

*New Durham ZBA Meeting
April 7, 2017
Approved*

**NEW DURHAM ZONING BOARD OF ADJUSTMENT
New Durham Town Hall
April 7, 2017, 7:00p.m.**

Present

Wendy Anderson, Chair
Terry Jarvis
Joan Martin
Stephanie Richard
David Shagoury, Alternate

Also Present

Laura Zuzgo, Administrative Assistant
Paul Raslavicus

Call to Order

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

Agenda Review

Chair Anderson changed the order to appoint a member before discussion of appointing alternate members.

Ms. Jarvis made a motion to accept the resignation of Cecil Williams from the ZBA. Ms. Martin seconded the motion. Motion passed, 4-0-0.

Chair Anderson stated they received an application from Arthur Hoover to fill the vacant position on the board for the duration of the term ending 2018. The application was reviewed and discussed.

Chair Anderson made a motion to appoint Arthur Hoover as a full board member, fulfilling the position for Cecil Williams with a term ending in 2018. Ms. Jarvis seconded the motion. Motion passed, 4-0-0.

Chair Anderson stated Mr. Shagoury has offered to serve as an alternate member. Mr. Shagoury explained some personal health concerns for not serving as a full members but wants to be available as he is able.

Ms. Jarvis made a motion to appoint Dave Shagoury as an alternate member to the Zoning Board of Adjustment for a term ending March 2020. Ms. Martin seconded the motion. Motion passed, 3-0-0.

Chair Anderson gave the appointment oath of office to Mr. Shagoury.

Mr. Shagoury joined the board for the remainder of the meeting.

The Board discussed the application of Paul Raslavicus to serve as an alternate member on the board. There was discussion of ordinances and how they relate inline with the Master Plan as well as Mr. Raslavicus experience with the Planning Board.

Mr. Shagoury made a motion to appoint Paul Raslavicus as an alternate member to the Zoning Board of Adjustment with a term ending March 2020. Ms. Richard seconded the motion. Motion passed, 5-0-0.

Chair Anderson gave the appointment oath of office to Mr. Raslavicus.

Mr. Raslavicus expressed concerns with notices for the ZBA not being posted on the website. There was discussion of the posting requirements as well as some technical issues with the website.

Election of Officers

Chair Anderson stated that while she has been serving as the chairman of the board, she doesn't feel she is the best candidate for this position at this time due to family commitments but clarified she will do her best. There was discussion of the length between meetings, the responsibilities of the chair position and understanding of procedures.

Mr. Shagoury made a motion to appoint Terry Jarvis as the chairman of the Zoning Board of Adjustment and Wendy Anderson as vice-chair. Ms. Richard seconded the motion. Motion passed, 3-0-2. Ms. Jarvis and Ms. Anderson abstained.

Mr. Shagoury suggested having monthly meetings in order to keep minutes up to date and to ensure new members can learn about processes and procedures. Chair Anderson concurred and stated there is also training they can get from the State.

The ZBA Rules and Procedures were reviewed and discussed. It was noted there is a three-meeting procedure to make changes to the document. Edits and changes to procedures were suggested and discussed.

Other Business

Mr. Shagoury asked for clarification on the upcoming hearing and whether other business would be discussed. Ms. Jarvis stated she plans to ask for everyone's suggested edits to Rules and Procedures for review. It was agreed that two days isn't much time for a thorough review. Ms. Jarvis also gave an overview of the hearing process to review and discuss the application presented for public hearing. There was discussion of meeting process and suggestions for making things run smoother.

Adjourn

Ms. Jarvis made a motion to adjourn. Chair Anderson seconded the motion. Motion passed, 5-0-0.

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The meeting was adjourned at 9:18p.m.

Respectfully Submitted,

Jennifer Riel, Recording Secretary