



*OLD VALUES - NEW HORIZONS*  
**COMMUNITY DEVELOPMENT**

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**Zoning Board of Adjustment  
Draft Meeting Minutes  
By-Law Amendment Workshop  
November 2, 2010**

**Roll Call:**

Mark Samsel, Chairman – Present  
Dianna Fallon, Secretary – Present  
Heath Partington, Member – Present  
John Alosso, Alternate – Absent

Tom Murray, Vice-Chairman – Present  
Elizabeth Dunn, Member – Present  
Jim Tierney, Alternate – Present  
Michael Scholz, Alternate – Present

**Staff:**

Not present

**Public:**

Bryan McDade

The meeting held at Town Hall and was called to order by Chair Samsel at 7:00 pm.

**By-Law Discussion:**

- Amendment (Chair Samsel)
- Meetings / Procedures (Chair Samsel)
- Joint Meetings (Chair Samsel)
- Site Walks (Ms. Fallon)
- Applicant withdraws and postponements (Mr. Partington)

Board members were present that had missed the previous meeting so all sections listed above were reviewed for content and grammar. Several minor word changes were made to all sections. The substantive changes and word/grammar additions will noted on updated copies by the author and e-mailed to Mr. Corwin to be distributed to the board.

The Board will add two new sections to the By-Laws, Amendment and Site Walk. These sections are included in the minutes because they were not previously discussed by the Board.

The Amendment section will go forward with the following word changes:

iii. Once a public hearing occurs, the board **may** adopt the amendment by majority vote of sitting members.

2. Upon adoption, the **administrative secretary** shall file a copy of the newly amended By Laws signed by the Chair with the Town Clerk as a public record.

The Site Walk section will go forward with the following word changes:

- Bullet 3 and 4 will be combined to read as follows; Site Walk meeting minutes shall be taken and the Board shall disclose what they have learned/observed while on the site walk and record as such in the hearing minutes.
- Board members are encouraged to **individually observe the applicant's property and /or GIS** review of the case site prior to the scheduled board meetings.

This section was submitted in paragraph and bullet format. The Board agreed to include this section in bullet form. The By Laws currently use both styles

The Chair thanked Mr. McDade for attending and for his suggestions. Motion to adjourn by Ms. Dunn and it received a second from Mr. Murray. Approved 5-0.

These minutes are submitted by the board secretary, Dianna Fallon.