The Zoning Board of Adjustment met at 7:03 PM. Susan opened the meeting and laid out the agenda for this workshop meeting. Present were Susan Phillips-Hungerford, Mary Langen, Paul Delphia, Michelle Knapp. Absent were Joan Griffin and alternate Susan Peters.

**Minutes of November 19, 2015 Meeting**
The board reviewed the minutes. Michelle pointed out several grammatical errors. Malaise Lindenfeld’s last name was added. Paul moved and Michelle seconded a motion to accept the minutes as amended.

**Minutes of the December 9, 2015 Meeting**
The board reviewed the second set of minutes. Michelle pointed out a t missing on the word culvert. Michelle pointed out a further sentence that was restructured. An s was added to need. Mary pointed out that Special Exception needs to be capitalized. Other grammatical errors were corrected. Michelle moved to accept the minutes as amended. Paul seconded and the motion passed.

**Equitable Waiver of Dimensional Requirements Application**
The board reviewed the application. A typographical error was corrected. The board discussed how this form would be used. The board noted that the form was taken right from the state ZBA handbook. Paul moved and Michelle seconded a motion to approve as corrected. The motion passed.

**Rule of Procedures**
The board compared the rules of procedure to what the state ZBA handbook recommends. The board decided to change the election of the chairman and vice-chairman from July to April. This is the first reading and there will be another reading at the next meeting and a final vote on the third successive meeting. The board noted that the rules of procedure provide for the chairman to recommend a member’s appointment be withdrawn if there are “repetitive or chronic” absences. Susan will reach out to the alternates to see whether they expect to continue. The board
is soliciting names for more alternates. Michelle recommended that Colin Kipka be appointed by the selectmen as an alternate.

The board proposed that the application time period be reduced from 14 day to 7 days and the public notices be changed from 7 to 5 days. The authority paragraph on the second page will be eliminated. This is the first reading of these proposed changes and it will be read again at the next meeting and adopted at the third meeting. The board will consider the issue of the fees charged to applicants after seeing how other towns deal with the issue of fees.

The board decided to not meet in February and March, unless there is a application pending.

At 8:44 PM Paul moved and Michelle seconded a motion for adjournment. The motion passed.

Respectfully submitted,

Neil R. Sandford
Secretary