The Zoning Board of Adjustment met at 7:00 PM. Susan Phillips-Hungerford opened the meeting. Present were Susan Phillips-Hungerford, Paul Delphia, Susan Peters, Michelle Knapp, and Mary Langen. Alternate Bill Gurney was absent. Janice Allen attended to learn about the ZBA process.

**Application for a Variance from Janice Allen, representing the Allen Family Revocable Trust for their Property on Brush Brook Rd. Route 137 Map 8, Lot 47**
The board discussed the location, determined that it is in the rural district and a lot of record before the four acre zoning was put into effect. Susan P-H explained to Janice that the burden of proof is on the applicant and that she should present documents to explain her application. Paul asked questions of clarification. The application was reviewed for completeness. Susan Peters moved to accept the application as complete. Mary seconded the motion and it passed unanimously. A site visit was set for 6:30 PM July 6, 2017 and a public hearing date was set for July 13, 2017 at 7 PM. The applicant gave permission for the board to view the site and said her daughter might come for the site visit. Susan P-H explained how the public hearing would proceed.

**Minutes of April 27, 2017 Meeting**
The board reviewed the minutes. Two words were added “may request” after “public” in the third line of the paragraph on the rules of procedure. Paul moved and Michelle seconded a motion to accept the minutes as amended.

**ELECTING OFFICERS AND RECOMMENDING APPOINTMENTS**
The selectmen appointed Susan Peters as a full member on May 1, 2017 for a three year term (2020). Susan P-H explained the advantage of having a rotating chair. Mary explained her travel schedule hinders her from always being available. Paul explained that he is 75 and does not want to take on the responsibility. Susan Peters asked what was involved. Susan Phillips-Hungerford explained what the chair’s responsibility includes. Michelle moved to elect Susan Peters as the chair and Mary Langen as Vice Chair for the coming year. The vote was unanimous.

**SECOND READING OF RULES OF PROCEDURE CHANGE**
The board proposed a change to page 3, item 3 to read: “When there is uncertainty as to whether a member should be disqualified to act on a particular application, that member or another member of the board, the applicant or the public may request that the member recuse themselves. Any such request shall be made before the public hearing gets underway.” The last two sentences are deleted so there is not to be a vote. Two words were added to make it grammatically correct. This is the second of three readings.
The secretary handed out the new version to all the board members in attendance.

**New Business:**
The board discussed the new town policy on postage and determined that board letters need to go out promptly. There was discussion of the importance of timeliness and for the secretary to maintain chain of custody until letters are delivered to the Post Office. The chain of custody is important for a quasi-judicial board. The ZBA authorized the secretary to mail the certified Allen letters and apply for reimbursement. The board will make a request to the selectmen to revisit the issue and enable the secretary to execute board mailings in a timely fashion. Susan Peters will compose a letter to the selectmen.

**The Village Overlay District**
The board discussed the concept of a Village Overlay District in Dublin. The board members will research what other towns have done.

**The Secretary’s Transportation Budget Line**
The board will propose a line item for the secretary’s travel when researching abutters in other towns or taking a mylar to the Cheshire County Registry of Deeds.

At 8:34 PM Susan Peters moved and Paul seconded a motion for adjournment. The motion passed.

Respectfully submitted,

Neil R. Sandford, Secretary