The Zoning Board of Adjustment met at 7:12 PM. Susan Peters opened the meeting. Present were Susan Peters, Susan Phillips-Hungerford, Paul Delphi, Michelle Knapp, and alternate Jerry Bird. Mary Langen and alternate Bill Gurney were absent. Susan Peters appointed Jerry Bird to serve in Mary Langen’s place for this meeting. She declared a quorum.

The board discussed the process and how to improve it.

**Special Exception Application for Lynn Howard, Map 3, Lot 13C**

It was noted that the lot number was not on the application; it is Map 3, 13-C. It was also noted that Article XIII F.1 does not refer to the possibility for a special exception. Article IX, D.2 appears to be the correct Article for a Special Exception under these circumstances. The board determined that Article IX, D.2 should replace XIII F on the application.

1. Jerry pointed out that if the application is a legal document, the applicant needs to sign the final, correct application. Paul pointed out that the board could accept the application subject to certain changes being made and to the amended application being signed by the applicant.

The board discussed whether the property is in the mountain district and concluded that it is. The board considered whether the application is complete. It would be very helpful to have the map show property lines with setbacks. It was also noted that the instructions to applicants asks for a copy of the tax map and a tax card for the lot; the secretary will supply those copies for the file. The secretary will substitute a corrected abutter list with addresses for the applicant to sign off on.

The board discussed the schedule and decided to set the site visit for Monday, September 25 at 5 PM and the public hearing on Monday, October 2 at 7:15 PM in the basement of town hall.

Susan P-H moved to accept the application subject to the applicant making the following corrections and additions, to be submitted to the Secretary by September 19, 2017:

1. Provide the Map and Lot number on the application. (Map 3, Lot 13-C)
2. Correct the Article to Article IX D.2
3. Provide a site map with setback distances to the property lines
4. Approve of the corrected abutter list with addresses.

Michelle seconded the motion. The motion passed unanimously.

**Secretary’s travel time to count for special requests like posting notices**

The secretary raised the question of his being reimbursed for time to come to town hall for special requests relating to ZBA matters. Paul moved and Susan Phillips-Hungerford seconded a motion that
in light of the secretary’s duties and on-call status that the selectmen change the policy so that he can be compensated for the time he takes for special trips on ZBA business.

At 8:28 PM Jerry moved and Susan Phillips-Hungerford seconded a motion for adjournment. The motion passed.

Respectfully submitted,

Neil R. Sandford, Secretary