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CHESTERFIELD ZONING BOARD OF ADJUSTMENT

**THURSDAY, OCTOBER 14, 2021
AT 6:30 P.M. PUBLIC HEARINGS
BEGIN: 6:45P.M. at the Town Offices
in the Jon McKeon Meeting room and
via zoom**

The public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone # 1-312-626-6799, 1-646-876-9923 or 1-301-715-8592 Meeting ID 840 7385 2205 and passcode 733250, or the following website: <https://us02web.zoom.us/j/84078164360>
Meeting ID: 840 7385 2205
Passcode: 733250

MINUTES

Introduction of Board members and Selectboard Representative

Chairwoman Kristin McKeon called the meeting to order at 6:41PM. Also in attendance were Joe Brodbine, Joe Hanzalik, John Zannotti, and Gary Winn (selectmen rep).

McKeon sat Brodbine as a full voting member for this meeting.

ACCEPTANCE OF MINUTES

John Zannotti moved to accept the 09/09/2021 meeting minutes as amended. The motion was seconded by Joe Brodbine and passed unanimously.

NEW BUSINESS

George application on for November 2021 meeting – requesting a full board

McKeon noted that the applicant is requesting a full board to hear the application. Phippard noted that they are requesting a full 5 voting member board to hear the application. It was noted that the hearing will be noticed for the meeting in November and if there is not a full board, it will be continued per the applicant's request.

McKeon asked if former members could be appointed as alternates to hear an application. Winn noted that the Selectboard can appoint alternates at any point as long as there are openings. McKeon noted that there are a few former members that may be willing to come to a meeting or two meetings, but do not have time to attend all of the meetings. McKeon noted that this may be a way to ensure that there are enough members present at the meetings. Winn noted that the new members paperwork was signed by the Board of Selectmen, but he was unsure if he had come in to sign the paperwork. Winn noted he will speak with Ratigan about the appropriateness to appoint members for specific applications to ensure there are enough voting members present at the meetings.

OTHER BUSINESS

New ZBA meeting dates/Land use Secretary

McKeon noted that the Town has potentially hired a new Land Use Secretary, but she is unable to attend meetings on the second Thursday of the month and therefore, the Town is asking if the Zoning Board can move their meetings to the first or third Thursday to accommodate her schedule. The board members noted they did not have issue with moving the meeting. The board members agreed that the third Thursday would work better for most of them.

Joe Hanzalik moved to waive title XVII of the Zoning Board Rules of Procedure to allow a change to be made to the Rules of Procedure without having the amendment read at two (2) consecutive meetings preceding the meeting at which the vote is to be taken. The motion was seconded by John Zanotti and passed unanimously.

Joe Hanzalik moved to amend V (a) of the Zoning Board Rules of Procedure to read: Regular meetings shall normally be held in the Board of Selectmen's meeting room in the Chesterfield Town Office at 6:30 P.M. on the third Thursday of the month, hearings start no earlier than 6:45 PM." Effective immediately. The motion was seconded by John Zanotti and passed unanimously.

McKeon noted that a question was asked to John Ratigan about the recordings of the meetings and if/how the wording should be noted in the Rules of Procedure. McKeon noted that the board is looking for direction on what is to be done with the recordings after the minutes are approved. McKeon will check in with Ratigan on this subject again.

Next meeting date

The next Zoning Board of Adjustment meeting will be held on November 18, 2021 in the Town offices.

Signature stamp

McKeon noted that the board spoke about having a stamp that has a place for the members to sign the approved plans therefore making it harder for unapproved plans to be utilized by other departments such as Planning Board or Code enforcement.

Brodline noted he believes it is a good idea, however he believes that the Chairman or Vice Chairman signature should be the only signature required. It was noted that if the application was approved, even members who voted against it should sign it as it is an approved plan.

Joe Brodline moved that all approved plans shall be stamped with a stamp that provides space for all members to sign. The stamp must be signed by the Chairman or Vice-Chairman and can be signed by any other sitting members. The motion was seconded by John Zanotti and passed unanimously.

This information will be put on the next agenda to be added to the rules of procedure. Lachenal will draft the new rules of procedure with the addition to be discussed more at the next meeting.

It was noted that an original will be kept in the zoning board file and other signed copies will be distributed to the Code Enforcement office and/or Planning Board as necessary.

ADJOURN

Joe Hanzalik moved to adjourn the meeting at 7:29PM. The motion was seconded by Joe Brodline and passed unanimously.

Respectfully submitted,

Tricia Lachenal

Approved by:



Kristin McKeon, Chairperson



Date