





There was discussion for a project to develop a check list for anyone submitting plans to the Planning Board to follow to have the plans complete when they come to the Board. The hope is to move projects through the process more smoothly. This will continue to be worked on between Dennis Scibetta, Diane Brisson-recording secretary, and Tod Ferguson Board Chairman. This will be presented to the Board once it is completed.

There being no further business to discuss, **a motion was made by Bob Pelkey to adjourn the meeting at 7:45 pm, seconded by Daryl Maslanka, motion carried unanimously 5-0 Mike Ingham absent.**

Respectfully submitted,

Diane Brisson,  
Recording Secretary  
Town of Parma Planning Board