

ZONING BOARD OF APPEALS

Meeting / Hearing Minutes

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Date: January 23, 2020

Business Meeting Purpose:

- To schedule two ZBA hearings for Hobby Kennel special permits
- To discuss & assign tasks to each member for ZBA policy & procedure updates, ZBA membership, tracking & adherence to decisions by ZBA

Members present: Ken Thompson-Chairperson, Dave Alberti-Secretary and Colleen Thompson-Member

Absent: none

ZBA Meeting Discussion

Chair opened meeting at 5:07 pm. The board resolved discussion items as follows:

- Both Hobby Kennel hearings were scheduled and dates/times will be verified by the Chair with both applicants.
- Dave Alberti will review & comment on ZBA requirements to update current documents where the board interfaces with other town entities, i.e. Town Clerk, Building Dept, Animal Control Officer, Bylaw Review Committee, etc.
- Colleen Thompson will draft a job description and actively recruit interested members for the ZBA, specifically to fill two vacant positions needed as alternates on the board.
- Ken Thompson will follow up on past permits granted, and decisions made, by the ZBA to determine if adherence is met. He also plans to set up a tracking system to monitor future actions by the board.
- The board agreed to continue filing closed case folders for ZBA hearings with the building department and a copy of each case decision with the town clerk's office.

Meeting happily adjourned at 5:45pm.

Respectfully submitted,

Dave Alberti January 27th, 2020