

Zoning Board of Adjustment

February 4, 2013

Memorial Building

7:00 p.m.

Members Present: Susan Chiarella (chairperson), Brian O' Day, Justin Hastings, and alternates Karen Cook and Cynthia Hayes

Others Present: George McCusker, Mike Chiarella

Review of January Minutes: Under Rules of Procedure second paragraph it's section 5 #4 letter c, and the next paragraph is Section 5 #4 letter d, and on the last page it's section 5 #10. Bryan makes a motion to approve minutes with corrections, second by Justin, and all in favor.

Rules of Procedure: Bryan made a motion to accept changes to the Rules of Procedure for the second time, second by Karen, all in favor and unanimously approved.

ZBA-applications/instructions to applicants: Susan handed out ZBA packets from other surrounding towns. She feels that the board should not be telling applicants how to get information or where to get it. Karen feels that our instructions and applications are okay as far as what they say. Cynthia feels that the board can never tell the applicant too much. Susan thinks that the responsibility should be on the applicant. Susan doesn't think they should be telling the applicant to go to the registry of deeds as they are not very helpful at the registry at all. Mike Chiarella also feels it's not a good idea to direct the applicant to the Registry of Deeds. There was a lot of discussion around the instructions to the applicant. Karen doesn't feel that letting the applicant know they could go to the registry of deeds is all that bad. After some discussion the board decided to make the following changes to the section of the instructions to the applicant.

After the heading **ABUTTER LIST**, it will read: **It is your responsibility to provide an accurate abutter list.** A Zoning Board decision that is made without notifying all abutters may not be valid, and any abutter who was not properly notified may be able to have the decision overturned.

There are several ways to prepare an abutter list will be replaced by: *Sources of information are:*

Under sources of information: change #2 to be #1. Under #1 add a letter d and it will read: professional advice from a licensed surveyor or seek legal counsel.

Motion made by Cynthia to accept changes on instructions to applicant, second by Susan, all in favor and unanimously approved.

There was a motion made by Cynthia to change address on all applications, and on the special exception application page 1. Change Section B.2 to section 3.12. On page 2 change section D.2 to section 11.42. Second by Susan, all in favor and unanimously approved.

George McCusker feels that most applicants are overwhelmed when they pick up applications and instructions. He would like Susan Abair to become more educated in the area of Zoning so that she could be of better assistance to applicants who are having trouble. He stated the town would pay for classes if need be. He stated there might be further discussion if she is willing. Susan Abair agreed.

Meeting adjourned@ 8:30

Submitted by:

Susan Abair