



Manager's Memorandum
Selectboard Meeting
September 29, 2026

To: Selectboard
From: Tony Ward, Town Manager
Date: 09-28-2026
Re: Selectboard and Planning Board joint meeting 09-29-2026

Below are notes for agenda items for September 29, 2026, meeting

2. The Selectboard and Planning Board will conduct joint meeting to discuss the proposed P & K Sand & Gravel, Inc. Contract Zoning Agreement

The Planning Board reached substantial agreement on the proposed Contract Zoning Request submitted by P & K. The purpose of the joint review is to familiarize the Selectboard with the proposed contract zoning agreement and to give the Selectboard the opportunity to view the proposed contract zoning agreement in its role as administrator.

The review shall include the determination that:

1. The Town's interests are adequately protected and served by the proposed contract zoning agreement.
2. The costs and benefits to the Town are reasonable.

When the Planning Board and the Selectboard have reached substantial agreement on the terms and wording of the proposed contract zoning agreement, the applicant shall submit a letter confirming the applicant's substantial agreement on the terms and wording of the proposed contract zoning agreement.

Once the letter of confirmation is received by the Town, the Planning Board at a regular scheduled meeting will complete its review and then take a formal vote to submit the proposed contract zoning agreement to a public hearing. The notice of public hearing shall be posted in the Town Clerk's office at least 14 days prior to the public hearing. It shall be published in a newspaper of general circulation within the Town at least two times.