**TOWN OF DAY PLANNING BOARD**

**REGULAR MEETING – APPROVED MINUTES**

**AUGUST 4, 2014**

**Members Present: Absent:**

Ted Mirczak, Chairman Jack Vaillancourt

Mary Ann Johnson

Dick Traeger

Eileen Brennan

**Also Present:**

David Avigdor, Town Attorney

Chairman Mirczak opened our meeting stating that the only thing on

the agenda tonight is approving the minutes from June 2, 2014 and

July 7, 2014 and at this time we will delay approving those until we

discuss how the minutes will be named and distributed before each

meeting.

Town Attorney David Avigdor stated that law dictates that the

minutes be put on the Web within 10 days of the meeting, therefore

the draft minutes will need to be posted. The final minutes will

be posted after they are approved by the board.

Chairman Mirczak gave each board member a document that spelled

out the schedule and file naming for preparation of the minutes.

The first draft of minutes that are sent to each board member and

posted on the Web page are completed as soon as possible or within a

10 day time frame. Thefile name of the document will have the word

“DRAFT” in it, and will be sent to each board member, Town Attorney,

Chairman Zoning Board of Appeals, Town Supervisor, Town Code

Enforcement Officer, and (the APA and Saratoga County

when applicable.)

Any suggestions for changes received by the secretary from board

members should be accumulated prior to the next meeting. Chairman

Mirczak suggested that each board member, when emailing Brenda,

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with proposed changes, should cc the other board members so everyone

will know what changes are being proposed to the minutes before the

meeting.

The file name for the revised set of minutes will have the words

“FINAL DRAFT” and should be emailed to each member before the next

Planning Board meeting. This final draft will be introduced for approval

at the meeting.

At the meeting, prior to approval, there may be further changes. These

will be incorporated into the final approved set of minutes which then

become the official record.

The file name for the final approved minutes will have the word

 “APPROVED” in it and will then be put on the Web page.

Chairman Mirczak also stated that any emails that are sent to

Brenda should be kept for the record in a separate folder.

Chairman Mirczak then asked the board members if they had

any additional changes for the June meeting minutes before

they are approved.

**Motion** by Mary Ann Johnson and seconded by Dick Traeger to

approve the minutes of June 2, 2014.

Ayes: Chairman Mirczak, Dick Traeger, Mary Ann Johnson, and

Eileen Brennan.

Carried 4-0

Chairman Mirczak stated that we also need to approve the minutes

from the July meeting. However, he has one change he would

like to make first. On the first page of the Regular Meeting in the

last paragraph on the 10th line where it states “properties remained

as it is;” move “it could remain that way” to that location.

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**Motion** by Eileen Brennan and seconded by Mary Ann Johnson to

approve the minutes of July 7, 2014 as amended.

Ayes: Chairman Mirczak, Dick Traeger, Mary Ann Johnson, and

Eileen Brennan.

Carried 4-0

**Motion** by Ted Mirczak and seconded by Dick Traeger to adjourn the

meeting at 7:28 p.m.

Ayes: Chairman Mirczak, Dick Traeger, Mary Ann Johnson, and

Eileen Brennan.

Carried 4-0

Respectfully submitted,

Brenda Ward

Secretary