The ZBA met for its regular meeting. Present were Susan Peters, Paul Delphia, and Jerry Bird. Bill Gurney came to see if he was needed for a quorum and then left. Karen Niemela and Howard Shafman also attended.

Susan Peters opened the meeting at 7:00 PM. Susan introduced the members and appointed Jerry Bird as a full member for tonight’s meeting. She gave an overview of the agenda. The secretary explained that the laptop computer cannot connect to the Internet so he is not able to print out minutes to review for this meeting. Since the town no longer allows thumb drives, printing from the town clerk’s computer is not an option. Susan determined that the minutes would have to be reviewed for approval at the next meeting.

**Application for a Special Exception for Timber Home Properties, LLC 253 Brush Brook Rd, Map 8, Lot 39**

Karen Niemela attended and explained that she and her husband purchased this property with an already existing second apartment in addition to the primary living unit. They have applied for a Special Exception from Article IV Section N.2 for the apartment as an accessory living unit. Susan asked for a plot plan, but since it is an existing structure she waived this requirement. Jerry moved and Paul seconded the motion to accept the application as complete. The motion passed. The public hearing is scheduled for April 26, 2018. Karen agreed to waive the thirty day requirement. The secretary will request a recommendation from the Conservation Commission. A recommendation has already been received from the Planning Board.

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

Howard Shafman attended and explained how he went to the Planning Board and they required updated information on the septic. When that research was completed, it was determined that he could only have a very small coffee shop. In order to find appropriate use for the more than 4000 square feet of first floor living space, he is looking to add two more one bedroom apartments on the first floor in addition to the small coffee or ice cream shop. Susan looked up the ordinance and felt that what is needed is two variances, one from Article IV, Section N.2 and also one from Article XII Section E.1.b since this would result in more than four living units in the building.

Howard Shafman filled out two variance applications so that they could be reviewed for completeness by the board at this meeting. The board reviewed the applications. Since the board is already familiar with the property and held a site visit in 2017, the board decided another site visit is not needed. A plot plan, tax card, and abutter list are already on file. Jerry moved to accept both applications as
complete. Paul seconded the motion. The motion passed. Howard waived the thirty day requirement.

Susan raised the question as whether the secretary could serve as an alternate. She suggested that the board recommend to the board of selectmen that Neil Sandford be appointed as an alternate. Jerry moved and Paul seconded a motion that the board recommend to the selectmen that Neil be appointed as an alternate to serve on the ZBA. The motion passed.

The secretary wondered if the routing slip system is working. Paul suggested that the routing slip be attached to each of the variance and special exception applications available at Town Hall. The secretary will follow through to implement this.

Jerry moved to adjourn at 8:09 PM. It was seconded by Paul and the motion passed.

Respectfully submitted,

Neil R. Sandford
ZBA Secretary