

*Minutes of Public Meeting of the
Zoning Board of Adjustment
Monday, January 09, 2023
The Great Hall, 84 south Main Street
7:00 PM*

1. Roll Call:

Members Present: Chairman Audrey Cline, Suzanne Ryan, Sarah Silk, Member, Nancy Stroman, Alternate, Cate McMahon, Alternate, Chuck Sumner, Alternate

Members Excused: Tim Cronin, Luke Freudenberg,

Staff Present: Tavis Austin, Planning and Development Director

S. Ryan suggested re-ordering the agenda to address meeting minutes first; as well as to suggest additional work session meetings.

Board discussed additional meeting dates and established the following work session dates that would be conducted in the Annex Conference Room from 6-8PM: January 26, February 16, and March 23, 2023.

2. MINUTES OF PREVIOUS MEETINGS:

a. 10/03/2022

A. Cline appointed Chuck Sumner to be a voting member in the absence of T. Cronin and Cate McMahon to be a voting member in the absence of Luke Freudenberg. Both accepted.

S. Silk noted on page five where minutes state “utilizes” not “utilities,” should be corrected to read “utilities”.

S. Ryan motioned to approve the 10/03/22 minutes as amended.

C. Sumner seconded the motion which passed with a 4-0-1 vote, N. Stroman abstaining.

b. 11/14/2022

S. Ryan noted a number of amendments to the 11/14/22 minutes as presented. She then moved to table the minutes to the 1/26/23 meeting to allow others to review her proposed amendments.

S. Silk seconded the motion which passed with a unanimous vote.

General board discussion on minutes. Ultimately requested that draft minutes be emailed to all members; hardcopies upon request.

3. Work session: Rules of Procedure

S. Ryan referred to a chart referring to three versions of rules of procedure.

A. Cline recalled discussion from prior meeting of the various layouts, points to include in the various sections, and need to discuss whether further revisions were made.

S. Ryan noted fear of dropping details stating the current rules of procedure are not complete or thorough.

S. Silk asked if discussion so far had been focused on the redline draft with January 22 at the top.

A. Cline confirmed.

General Board discussion of the word “Schedule” in section I, Members. Board noted Town Clerk also maintaining a schedule of membership.

The next topic of general discussion was related to the content related to alternates.

A. Cline stated her logic for breaking up the existing paragraphs to be demonstrative of distinction in being a member and how a member is to participate in meetings.

The Board then talked about required training vs. training and whether or not the language regarding forcing a frequently absent member from the Board. Counsel discussion was recalled.

Section IV Continuing education in the January 22 draft was amended to read that alternates are regular members “*are expected*” to participate in a minimum... of training hours.

The Board then discussed Section V Alternates.

A. Cline stated the draft language is paraphrased from statute.

S. Ryan didn’t believe Chair should be able to appoint members, should be a board vote.

A. Cline referred to statutory language where it states the “Chair may.”

General discussion of individual board member’s reading of 673:12 ensued.

S. Ryan agreed they’re currently working on a draft that can be revisited.

Board discussion turned to Section VII Applications, after determining no additional changes to Section VI Officers since the last work session.

S. Ryan wanted application process to be very clear to help applicants.

There was discussion of not opening hearings for incomplete applications.

T. Austin reminded the Board there is no “complete application” process for the ZBA, the question for all Board members is whether enough information to address the question has been submitted.

There was discussion of Section VII referring simply to the approved applications.

T. Austin was asked to get copies of all applications to Board members so further discussion could occur at future work sessions.

4. Adjournment

S. Ryan motioned to adjourn the meeting. S. Silk seconded the motion which passed unanimously. Meeting adjourned 8:00 PM.

Minutes by T. Austin