The Zoning Board of Adjustment met at 7:05 PM. Susan opened the meeting. Present were Susan Phillips-Hungerford, Paul Delphia, Michelle Knapp and Susan Peters. Susan appointed Susan Peters to take Joan Griffin’s place for this meeting. Absent were Joan Griffin, Mary Langen and Bill Gurney.

**Minutes of April 28, 2016 Meeting**
The board reviewed the minutes. Susan Peters pointed out an unnecessary hyphen in updates. Paul moved and Susan Peters seconded a motion to accept the minutes as amended.

**Minutes of the May 10, 2016 Meeting—Site Visit at Susan Macy’s Property**
Michelle moved to accept the minutes as written. Second by Paul. The motion passed.

**Minutes of the May 12, 2016 Meeting**
The board discussed the meaning of substantial justice. Michelle moved and Paul seconded a motion to accept the minutes as written. The motion passed.

**Third Reading and final vote for Rules of Procedure Changes**
Election of officers in April rather than July.
Application time period be reduced from 14 to 7 days.
Public notice time period be reduced from 7 to 5 days.
Authority paragraph on the second page be eliminated.

The chair read the proposed changes on the rules of procedure. Susan Peters moved and Michelle second a motion to adopt these changes to the rules of procedure. The motion passed.

**2017 Budget**
Susan shared the proposed budget that will be presented to the Budget Committee. The proposal included a request to purchase a designated laptop for the ZBA and Planning Board ($750). The printing of the Zoning and Land Use Regulation would be shared
depending on the cost of printing ($150). And legal should be put back to $500. Secretary budget should be increased to $1000.

**New Members**
The board discussed possible new members and the appointment process since it is better if there are staggered appointments rather than everyone needing to be reappointed at once. There are four members who all need to be reappointed in 2017.

At 8:09 PM Susan Peter moved and Michelle seconded a motion for adjournment. The motion passed.

Respectfully submitted,

Neil R. Sandford
Secretary