

**Zoning Board of Adjustment
Town of Madison
PO Box 248
Madison, NH 03849**

**Minutes
November 16, 2011**

Members Present: Henry Anderson, Ken Hughes, Mark Lucy, and Hersh Sosnoff

Members not Present: Jay Bisio, Peter Craugh, and Kevin O'Neil

Staff Present: Bob Babine – Code Enforcement Officer, Wendy Huff – Administrative Assistant, and Courtney Croteau – Administrative Assistant Elect

Others Present:

Meeting Agenda Posted: 11/02/11 at Madison Town Hall, Madison Post Office, Silver Lake Post Office

1. **CALL TO ORDER:** Mr. Lucy called the meeting to order at 6:58 P.M.

2. **ROLL CALL:** Mrs. Huff called the roll.

3. **NEW HEARINGS:** none

4. **CONTINUED HEARINGS:** none

5. OTHER BUSINESS & COMMUNICATIONS:

Mr. Lucy introduced Ms. Croteau as the Administrative Assistant Elect who will be replacing Ms. Huff. She will be training for the next few months.

Ms. Huff noted that the Supreme Court has accepted the Ettinger appeal of the Pomeroy decision. The mediation option was not exercised by either party. Ms. Huff explained the potential time frame for the case to be heard and decided by the Court.

Mr. Lucy stated that if no applications are received by the November deadline, he will cancel the December 21 Zoning Board meeting. He further noted that due to the traveling distance of Ms. Huff, Ms. Croteau, and applicants, he will observe a more liberal policy of postponing meetings due to winter weather. Ms. Huff explained that there was a town policy for postponement notification via radio and TV. An attempt is made to notify all parties, including the board, who would be attending a meeting in the event of a postponement.

Application changes: The board reviewed proposed changes to the application which include encouraging the submission of photographs by the applicant and separate signature lines for the applicant certifying the information provided, granting access to the property by board members, and granting permission for board members to take photographs of the property for use during the appeal. The board agreed that describing a landmark in addition to using surveyor tape to mark the property was essential for the board members to easily locate the property.

Rules of Procedure: Proposed language adding a section for Site Visit procedures was reviewed and edited. Mr. Hughes questioned the addition of language advising board members against discussion of appeals with applicants and other board members until all

appeal periods have expired. It was agreed that language should be added to the Notice of Decision and to the Meeting Procedure for Chair rather than in the Rules.

Mr. Sosnoff noted that the Rules contained incorrect language relative to participation by alternate members. Draft language will be provided for review at the December or January meeting clarifying that alternates may participate in the public hearing but not in appeal deliberations or votes.

Mr. Hughes moved, seconded by Mr. Anderson, to adopt the Rules of Procedure and Application as amended. Motion passed.

6. APPROVAL OF MINUTES: Mr. Lucy moved, seconded by Mr. Hughes, to approve the minutes of October 19, 2011 as presented. Motion passed with Mr. Sosnoff abstaining.

7. ADJOURNMENT: Mr. Lucy moved, seconded by Mr. Hughes, to adjourn the meeting at 7:34 P.M.

Respectfully submitted,

Courtney J. Croteau
Administrative Assistant

Minutes Approved: January 18, 2012
Corrections: none