

**ZONING BOARD OF ADJUSTMENT
MEMORIAL BUILDING 7:00 P.M.**

DECEMBER 7, 2010

Present: Cynthia Hayes, Chairperson, Bill Sullivan, Kathy Richardson and John Chiarella (Selectman representative). Not present: Barbara Dunlap, Gene Hayes, and Alternate Susan Chiarella.

Others Present: Steven Berkeley and Bryan O'Day.

Chair Hayes called the meeting to order at 7:00 p.m.

Minutes of November 3, 2010 correction: Barbara Dunlap not present. Motion to accept minutes as corrected made by Kathy Richardson, second by Bill Sullivan and unanimously approved.

Minutes of Hansen site walk – motion to accept made by Bill Sullivan, second by Kathy Richardson and approved. Chair provided an email received by Mr. Hansen requesting withdrawal of special exception. Document placed in file.

September 9, 2010 minutes presented to board with corrections as approved at the October 5th, 2010 meeting. Minutes re-accepted with a motion made by Kathy Richardson, second by Bill Sullivan and approved.

Chair informed Board that Barbara Dunlap is not eligible to be on the board as she is no longer a resident. Chair made a motion for Susan Chiarella give up her seat as an alternate to fill in as a full board member. Kathy Richardson second motion. Hearing no discussion. All voted in favor.

Sara Ellis resigned as an alternate due to family commitments. Bill Sullivan moved to accept Sara's resignation and accept Steven Berkeley as an alternate. Kathy Richardson second motion. All voted in favor.

Chair shared that she attended the OEP Conference. There is lots of information available at the OEP website.

Chair asked that alternates be at the table, excluded only by vote, to be explained to applicants.

Recording secretary asked that decisions be worded at the meeting, noting the decision needs to be as specific as possible. For example, with a variance, if enough information is not provided they may not qualify for relief.

Grandfathering does not permit changes that enlarge the use or structure.

Board briefly talked about the Right to Know Law. Any and all information provided to the board is available. John Chiarella shared that inviting someone from Local Government Center may be invited to share the most updated regulations.

Relative to the timing of accepting applications, after brief discussion it was agreed that once an application is received the office person available or the applicant should call the land use person. This would allow adequate time to review the application for completeness and make sure the applicant gets a copy of the Rules of Procedure, instructions and the opportunity to ask questions about the process and/or requirements. All applications should be complete before being scheduled for a hearing including a copy of the denied building permit, abutter list, fee, 8 sets of plans or scaled drawing.

Meeting adjourned at 7:50 pm.

Respectfully submitted,

Deborah McGlew