

ZBA Meeting Minutes

August 5, 2025

In Attendance:

ZBA: Melissa M. Clark, Joe MacGregor, Chris Clough & Rob Christian

Guest: Debi Belcher

- **Meeting called to order @ 18:30**
- **Meeting minutes from June 3, 2025 Meeting were approved with a vote of 3 yays to 1 abstain.**
- **The need for a clerk or recording secretary was discussed on the advise of legal counsel.**
 - **Joe MacGregor stated that if we have it in the budget then we should hire someone**
 - **Melissa Clark will contact Deb Davidson to get the hiring process started**
 - **Melissa Clark will contact legal inquiries to get an understanding of the difference between clerk and recording secretary if there is indeed one**
- **It was discussed that going forward we would no longer be able to use meeting minutes for our decisions and that a formal decision along with finding of facts would need to be completed for each Variance going forward**
 - **Melissa Clark had discussed with Town Counsel this change and he is willing to help us if it is needed to either create a boiler plate decision or help in writing each of our decisions**
- **Chris Clough found forms on the State website that can be used in making Decisions as well as a worksheet for finding of facts. Melissa Clark will send that to the lawyer but seeing how it is a State form we are going to use that going forward it was decided.**
- **Application Submission Process was then discussed**
 - **Should there be a checklist attached to the application that must be completed?**
 - **What would be needed to make the checklist complete**
 - **How should the application be submitted to the board?**
 - **Reviewed the Application for potential checklist items**

- **Logistics was discussed of how to properly accept an application – should it be with a meeting or passed in with completed checklist to Town Hall**
- **Melissa Clark will ask Deb Davidson what the fees associated with a ZBA application are as it was not stated on the application nor could it be found on the Town website**
- **Checklist was created to attach to the application**
- **It was decided that we would meet on September 2nd to go over the application process, fees & checklist**
- **Meeting adjourned @ 20:48**

Minutes written by

Melissa M. Clark

ZBA Chairman