

Approved: \_\_\_\_\_  
Approved with changes: \_\_\_\_\_  
Unapproved: \_\_\_\_\_

**Zoning Board of Adjustment  
April 2, 2018**

**Members Present:** Dave Strauss, Tim White, Tom Hart, John Davis, Mike Cahalane (alternate), Chuck Fuller (alternate)

**Members Absent:** Jory Augenti

**Others Present:** Dianne Park

The posting time on the town website was listed at 7:00pm while the posting time at the library and town offices was listed at 7:30. Meeting called to order at 7:15pm.

Dianne Park was the recording secretary in the absence of Gina Detorio.

Dave gave a welcome to new member John Davis. Dave explained everyone is responsible for helping each other and passed out a draft list of tasks for each member.

**Dave**-Run meetings, contact lawyer/NH municipal association for info/questions, application and rules of procedure updates and meeting agenda.

**Mike**-Planning Board updates, and mentorship.

**Tim**-Draft notice of decisions, yearly agenda for town report and fill in for chair when out.

**Tom**-Compile case package w/office help (property cards, abutter notice & verification and mailing forms), verification of date deadlines, post and advertise case meetings.

**John**-Zoning officer contact prior to each meeting and record minutes when the recording secretary is out and forward.

**Jory**-Historical research.

**All**-Keep official book and website up to date and electronic records updated and backed up.

**Recording Secretary**-Minutes of meetings, forward approved/draft minutes to website master to update. Provide copies of tax maps.

A discussion followed on the format and sending out of minutes. All board members approved of the task list.

**Election of Officers**

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A motion was made by Tom, seconded by John, to appoint Dave Strauss, Chairman, Tim White, Vice-Chairman and John Davis Secretary. All were in favor.

### **Minutes**

A motion was made by Tom, seconded by Tim, to approve the minutes from February 16, 2018 with changes. All were in favor.

Page 1, paragraph reads: 'Roland & Barbara Davis (Map 413/Lot 209) resubmitted their paperwork. The Board reviewed the paperwork and Tim motioned to accept it as complete, seconded by Tom, the motion passed. The case number assigned was #088.'

Change to: 'Roland & Barbara Davis (Map 413/Lot 209) resubmitted their application. The Board reviewed the application and Tim motioned to accept it as complete, seconded by Tom, the motion passed. The case number assigned was #088.'

Page 1, paragraph reads: 'Rebecca left The Board a copy of another Special Exception for Clyde Bean, IV (Map 407/Lot02). The application has not yet been officially submitted.'

Change to: 'Rebecca informed The Board of a possible Special Exception for Clyde Bean, IV (Map 407/Lot02). An application has not yet been officially submitted.'

A motion was made by Tim, seconded by Dave, to approve the minutes from March 7, 2018 as written. All were in favor.

### **Alternates**

Chuck presented the board with his letter requesting to become an alternate on the ZBA. A motion was made by Dave, seconded by Tom, to appoint Chuck Fuller an alternate to the ZBA. All were in favor.

Mike also requested to become an alternate. A motion was made by Dave, seconded by Tom, to appoint Mike Cahalane an alternate to the ZBA. All were in favor.

Dave said he would like to have Mike sit on the board, as an alternate during cases, and have Chuck sit as an alternate during normal monthly meetings. Alternates can interject opinions in the public comment portion of meetings but cannot vote.

### **Notice of Decision Form**

A discussion followed on the formatting, wording and timing of the Notice of Decision form. The board decided to use 10 days for posting a hearing rather than the usual 5 days thereby giving the public sufficient notice.

### **Rules of Procedure/Application Form**

Dave will make sure both are updated on the website.

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### **Public Hearing Postings**

A template is in existence for posting of public hearings. Tom will work with the office staff for mailings.

### **Future Cases**

Albert & Susan Cutter Case #087 of Map 103/Lot 26 are scheduled for a public hearing on April 4, 2018 at 7:15pm. Their application has been accepted as complete and they are looking for relief from Section 402 of the Zoning Ordinance (lot requirements). The lot is a non-conforming lot and has ¼ of an acre rather than the required 2 acres.

Roland & Barbara Davis Case #088 of Map 413/Lot 209 are scheduled for a public hearing on May 2, 2018 at 7:15pm. Their application has been accepted as complete. They are applying for a special exception for a multi-family dwelling unit.

### **Other Business**

Other board needs.

- Need for a contact list
- New set of tax maps
- The recording secretary will bring the needed map(s) with her to each meeting.

Dave read through his to-do list:

- Rules of Procedure
- Blank Applications
- Zoning Ordinance
- OSI Handbook

Michael suggested members read through the Planning Board Site Plan Ordinance, Sub-Division Ordinance and Driveway Regulations to put into perspective what the ZBA is responsible for vs. what the Planning Board is responsible for.

The board discussed reference material needed for review for public hearings on various topics.

A motion was made by Tom, seconded by Tim, to adjourn the meeting.  
Meeting adjourned at 8:35pm.