



# BOARD OF ADJUSTMENT

PO Box 120  
Windham, New Hampshire 03087  
Telephone (603) 432-3806

## Zoning Board of Adjustment Minutes September 21, 2010 Workshop

### Board Members

Mark Samsel – Chairman  
Tom Murray – Vice-Chairman  
Dianna Fallon – Secretary  
Elizabeth Dunn – Member  
Heath Partington – Member  
Jim Tierney – Alternate (Excused)  
John Alosso – Alternate (Absent)  
Mike Scholz – Alternate (Excused)  
Salvatore Basile – Alternate (Absent)

### Staff

Tim Corwin – ZBA/Code Enforcement Administrator  
Patricia Kovolyan – Administrative Assistant

The members discussed changes to the bylaws. The first discussion was regarding the draft submitted by Mrs. Dunn with changes to the Members page. The changes made to the first three paragraphs were accepted.

The changes made to the fourth paragraph were accepted except for the words *until replaced by the Chairperson* being added to the end of the second sentence.

The Board discussed paragraph five, *participation and rotation of alternates*. Mr. Corwin will provide the Board with the wording for RSA 676:1, the statute that is the law that requires local land use boards to adopt rules of procedure and Chapter 270 amends it to require rules to *include when and how an alternate may participate in meetings of the land use board*".

The members discussed ways to handle rotation of the alternates.

- A rotation list kept by the secretary
- Should alternates that have missed meetings be sent to the bottom of the rotation list

Mrs. Dunn will draft paragraph six explaining when Mr. Corwin or Mrs. Kovolyan can sign for the Chairman.

The members discussed the draft submitted by Mr. Partington regarding changes to scheduling meeting time and location. Mr. Partington will draft new language for paragraph one and will change the second word in the first sentence of the first paragraph from *that* to *who*.



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Mr. Partington will add the words *or verbal request* to the first sentence of the second paragraph.

The members discussed paragraph three, possible methods to change the location or cancel a meeting.

Mr. Partington will add the words *The Chairperson or Vice-Chairperson must approve any cancellations of meetings.*

Mr. Partington will craft language for postponements and check RSA 91-A cancellations due to weather.

Mr. Samsel read through the changes he submitted regarding *Meetings (Procedures)*. Mr. Samsel will re-draft item six and remove item nine.

The members discussed rebuttal time.

- Limit rebuttal only to topics covered
- Check other municipalities
- Limit opposition rebuttal

Mr. Samsel also submitted language for *Joint Meetings and Hearings*; he asked that the members read that section and bring their comments to the next meeting.

For the next workshop Mrs. Fallon will review and submit a draft regarding *Site Walks*, Mrs. Dunn will review and submit a draft regarding *Standards of Conduct* and Mr. Samsel will review and submit a draft regarding *Amendments*.

Mrs. Dunn asked that the word *Chairperson* be used throughout the bylaws for consistency.

Mr. Partington motioned and Mr. Murray seconded the motion to adjourn. **Motion passed unanimously.**

The next meeting of the Zoning Board of Adjustment is scheduled for September 28, 2010 at 7:30 PM in the Community Development Department.

These minutes are in draft form and are respectfully submitted for approval by Patricia Kovolyan.