings shall be as follows:

- A. Call to Order and Quorum Check
- B. Action on acceptance of applications
- C. Old Business – continued public hearings
- D. New Business – public hearing on:
 - (1) Home occupations
 - (2) Subdivision plats
 - (3) Site plans
 - (4) Excavation permits
- E. Concept Discussions and Other Business
- F. Approve Minutes of Previous Meeting(s)
- G. Communications to the Board – read and discuss
- H. Reports of Committees
- I. Adjournment

Section 7.2 Rules of Conduct at Public Hearings

The conduct of public hearings shall be governed by the following rules:

- A. The Chairman shall call the hearing into session, identify the owner of record, applicant, and agent for each agenda item and entertain a staff recommendation on the completeness of each application.
- B. The Chairman shall entertain a vote of the Board members to accept the application and continue the public hearing or reject the application as incomplete.
- C. If the application is accepted by majority vote of the Board, then the Chairman shall call the owner, applicant, or agent to make a public presentation of the proposal.
- D. Members of the Board may ask questions at any point during the presentation.
- E. After the presentation, any abutter or any person with a direct interest in the matter shall testify in person or in writing. Other persons may testify as permitted by the Board at each meeting, subject to the following procedure:
 - (1) Each person who speaks shall be required to state his/her name and address and indicate whether he/she is a party to the matter or an agent or counsel to a party to the matter;
 - (2) The Chairman shall call for those in favor of the proposal to speak;
 - (3) The Chairman shall then call those in opposition to the proposal to speak;
 - (4) The Chairman shall then allow those neither in favor or in opposition to speak;
 - (5) Other parties, such as representatives of Town departments and other Town boards who have an interest in the proposal shall be allowed to present their comments in person or in writing;
 - (6) The Chairman shall take a vote of the Board to determine whether the hearing on any Design Review application or Final application is closed, or adjourned (continued) pending the submission of additional material or information or the correction of noted deficiencies. In the case of a continuance, additional notice is not required if the date, time, and place of the continuation is made known at the adjournment.

Section 7.3 Time Limits on Public Hearings

All public hearing portions of the meeting shall be terminated by ten o'clock (10:00) p.m. except that a matter under consideration may proceed or be continued to another meeting as determined by a majority of the voting Board members present. Agenda items not yet considered may be

considered or deferred to the next meeting as determined by a majority of the voting Board members present.

Section 7.4 Applications for Planning Board Agendas

- A. Appearance before the Planning Board for a public hearing or concept discussion shall be by application only. This shall take the form of a written application provided by the Clerk of the Board as detailed in Subdivision Regulations of the Planning Board, Bedford NH and Site Plan Regulations of the Planning Board, Bedford NH as last amended. Communications to the Board shall be submitted in writing prior to the date for mailing of agenda packets to members of the Board.
- B. Applications for the agenda of a regular meeting of the Planning Board shall be closed in accordance with the annual schedule of Meeting and Deadline Dates.
- C. All applications to be considered by the Board shall first be reviewed by the Town Planning Department for completion of the submission checklist, conformance with Town ordinances and regulations, and correctness of technical details. No plats or plans shall be advertised for a public hearing until a complete application and checklist have been submitted. The Planning Department shall prepare a memo to the Planning Board listing outstanding deficiencies of each application for a public hearing.
- D. Completed applications shall be accepted by majority vote of the Board and shall be scheduled for consideration within thirty (30) days of submission. The Board may vote to reject acceptance of any application for consideration if such application is incomplete or does not comply with State or Town statutes, ordinances, or regulations.
- E. Any plat or plan advertised on an agenda may be denied approval if no authorized representative is present to represent the plan.
- F. All revisions to plats and plans shall show the original recording date and number as well as the name under which it was recorded or a statement that no plat for this parcel has been recorded.

Section 7.5 Forms

All forms prescribed herein and revisions of such forms shall be adopted by resolution of the Board.

Section 7.6 Public Notice

- A. Public notice of the submission of and public hearings on each application shall be given by posting at the Bedford Town Library, Office Building, the BCTV building, and on the Town website not less than ten (10) days prior to the date fixed for submission and consideration of the application. (Revised 04/12/2021)
- B. Notice to abutters shall be made by certified mail to the owner of record, applicant, and all abutters not less than ten (10) days prior to the date fixed for submission of the

application to the Board, except in the case of concept review applications where notice shall be made by first class mail.

Section 7.7 Decisions

- A. The Planning Board shall issue a final written decision for approval, conditional approval, or disapproval, within sixty-five (65) days of the date of submission and acceptance of a completed application, subject to extension or waiver as provided in RSA 676:4.

- B. Notice of each decision will be made available for public inspection by the Clerk of the Planning Board at the Bedford Town Office Building within five (5) business days after the decision is made. A copy of the Planning Board’s final decision which approves, approves with conditions, or disapproves an application shall be provided to the applicant from the Clerk of the Planning Board by regular mail. If the application is not approved, the Board shall provide the applicant with written reason(s) for the disapproval.

Section 7.8 Conditional Approvals

A plan which has been granted conditional approval by vote of the Board may be recorded once satisfactory evidence is received showing that the conditions have been met. It shall not be necessary for the matter to be reviewed by the entire Board.

Section 7.9 Signatures

Plans approved for recording or conditionally approved as above, shall be signed by two regular members of the Planning Board.

Section 7.10 External Communication Policy

Only the Chairman of the Planning Board and the Planning Director are authorized to provide a statement on behalf of the Planning Board to any external agency or member of the media in relation to any *judicial action* (site plan, subdivision or home occupation application or alike), before the Board.

If a member of the media or an external agency is requesting a statement of the Planning Board from a member other than the Chairman or the Planning Director on *judicial actions*, then that member shall direct the requester to the Chairman or Planning Director and decline further requests to provide information. Comments to the media or an external agency on a particular application should be avoided while an application is under review and during any appeal period or court proceeding.

The Board recognizes that individuals have the right to make public comment and publicly debate *legislative matters* (zoning ordinance and map amendments) and other non *judicial actions* (Master Plan, procedural items, policy issues and alike). However, board members must make it clear that other than in the course of Board business or when giving evidence in court, they are not making an official comment nor representing an official position of the Board.
(Added 6/18/2007)

**ARTICLE 8
PLANNING BOARD RECORDS**

Section 8.1 Minutes

Minutes of Planning Board meetings, including the names of members, persons appearing before the Board, and a brief description of the subject matter shall be prepared in written format and shall be open to public inspection within five (5) business days of the public meeting.

Section 8.2 Public Inspection of Records

The records of the Planning Board, including audio tape recordings and written transcriptions of minutes of meetings and a copy of signed plats and plans, shall be kept by the Clerk of the Board and shall be available for public inspection during regular business hours at the Bedford Town Office Building.

Section 8.3 Preservation of Records

Audio tape recordings and written transcription records on computer disk and printed media of Board meetings shall be kept by the Clerk of the Planning Board. Audio recordings and computer disks shall be preserved for a period of not less than six (6) years. Written transcripts shall be permanently preserved, either as bound print media or copied onto an archival quality media such as microfilm or optical disk. At least one (1) copy of each signed plat or plan shall be permanently preserved, either in printed form or on an archival quality medium, at the Bedford Town Offices. Every subdivision plat signed by the Planning Board shall be transmitted for recording to the Hillsborough County Registry of Deeds. A copy of each signed subdivision plat and site plan shall be transmitted by the Clerk of the Board to the Bedford Assessor's Office.

**ARTICLE 9
MORATORIUM ON MATTERS BEFORE THE BOARD**

Section 9.1 Moratorium on Matters before the Board

Pursuant to RSA 676:12 VI.[effective Aug. 14, 2006], no proposed subdivision regulation, site plan review regulation, or zoning ordinance amendment shall affect a Design Review or Final application which has been the subject of public notice for a Planning Board hearing prior to the first legal notice of the proposed regulation, ordinance, or amendment thereto.

**ARTICLE 10
ENFORCEMENT PROCEDURES**

Section 10.1 Revocation of Recorded Approval

A subdivision plat, street plat, site plan or other approval which has been filed with the appropriate recording official may be revoked by the Planning Board pursuant to NH RSA 676:4-a.

Section 10.2 Injunctive Relief

If any provision or specification of an application, plat, or plan approved by the Planning Board or any requirement or condition of a plat, plan, or permit issued by the Planning Board, the Bedford Planning Director and/or Bedford Building Inspector may, in addition to other remedies provided by law, institute injunction, mandamus, abatement, or any other appropriate action to prevent such unlawful erection, construction, alteration, or reconstruction.

Section 10.3 Fines and Penalties

- A. Violations: Any person who violates any provision of the Bedford Zoning Ordinance, or the Bedford Land Development Control Regulations shall be guilty of a misdemeanor and shall be subject to a civil penalty of two hundred seventy-five dollars (\$275.00) for the first offense, and five hundred fifty dollars (\$550.00) for subsequent offenses, for each day that such violation is found to continue after the violator receives written notice from the Town that he/she is in violation.

Section 10.4 Penalties for Transferring Lots in Unapproved Subdivisions

Any owner, or agent of the owner, of any land located within a subdivision in Bedford, who transfers or sells any land before a plat of the subdivision has been approved by the Planning Board and recorded in the Registry of Deeds, shall forfeit and pay a civil penalty of one thousand dollars (\$1,000) for each lot so transferred or sold.

The Town of Bedford may enjoin a transfer or sale which violates the provisions of NH RSA 676:16 and may recover the penalty imposed by civil action.

**BEDFORD PLANNING BOARD
ADOPTON OF RULES OF PROCEDURE**

The Bedford Planning Board hereby amends its Rules of Procedure for the Bedford, New Hampshire Planning Board on **April 12, 2021**. A public meeting was held at 7:00 p.m. on **April 12, 2021** by the Bedford Planning Board to discuss these changes.

Approved by:

Jon Levenstein, Chairman

Harold Newberry, Secretary

Mac McMahan

Stephen Clough

Priscilla Malcolm

Bill Duschatko, Town Councilor

John Quintal, Alternate

Charles Fairman, Alternate

Matthew Sullivan, Alternate

Kelleigh Murphy, Town Council Alternate