The Zoning Board of Adjustment met at 7:07 PM. Susan Phillips-Hungerford opened the meeting. Present were Susan Phillips-Hungerford, Paul Delphia, and Mary Langen. Absent were Joan Griffin, Michelle Knapp, Susan Peters and Bill Gurney.

**Minutes of August 25, 2016 Meeting**
The board reviewed the minutes. Paul moved and seconded by Susan a motion to accept the minutes as written. The motion passed.

**Members Terms and Reappointments**
The board reviewed the terms and all regular members terms run out in 2017 except for Susan whose term expires in 2018. Mary, Paul are willing to be reappointed. Susan will check with Michelle and Bill to see who is willing to be reappointed. It was suggested that Susan Peters could be appointed as a full member and possibly Colin Kipka and Katie Featherstone as alternates.

**Yearly Calendar**
The board reviewed the yearly calendar.

**Training for ZBA Members**
There is a training session at the Keene Library on March 7, 2017 at 6:00 PM. The board is encouraging all members and potential members to attend.

**Annual Report for 2016**
The board reviewed the annual report and noted two editorial suggestions.

**2017 ZBA Budget**
The budget will be reviewed again after town meeting when the budget is finalized. The board discussed the replacement laptop and how the town could get the best deal.

The secretary handed out the amended rules of procedure. The board asked when the new Land Use Regulations books would be available and suggested that it would be good to have them by March.

At 8:09 PM Mary moved and Paul seconded a motion for adjournment. The motion passed.

Respectfully submitted,

Neil R. Sandford, Secretary