

SANBORNTON ZONING BOARD OF ADJUSTMENT

P.O. BOX 124

Sanbornton, NH 03269-0124

MEETING MINUTES

Tuesday, October 24th, 2023

Old Town Hall, 19 Meeting House Hill Rd

7:00pm

Members present: Chair Brittany Davis, Chair, Mark Ledgard

Alternates present: Audry Barriault, Randy Gaudette, Ralph Carter, Mark Brown

(Randy, Ralph and Mark seated as voting members).

a. Minutes – Ralph Carter made a motion to approve the draft minutes of 9/26. Randy Gaudette seconded the motion and the motion passed unanimously.

b. Robert's Rules of Order – Ralph explained that meetings should begin with declaring the meeting and the date followed by the Pledge of Allegiance. The Chair should close the meeting by asking for a motion to adjourn, and motions should generally come from members and not the Chair, whose job is to facilitate the meeting. Ralph added that the reason for making a motion should be included when making the motion itself and this was discussed at the ZBA training that many members attended this past weekend. Mark Ledgard stated that the rules for meetings should be included in the ZBA Rules of Procedure.

c. Review of existing forms, applications, and rules of procedure – Mark Ledgard explained that he has drafted some changes to these documents; gravel pit inspections can be removed as that is now in the purview of the Planning Board. He suggested adding a statement about audio recordings of meetings in addition to written minutes as well as explaining that a quorum is three of five members and if only three members are voting then there must be three Yes votes to pass.

Mark Brown stated that when a public hearing is closed and the ZBA starts deliberating, the applicant cannot be asked any questions, though the public hearing could be re-opened as long as nobody has left. Ralph added that it's important to tell audience members to stay until the end of the case/meeting for this reason. Mark B explained that applicants can be asked to supply more information about the property than the existing application requests. Ralph explained that a member should not be the person to determine if an application is complete and Audry is currently doing this as Clerk; Audry stated that she does not mind resigning since there are plenty of alternates now. Mark Brown made a motion to accept the resignation. Ralph Carter seconded the motion and the motion passed unanimously. Ralph noted that Audry should also be the person to distribute documents to the group.

Audry asked if hand-drawn sketches should still be acceptable for the application. Ralph stated that he thinks this is fine for residential projects but would expect an engineered plan for anything commercial. Audry will send a Word version of the application guidelines to Mark L to continue working on. Members agreed that the application should be the first thing to be amended with January as a deadline.

d. Review from ZBA training – Randy stated that he learned there needs to be at least three Yes votes for each of the five questions used during deliberation. Mark L provided an example of how another town drafts their ZBA minutes which has explanations about the answers for each question; Audry stated that she can include a line after each question that explains why people voted Yes or No.

Mark B stated that members can recuse themselves but ask questions as a citizen from the audience. Chair Davis stated that she would be more comfortable if members recuse themselves if they have a personal relationship with an applicant. Mark L stated that this can be brought up to the Board at the beginning of a hearing and the applicant can weigh in as well.

e. ZBA budget – Mark L stated that he discussed the budget with Selectman Brandon Deacon; Selectman Deacon suggested requesting additional funds for the recording secretary's hours if the ZBA wants to meet more often. Audry will send the ZBA budget spreadsheet to Mark B to work on a proposal for the FY25 budget.

f. Other business – Chair Davis stated that the Town already has the authority to assess fines in line with state RSAs. She noted that this could be mentioned in the Notice of Decision letter that goes to applicants; Audry suggested having this information at the top of the application as well. Chair Davis asked if workshop meetings can start earlier and members were in agreement to start at 6pm.

Meeting adjourned at 8:50pm. The next meeting is scheduled for Tuesday, November 28th at **6pm.**

Respectfully submitted,

Audry Barriault