

**TOWN OF WOODFORD
WOODFORD TOWN HALL
PLANNING BOARD MINUTES (Unapproved)
May 3, 2021**

Members Present: Susan Wright-Chair, Ed Shea, Chuck Suss

Also Present: Michael Bratcher-BCRC, Janet Saddler (Clerk)

1. Susan called the meeting to order at 5:41PM
2. **Agenda Adjustments:** There were no agenda adjustments.
3. **Public Comments:** No public comments.
4. **Approval of Minutes (4/12/2021)** Ed made a motion to approve the minutes as presented with a 2nd from Susan. All in favor, **motion carries.**
5. **Michael Bratcher BCRC:** Mr. Bratcher handed out a memorandum entitled “Act 171 Elements of a Town Plan” He noted that Woodford’s Town Plan is up for review and update in 2023. The document provided was suggested language which could be incorporated in the Town Plan in order to comply with Act 171. Mr. Bratcher stated BCRC had been awarded a grant for the work contained in the document.

Susan indicated that it would make sense to place the memorandum in the front of the Town Plan to review and address at a future time that is nearer to the compliance date. The Board agreed.
6. **Other Business:** Susan advised the Board that the Zoning Administrator had issued a notice of violation to a resident concerning trash on the property and utilizing a camp as a residence.
7. **Adjourn:** Susan made a motion to adjourn at 6:10PM

Respectfully Submitted,

Janet Saddler, Board Clerk