

**The Becket Select Board and Planning Board seek applicants  
to fill a vacancy on the Planning Board due to  
Planning Board Member James P. Levy's resignation.**

The term of this Select Board/Planning Board appointment is until the May 2024 Annual Town Election. The Annual Town Election ballot will include a Planning Board position to fill the remainder of James P. Levy's term through May 2026

To apply, please submit an [Appointment Application](#) to:

- Select Board and Planning Board c/o [adminasst@townofbecket.org](mailto:adminasst@townofbecket.org).  
or
- Bring to Beverly Gilbert, Town Hall, 557 Main Street, Becket, MA 0123.

The application may be obtained from the Town Hall or Town website at the Forms and Documents page of the town website [www.townofbecket.org](http://www.townofbecket.org)

Applicants are also welcome to submit a cover letter and resume.

Application Deadline: 11/7/2023. The Select Board and Planning Board will discuss all submissions. They anticipate voting on this appointment at a Nov. 15<sup>th</sup> joint meeting.

## **GENERAL RESPONSIBILITIES OF A PLANNING BOARD:**

The primary responsibility of the Planning Board is to serve as the fundamental agency for the town on matters affecting its current and future development.

In particular, the powers of the Planning Board are:

(1) Community plan. The Planning Board may prepare a community plan as will provide for the improvement of the Town and its future growth, protection, and development, and will afford adequate facilities for housing for all income levels, transportation, distribution, comfort, convenience, public health, safety, and segments of the common general welfare of its population.

(2) Land use regulations. The Planning Board may draft and recommend the adoption or amendment of land use regulations.

(3) Review subdivisions. The Planning Board may approve, conditionally approve, or disapprove subdivision plans for the purpose of providing for the orderly and wise development of the Town and affording adequate facilities for housing, transportation, distribution, comfort, convenience, safety and the health and welfare of its population.

(4) Review site plans. The Planning Board may review and approve, approve with modifications, or disapprove site plans according to standards set forth in the Town's Zoning Bylaws.

(5) Official Map. The Planning Board may review and make a recommendation regarding changes to existing zoning map boundaries, to lay out new boundaries subject to approval by a supermajority vote of the town's voters at an Annual or Special Meeting.

(6) Report on referred matters. The Planning Board shall report on all matters referred to it by the other boards, commissions, including proposed amendments to the Zoning Bylaws.

(7) Investigations and reports. The Planning Board has the authority to conduct investigations and make reports and recommendations relating to the planning and development of the Town as it deems desirable, keeping within any appropriated limitations.

(8) Special permits/Variances. After a public notice and hearing, including if needed a site plan review, proof of receipt of all applicable federal and state permits and after taking into consideration the public health, safety, and general welfare and subject to appropriate conditions and safeguards, the Planning Board, may grant special permits and/or variances.

## **SPECIFIC DUTIES OF PLANNING BOARD MEMBERS:**

- Bring your personal experience, professional knowledge, and passion for your community to your work as a planning board member. It is imperative that you approach the work with a community-focused perspective. You are making recommendations and decisions for the whole community; you are not making recommendations and decisions for your own interests or the interests of your friends and business partners.
- Recognize and avoid or make public any conflict of interest your position may place you in; don't pursue special privileges; maintain confidentiality; and let your behavior contribute to the smooth operation of the Planning Board.
- Become familiar with the laws that covers public open meetings and hearings and thoroughly review all the materials you are provided when attend meetings.
- Complete a minimum of five hours of relevant training within one year from the date of initial appointment and four hours of relevant training in each subsequent year.
- Attend monthly meetings to review and discuss upcoming agenda items, development issues, and be prepared to review and make decisions on land use development applications, and to discuss changes to improve the town's land use regulations, all the while being sensitive to how even minor changes may affect those directly impacted.
- Attend occasional special work sessions, meet informally with individual applicants, various interest groups and on occasion other adjacent town planning boards.
- Have a willingness and dedication to commit both time and personal energy to the Planning Board. Missing even one meeting can negatively affect or impact other board members, special permit applicants and others.
- Have an interest in comprehensive community planning, zoning specific issues and various land subdivisions as they impact the environment while protecting the health, safety, and welfare of the town's residents.
- Have a willingness to facilitate, coordinate citizen engagement while also encouraging and accepting input from individuals, organizations, and those directly affected by land use related actions.

Thank you for considering joining the Planning Board!

As a citizen planner you are looking forward to a rich and challenging experience. Remember that being an effective Planning Board Member requires you to get involved in our community, become informed, and use common sense, fairness, and objectivity towards all that comes before you. It is your responsibility to balance the public good with private rights and interests.

Your involvement and service is a critical component in shaping our community's future. Never forget that you are serving the common good of all the residents of the community.

Respectfully,  
Robert T. Ronzio  
Chair, Planning Board  
Town of Becket