

**Town of Wolfeboro
Zoning Board of Adjustment
November 16, 2023
DRAFT Minutes**

Members Present: Audrey Cline, Chair, Luke Freudenberg, BOS Representative, Charles Sumner, Member, Catherine McMahon, Alternate.

Members Absent (excused): Suzanne Ryan, Vice Chair, Sarah Silk, Clerk, Nancy (Sabet) Stroman, Alternate.

Staff Present: Sierra Pawnell, Recording Secretary.

I. Roll Call

Audrey Cline called the meeting to order at the Annex Conference Room at 6:08 PM. A quorum was present.

II. Rules of Procedure

The Board reviewed such and agreed to the following changes.

- Section X – Rules for Public Hearings, Subsection 18; strike such
- Section X – Rules for Public Hearings, Subsection 19; change wording to “agenda items which are not public hearings, such as minutes, and other business, may be considered or deferred to the next meeting as determined by the board.”
- Section IX – Decisions, Subsection 2, 2nd sentence; revise sentence to read as follows; “The Boards written Notice of Decision including Finding of Facts.”
- Section XII – Records, Subsection 1; delete voice recordings and change “board secretary” to “recording secretary.”
- Section XII – Records, Subsection 3; link meeting paperwork to website calendar
Chuck Sumner talked about having everything online, but the master copy is the paper copy. Audrey Cline stated the paper copy is the legal copy. Chuck Sumner questioned if it should be stated that the online copy is just that. Audrey Cline stated could put it that its there for convenience of accessing information, but the legal copy is the paper copy in the office. Audrey Cline stated could be a separate number. Chuck Sumner stated it could be in subsection 2 after the first sentence.
- Rearrange the order of all subsections as follows; subsection 3 to become subsection 1, subsections 4 & 5 to be added together to become subsection 2, subsection 2 to become subsection 3, subsection 1 to become subsection 4, and subsection 6 to become subsection 5.
- Section XV – Additional Rules, Subsection 2, change “An application to the Board may be withdrawn only by the applicant, and only prior to the public hearing.” to “An application to the Board may be withdrawn only by the applicant. The applicant may request a continuance of up to 60 days or extended by the Board for good cause.”
- Section VXII – Rules of the Zoning Board of Adjustments, Subsection 3; add “provided there is no conflict with state law.”
- Section VXII – Rules of the Zoning Board of Adjustments; attach the rules to ZBA applications.

- **Corrections to grammatical errors**

- Section IV – Continuing Education

- Change “are expected to” to “is expected to.”
 - Remove a, and change “member” to “members.”

- Section VII – Applications

- Under public hearings change “or held” to “and held”

- Section VIII – Public Notice

- Number 2 - include RSA number.

- Section IX – Rules for Public Meetings

- Number 6 – correct spelling of chair.

- Section X – Rules for Public Hearings

- Scratch new number 6. Covered by number 5.
 - Number 7 changed address to read town of residence, add commas, add representative before agent.

There being no further business before the Board, the meeting was adjourned at 7:05 pm.

Respectfully Submitted,

Sierra Pawnell

Sierra Pawnell