**Business Meeting Agenda:**

* scheduling a ZBA hearing place & time for Mr. Penney’s Case no. 20-0706 “Variance”
* vote to accept Hearing Minutes Draft for Mr. Penney’s Case no. 20-0507 “Appeal”
* understanding the building height calculation process presented by Tom Millias, Plympton’s Zoning Enforcement Officer
* ZBA members’ ongoing tasks assignments
* ZBA budget concerns
* any other business that legally comes before the Board

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

Guest: none Others: none Absent: none

**Meeting Discussion**

Chair opened meeting at 1:10 pm and reviewed Plympton’s COVID requirements for public hearing sessions relative to planning and scheduling ZBA’s upcoming variance hearing for Mr. Penney, Case no. 20-0706. The board selected a tentative date of August 25th with time of day TBD by Liz Dennehy. A motion was made, seconded & voted in favor of waiving Mr. Penney’s $100 application fee for his variance upcoming hearing pending approval by Liz Dennehy. Changes were discussed and noted to modify ZBA Hearing Minutes for Mr. Penney’s appeal, Case no. 20-0507 on June 30th, 2020. A was motion made, seconded & voted to accept changes and to incorporate for file with town clerk.

The building height calculation process presented by Tom Millias at last meeting was reviewed and understood by ZBA members for use as applicable at Mr. Penney’s future variance hearing.

All members reported updates on their ongoing task assignments for ZBA improvements:

Colleen Thompson reviewed her progress on guidelines for ZBA membership and will continue to work on recruiting an alternate member by making some contacts.

Dave Alberti told of documents he collected which involve ZBA interface with other town entities. He will continue to refine these to better suit current practices.

Ken Thompson explained the need for a tracking system to monitor future actions by the ZBA and will work to improve the shortcomings he’s seen in the current system. He plans to follow up on past ZBA decisions and permitting.

The ZBA budget was discussed and all agreed the need for monies to support material costs and to continue funding of applicable training programs.

ZBA positions need vote for continued membership by June, 2021.

Meeting adjourned at 2:45 pm.

Respectfully submitted,

Dave Alberti July 15th, 2020