

## Planning Board Secretary Duties and Estimated Time Needed

1. Monthly attend all PB meetings scheduled/year                      12 meetings  
Avg Length... ½ to 1 plus hours
2. Special Meetings/Public Hearings                      Avg. per Yr. 2/3  
Avg. length....1 hour
3. Take Minutes for each meeting above
4. Prepare Final Minutes for Approval                      Avg. Time ....1 hour  
each and distribute electronically for each set taken above
5. Prepare Compensation for PB members Annually for Clerk                      Avg Time 2hrs.  
Once a year in Dec.
6. Confer with Chair and CEO re. agenda items  
Prepare Agenda and Distribute for all meetings above  
File all minutes in Town office  
Collect permits each month from Town Office  
Prepare and Distribute Ordinance changes as needed  
Prepare and Post Hearing Notices as needed

**Note** Items in 6 above generally take between a few minutes to 2 hours depending on complexity and amount.