

**Zoning Board of Adjustment Public Meeting
Taylor Van Brocklin Building**

September 21, 2023,

7:00 PM

Members Present

Tom Tague, Chairman
Antoinette Cincotta, Vice Chairman
Mark Beauregard
David Bryan
Robert Gow, Alternate

Members Absent

Lloyd Condon

Public: Kim DeMasco, Steve DeMasco.

Meeting called to order at 7:05 PM.

Discussion on the Land Use Assistant requesting to post on the town website a need for alternates. This should not have happened. The Assistant thought she was asked to post the information, but she was not. The Land Use Assistant apologized for any misunderstanding.

Request from the Chairman to review all postings and documents before they are posted for content and structure. All postings must go to all board members via email for approval.

Gow seated for Condon @ 7:14.

1.Meeting called to order/roll call:

2. Minutes of June 14, 2023:

Page 3, third paragraph down, first line change the word you to your. Should read: have some form of determination that **your** proposed use is not. Third line down first word change to **determination**. Same line change the word our to **your** application.

Fourth paragraph, first line, capitalize the word **Board**. Sixth line down change State Statute to **state statute**.

Last paragraphs move to be under No. 6. Other. **ZBA presently has no contact information, and it would be important to add names to the website so that the public knows who members are.**

Discussion on contact information should be the Land Use Assistant and all board members should be identified. The meeting days, times and location of meeting should be included.

Page 4, **First line add: The information will be provided via email.**

Motion made by Vice Chair Cincotta to accept the minutes as of June 14, 2023, as amended. Seconded by Bryan. Four in favor. One abstention. Motion carries.

Mark Beauregard seated at 7:17

3.Minutes of July 13, 2023:

Page 1, under 3. Change heading to read from Rules of Procedure to **Applicants Instructions**. Fourth line down end of sentence change the word if to of. Should read Zoning Board **of** Adjustment.

THESE MINUTES MAY BE APPROVED AND/OR AMENDED AT THE FOLLOWING MEETING

Page 2, fourth section down first line add No. in front of the 5. should read **No.5**. Change the entire fourth section from Calibri to Times font. Second section from bottom of page, third line down change the word Rihcmont to Richmond. Last section, first line remove the period after Requirements.

Page 3, third section down bold **Page 4**. Last line of Page 4. Add (Draft Amendments) Fourth section down pull the last sentence and add: Chair Tague directed the Land Use Assistant to follow up on the posting of the names on the ZBA members on the town website.

Motion made by Vice Chair Cincotta to a accept the minutes of July 13, 2023, as amended. Chairman Tague seconded. Four in favor. One against. Motion carries.

4. Draft Amendments to Rules of Procedure:

Members were emailed a copy of the Rules of Procedure. Vice Chair Cincotta explained that there were a lot of changes. She will try to get to the Rules of Procedure within the next week or so.

Instructions for Applicants Appealing to the Richmond Zoning Board of Adjustment:

Discussion on changes to the Instruction for Applicants Appealing to the Richmond Zoning Board of Adjustment.

Page 1 of 3- capitalize all Board of Adjustments through document. Pull all the indented headings to the left-hand side of the page. Under 1 through 5 remove all bold for the numbers **1 through 5**. Add missing section at last sentence of page 1 of 3.

Page 2 of 3, top of chart under Variance Criteria add **Statutory Requirements** on left hand column and **Explanation** on the right had column. Same table under No. 4, left hand column change value to **values**. Same area but right- hand column, last line change person to **personal**. Bottom line on right hand column change the word that to **the**.

Page 3 of 3, Move all indented areas to the left-hand side. Under Equitable Waiver, change all the 1) to **1. Continue 1. through 3**. Under No. 3., first line, start new paragraph starting with **In Lieu**. Second line down put a comma after (1) and (2),

Page 4 of 3, move all indents to left-hand side. Capitalize all Boards, Selectmen, Office and so on.

After discussion was finished, it was decided to send the final document to all members to review via email.

5. Professional Clause on all applications and applicant's checklist:

6. Documents in compliance:

Vice Chair Cincotta emailed updated copies of the Boards Documents to members. The members were asked to review and discuss the updates at the next meeting.

7. Other:

Chairman Tague would like his name fixed on the Town or Richmond Website to add Chairman and fix the extra space. Also mentioned that Stacie Maillet was listed as the Chairman of the Planning Board.

Motion made by Vice Chair Cincotta to adjourn. Seconded by Gow. All in favor. None opposed. Motion carries. Meeting adjourned at 8:06 PM.

Respectfully Submitted

Kandace Mattson