The Zoning Board of Adjustment met at 7:00 PM. Susan Peters opened the meeting. Present were Susan Peters, Susan Phillips-Hungerford, Paul Delphia, Michelle Knapp, and alternate Bill Gurney. Mary Langen and alternate Jerry Bird were absent. Susan Peters appointed Bill Gurney to serve in Mary Langen’s place for this meeting. George Foote and Andy Hungerford also attended, although Andy had to leave before the Dublin School application was considered.

The board discussed the process of doing site visits and noticing them. Looking at three different options for scheduling site visits and hearings, Matt Serge had two recommendations for the board to consider. He outlined some possible advantages to having the site visit after the initial public hearing. The board discussed the various options. The secretary will ask applicants to come when the board is reviewing the application for completeness. For the Dublin School application, the board will consider whether to have a site visit date before the public hearing.

Susan P-H recused herself because she has a business relationship with Dublin School and Michelle Knapp recused herself because she is an employee of Dublin School. They both left the room.

**Dublin School Application for an Equitable Waiver of Dimensional Requirement, Map 16, Lot 23, Article V:B:3 (35 foot setback requirement)**

The board reviewed the article and the application. Paul asked if the building was complete and George Foote answered that “yes” the building is in existence, roof completed, although the inside is not yet finished. The board would like to have a copy of the building permit application and permit from the code enforcement officer for the public hearing. Bill asked if construction has been halted. George did not know for sure. Bill moved and Paul seconded a motion to accept the application as complete. The motion passed 3-0. George Foote, on behalf of Dublin School, invited the board and the public to come onto Leeman way and inspect the site at any time. The Emmanuel Church property is also open to the public for those who want to see the site. The board scheduled the public hearing for Thursday, November 9th at 7 PM. Paul moved and Bill seconded a motion that the application does not have regional impact. The motion passed. Susan Peters closed this part of the meeting at 7:38.

Susan P-H and Michelle returned to the room.

**Review of Minutes of July 13 and October 2, 2017**

Paul moved and Susan P-H seconded a motion to approve the July 13, 2017 minutes as written. The motion passed. Susan P-H moved and Michelle seconded a motion to approve the October 2, 2017 minutes as written. The motion passed.
The board discussed more about the process of scheduling site visits and public hearings. The consensus was that the procedure for each application could be decided on a case by case basis.

Susan Peters brought up the routing slip for review. The board discussed the code enforcement officer’s role.

**Secretary’s travel time to count for special requests like posting notices**
The secretary informed the board that the selectmen rejected the Planning Board’s policy proposal for the secretary’s time. The selectmen are proposing that he do all his work at town hall and have regular office hours. The board discussed how this approach would affect the flexibility of the board to act quickly and fulfill its obligation to serve the towns people when they need help.

At 8:54 PM Susan Phillips-Hungerford moved and Michelle seconded a motion for adjournment. The motion passed.

Respectfully submitted,

Neil R. Sandford, Secretary