The Zoning Board of Adjustment met at 7:00 PM. Susan Peters convened the meeting. Present were Susan Peters, Susan Phillips-Hungerford, Paul Delphia, Michelle Knapp, Mary Langen and alternate Jerry Bird. Howard Shafman and Joe Russell (real estate agent with Howard) also attended.

**Review of Minutes of November 9th, 2017 Meeting**

Paul moved and Jerry seconded a motion to approve the November 9, 2017 minutes as written. The motion passed with Michelle, Susan Phillips-Hungerford, and Mary Langen abstaining.

**Variance Application from Howard Shafman for the property at 1541 Main Street, Map 8, Lot 24**

Mary moved that the application does not have regional impact so other towns do not need to be notified. Howard was informed that he needs a letter from the owner authorizing him to bring this application before the public hearing. The board discussed what is needed to comply with the Zoning Ordinance. Howard explained how he has worked on various projects and what he is intending to do with the property. He plans to end up with three businesses and three rental apartments in the barn. He wants to add another living unit in the house as well. Mary asked why there is no routing slip and a determination from the code enforcement officer. The second living unit in the house requires a special exception under Article IV, Section N.2.(c). To add the three living units in the barn requires a variance from Article IV, Section N.2. and a Special Exception under Article XII Section E.1 (b).

The board determined that the variance application could be amended to correct the reference to Ordinance number. The applicant amended the application and initialed it. The board went through the checklist and noted that copies of the tax map and the tax card are needed, as well as an abutter list. Susan Phillips-Hungerford moved to accept the variance application as amended. Seconded by Mary. The motion passed.

The applicant also submitted the two applications for special exception. The board reviewed the two special exception applications. Susan Phillips-Hungerford moved to accept the special exception to add another living space in the house as complete. Seconded by Mary. The motion passed. Michelle moved to accept the special exception application for adding three apartments in the barn as complete. Susan Phillips-Hungerford seconded the motion and the motion passed. The Board scheduled the three public hearing for all three applications, Wednesday, December 13, to begin at 7:15 PM with a site visit at 6 PM.

**Variance Application for Gregory Dumas, Lady Slipper Lane, Map 20 Lot 36**
The board noted that there is no routing slip. The board discussed the routing slip system and how it could be adjusted to work better. Susan Phillips-Hungerford moved that the application does not have regional impact. Seconded by Michelle and the motion passed. The board reviewed the checklist for completeness point by point. The board decided to schedule the public hearing for January 25, subject to the applicant's permission that the hearing be held more than 30 days from today. Susan Phillips-Hungerford moved to accept the application as complete. Seconded by Michelle. The motion passed. Paul moved to request a waiver from the applicant from the 30 day requirement. Mary seconded the motion and it passed. The secretary will write the applicant and ask for a waiver from the 30 day requirement and a copy of the approval on a class VI road from the selectmen.

The board reviewed next year's calendar and the dates will be very similar so Susan Phillips-Hungerford will put the calendar together and distribute it to everyone.

**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 townspeople when they need help. The board determined that established office hours is not a good idea.

At 9:05 PM Paul moved and Michelle seconded a motion for adjournment. The motion passed.

Respectfully submitted,

Neil R. Sandford
Secretary