

**NEW DURHAM ZONING BOARD OF ADJUSTMENT**  
**New Durham Town Hall**  
**October 8, 2019, 7:00p.m.**

*DRAFT: These minutes are strictly a draft copy and are awaiting amendment or approval at a subsequent, duly noticed public meeting. Amendments to these minutes will be noted in the minutes of said meeting. The draft will be posted on the website as a draft copy for public informational use only.*

**PRESENT**

Terry Jarvis, Chair  
Wendy Anderson, vice chair  
Stephanie Richard  
Linda Callaway  
Paul Raslavicus  
David Wessel, alternate member – excused absence.

**ALSO PRESENT**

**CALL TO ORDER**

Ms. Jarvis called the meeting to order at 7:01pm.

Ms. Jarvis gave the oath of office to Paul Raslavicus, as a full regular member of the Board

**APPROVAL OF MINUTES**

Meeting of August 13, 2019 – Edits were made. **Ms. Richard made a motion to approve the minutes as amended. Ms. Callaway seconded the motion. Motion passed, 5-0-0.**

**Revised Draft ZBA Procedures**

Ms. Jarvis noted members of the Board received a memo from Town Counsel regarding changes made to the Rules and Procedures, along with comments and further recommended changes. The Board reviewed and discussed the recommendations.

**Ms. Callaway made a motion to adopt the Procedural Rules for the New Durham Zoning Board of Adjustment as amended on October 8, 2019, with the information from Town Counsel. Ms. Richard seconded the motion. Motion passed, 5-0-0.**

Ms. Jarvis stated she will work with Town Administrator Kinmond to get the new document on the website, noting it is effective immediately.

**Review and Revision of Instructions to Applicants**

Ms. Jarvis suggested just directing applicants to statutes for many of the procedures rather than an additional document. The Board reviewed the instructions for applications

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and discussed edits. The Board concurred the instructions can be helpful for applicants, particularly with explaining what needs to be presented for various types of applicants. It was also suggested to put this information, including instructions and checklist, on the Town website. The Board agreed it should all be together as a “packet” on the website.

**Draft 2020 ZBA Budget**

Ms. Jarvis stated the budget went to the Board of Selectmen for review as a draft. She explained she pulled a year-to-date report as of August 1 and explained the accounts which maintained last year’s amount as well as the accounts which were increased including training and postage. She stated postage was the reason the 2019 budget expenditures went over for that line. The Board reviewed the statements for rationale Ms. Jarvis put together for the Board of Selectmen. Ms. Jarvis noted the budget request can be revised before it goes to the Budget Committee.

**Mr. Raslavicus made a motion to approve the 2020 Budget as submitted, in the amount of \$1,856. Mr. Raslavicus withdrew his motion.**

**Mr. Raslavicus made a motion to approve the 2020 draft budget in the amount of \$1,856, as discussed at the October 8, 2019 meeting. Ms. Richard seconded the motion. Motion passed, 5-0-0.**

**Joint Meeting with Planning Board**

Ms. Jarvis stated the Planning Board has been doing a lot of work on updating the maps. She stated she attended a Planning Board meeting to give some input from the ZBA perspective and it was agreed a joint meeting between the Boards would be beneficial so the boards can be clear on terminology and references. The Board discussed possible meeting dates for Ms. Jarvis to discuss with Mr. Allard. Mr. Raslavicus stated he would also like to have a discussion for clarification on the shorefront conservation ordinance.

**NEXT MEETING:**

November 12, 2019, 7:00pm, New Durham Town Hall

**Ms. Jarvis made a motion to enter into nonpublic session for the purposes of reviewing nonpublic meeting minutes, pursuant to RSA 91-A: 3 II (e)- Consideration or negotiation of pending claims or litigation which has been threatened in writing of filed against the public body or any subdivision thereof, or against any member thereof because of his or her membership in such public body, until the claim or litigation has been fully adjudicated or otherwise settled. Ms. Anderson seconded the motion. Roll Call: Ms. Callaway –aye; Ms. Richard – aye; Ms. Jarvis – aye; Ms. Anderson – aye; Mr. Raslavicus. Motion passed, 5-0-0.**

The Board entered nonpublic session at 8:30pm.

The Board reentered public session at

**ADJOURN**

*New Durham Zoning Board of Adjustment*

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**Made a motion to adjourn. Seconded the motion. Motion passed, 5-0-0.**

The meeting was adjourned at

Respectfully Submitted,

Jennifer Riel, Recording Secretary