

BOARD OF SELECTMEN

MAY 16, 2006

MEMORIAL BUILDING

7:00 P.M.

**BOARD OF SELECTMEN
COMPLIANCE OFFICER
CONSERVATION COMMISSION
PLANNING BOARD
ZONING BOARD**

These are to be considered draft minutes only until approved by the Board of Selectmen at their next meeting.

This meeting was a Joint Board Meeting scheduled by the Board of Selectmen to review Zoning and Planning Board compliance issues.

Present:

Selectmen: Neal Huntoon and Bob Anderson. George McCusker was absent.

Conservation Commission: John Trachy, Ken Downs, and Cynthia Bruss.

Compliance Officer: Tom Duling

Planning Board: Darrin Patten, Linda Welch, Ken Jacques, Kevin Lee, Peter Keene and Andy D'Amico.

Zoning Board: Cynthia Hayes, Mark O'Halloran and Bernard Manning.

Neal opened the meeting at 7:00 p.m.

The Selectmen discussed with Board members how best to proceed with notification and compliance with Zoning and Planning Regulations. The Selectmen have contacted the Town's attorney, Dan Smith. Attorney Smith had suggested that the Town enforce the Zoning Ordinance regarding Home Occupation registration, Site Plan Review requirements, and Special Exceptions as new owners come forward, and enforce prior non-compliance issues as they are brought to the attention of the Town. Members discussed this and agreed that this wasn't fair to people who have complied with the regulations. The Zoning Ordinance, as amended in March of 2006, clarifies the definition of a Home Occupation and a Home Business.

Bob Anderson suggested that the Planning Board should periodically review Site Plan Review Conditions and address compliance. Dan Smith indicated that the Planning Board should be responsible for notification when conditions are not being met. The Selectmen would then be responsible for enforcement if compliance issues remain unmet.

Board members discussed how best to notify residents of zoning requirements. Several suggestions were discussed and reviewed. Board Members agreed that a blanket notification should be addressed to all residents to include a registration form residents could complete to begin the compliance process. The letter would indicate a compliance deadline and possible fines for non-compliance. The Board recognized that in some instances the only way the Town will know about some violations will be from notification to the Town by citizens. It will be up to the community to police compliance. People should know that they are not being penalized, they are being asked to assist the Town in a process that has been in place and is required by local ordinances.

Board members discussed and agreed that the Planning Board should hold a workshop to review what is required for Site Plan Review. A meeting time will be scheduled and the public will be notified.

Board members discussed implementation of a database file of existing businesses with Site Plan Review regulations on file.

Mark O'Halloran, Kevin Lee and Bob Anderson agreed to work on drafting notification and registration information.

A business that does not meet home occupation criteria would be referred to the Planning Board for Site Plan Review.

The Boards agreed that businesses have a responsibility to the community to seek compliance, and the Boards have the responsibility to the community to be sure that the process is complied with fairly and equally.

With no further business, the Board voted to adjourn at 7:50 p.m.

Respectfully Submitted,

Janet Roberts,
Administrative Assistant