

Town of Chesterfield, New Hampshire  
**Chesterfield Zoning Board of Adjustment (ZBA)**  
Meeting Minutes – January 20, 2022  
Town Offices, Chesterfield, NH

**CALL TO ORDER:**

The meeting of the Chesterfield Zoning Board of Adjustment (ZBA) was called to order at 6:30 p.m. by Chair Kristin McKeon. Members present: Chair McKeon, John Zannotti, Nate Lachance, Ralph Petti and Selectmen's Representative Gary Winn. Also present were ZBA Secretary Beverly Bernard.

**ABSENT:**

Joseph Brodbine, Joe Hanzalik

**OTHERS PRESENT:**

Jeff Scott

**PUBLIC ACCESS:** The public access to the meeting online via [www.zoom.us](https://www.zoom.us), using the Zoom App on a cell phone or tablet or laptop or using a landline by calling (929) 205-6099 and entering Meeting ID number 829 5884 8919 passcode: 352162.

**MINUTES:**

The meeting Minutes of December 17, 2021 were considered. **Motion** was made by Zannotti to approve the meeting Minutes of December 17, 2021 as written. There was a second to the motion by Petti and no further discussion. All were in favor by roll call. **Motion passed.**

**DISCUSSION & OTHER BUSINESS**

**Election of Officers**

The Board considered the election of Chair and Vice-chair to serve in 2022.

Zannotti **moved** to appoint McKeon as Chair, and Hanzalik for Vice-chair. There was a second by LaChance. There was no further discussion, and all were in favor by roll call. **Motion passed.**

**Second Reading for proposed update to Rule of Procedure – Attendance at Zoom meetings**

The Board discussed the addition of a Remote Participation section under "Quorum" as follows:

*D. Remote Participation*

- 1. A voting member may participate remotely so long as there is a quorum present at a physical location and the quorum votes to allow the absent voting member to participate.*
- 2. A non-voting member may participate remotely without a vote of the physical membership. The non-voting member shall communicate their intent to participate remotely to the secretary with as much notice as possible.*

Chair reviewed the above with the Board members.

**Motion** was made by Zannotti to add D. to Rules and Procedures as presented, second by Petti. There was no further discussion, and all were in favor by roll call. **Motion passed.**

### **Possible Consulting Services**

McKeon passed out materials and spoke about Circuit Riding in support of local use boards. She noted Coos County and Southwest New Hampshire region are the only two areas in the state without a Circuit Rider. The smaller towns do not have full-time planners. This person shares those responsibilities for multiple towns. They assist with understanding zoning regulations, master plan updates, assistance with reviewing subdivision and site plan applications and drafting zoning ordinances among other services. She noted ten towns in the Rockingham area use a Circuit Rider. She said this is a good review for the members and said she would like to send the document to the budget committee so they can understand the need for both zoning and planning.

A brief discussion was held about whether the budget committee was in agreement regarding consulting services and Winn indicated the committee has made no changes.

McKeon asked Bernard to scan the packet and send to the budget committee. Bernard said she would do so and send to Amy Lafontaine.

### **Other Business**

Winn said the budget hearing will be held a week from Saturday on January 29, 2022 at 3 pm at Town Hall with Zoom participation available. The committee will be closing the budget the following week.

Zannotti asked about the budget line item for consulting. He asked if the language needs to change that a circuit rider would be inclusive as a consultant. McKeon said we are hoping to have our own person and not a circuit rider.

**Next Meeting:** February 17, 2022

**Motion** to adjourn was made by Petti. There was a second to the motion by Zannotti and no further discussion. All were in favor. **Motion passed.** Adjournment occurred at 6:52 pm.

Respectfully Submitted,




Beverly Bernard  
ZBA Secretary

Approved By:

Chair

Date

  
3/22/22