



City of Woonsocket, RI

Planning Board Meeting Minutes

Date/Time: Tuesday, December 7, 2021 | 6 p.m.
Location: City Hall, 169 Main Street, Woonsocket, RI | Harris Hall, 3rd floor

I. Call to Order

Chairman Finlay called the meeting to order at 6:00 p.m.

II. Attendance Review

Chairman Finlay: Present
Vice Chair Eappen: Absent
Member Gardner: Present
Member Pratt: Present

Others in Attendance: Kevin Proft, Administrative Officer

III. Correction/Approval of Minutes:

A. Planning Board Meeting – November 9, 2021

Due to a lack of a quorum of members present at the November 9, 2021 Planning Board meeting, the minutes were tabled until the January meeting.

B. Design Review Commission Meeting – November 9, 2021

Due to a lack of a quorum of members present at the November 9, 2021 Design Review Commission meeting, the minutes were tabled until the January meeting.

IV. Meeting Business

- A. **Establishment of an Annual Schedule of Meetings** | At its December board meeting, the Planning Board is tasked with establishing its schedule for Planning Board meetings in the upcoming year. The board will consider the draft meeting schedule developed by the Administrative Officer and vote on a motion to approve it.

Motion to Approve: Member Gardner

Second: Member Pratt

Discussion: None

Vote:

Chairman Finlay	Yes
Vice Chair Eappen	Absent
Member Gardner	Yes
Member Pratt	Yes

The motion passed 3-0.

V. Administrative Officer's Report

The administrative officer provided an update on certain Planning Department Projects.

VI. Next Regular Meeting Date: Tuesday, January 4, 2022

VII. Adjournment

Motion to Adjourn at 6:35 p.m.: Member Gardner

Second: Member Pratt

Discussion: None

Vote:

Chairman Finlay	Yes
Vice Chair Eappen	Absent
Member Gardner	Yes
Member Pratt	Yes

The motion passed 3-0.