

Town of Hartford
Planning Board Meeting
January 6, 2025
Approved Minutes

Present: David Theriault, Margaret Matthews, Dan Larochelle and Don Perrone

The meeting convened at 7:15 PM and the minutes for the December meeting were read and approved.

Annual Report: The board voted to approve the secretary's draft of the PB's annual report.

CEO Report: The board discussed the CEO's report.

Grant Application: The application for a state grant for the record storage project was submitted by the December 20 due date. We expect a response around January 17.

The grant requires that the town provide 25% of the cost of the project. Board members started organizing and preparing documents for scanning as the town's 25% *in kind* contribution.

Forms: The board reviewed several forms designed to facilitate the PB's approval process:

A modified "Notice to Abutters" form that provides additional information.

A more detailed "Site Visit" form .

An "Application Checklist" to help applicants make sure they are providing the necessary information on their applications.

A "Subdivision Sketch Plan" guidance form.

A "Notice of Completion of Application" form for subdivision applications.

The meeting adjourned at 8:00 PM