

Town of Lincoln Zoning Board of Adjustment – Meeting Minutes
June 8th, 2011 – 5:00 pm

Present: Chairman Paul Beaudin, Tom Smith, Patricia McTeague, Tamra Ham

Staff Present: Planning & Zoning Administrator Michele Alexander, Town Manager Peter Joseph

Excused Absences: Ron Comeau

Others Present: None

I. CALL TO ORDER by the Chairman Paul Beaudin at 5:00 PM

II. CONSIDERATION of the Draft Minutes of the April 13th, 2011 meeting

ZBA noted correction in spelling to Tamra Ham's name, add Tammy Dutilly to "others present" and replace Darlene Smith on page two with Tammy Dutilly. Revise sentence in paragraph under Call to Order to clarify Chairman's statement. Utilize "ZBA" acronym, not "Board" to avoid confusion with Board of Selectmen (BOS).

MOTION: P.McTeague motioned to approve the minutes as amended. T.Smith seconded the motion. VOTE: U/A

III. CONSIDERATION of Draft ZBA Rules of Procedure:

The Board discussed the following regarding the draft Rules of Procedure:

- P.Beaudin explained why several other Town regulations and legal frameworks had been reviewed as models for revisions to the Town of Lincoln's Rules of Procedure and the language incorporated.
- P.McTeague asked for clarification on appointing alternates. P.Joseph explained the Selectman member must appoint their own alternate.
- ZBA agreed that throughout document to utilize "ZBA" acronym, not "Board" to avoid confusion with Board of Selectmen (BOS).
- P.McTeague noted several typos to be corrected, including Chairman and Executive to be capitalized.
- ZBA clarified site visit regulations will be conducted in accordance with state law.
- Zoning Administrator will research to ensure six-month re-hearing period for a dismissal does not contradict state law.
- ZBA agreed to remove Second Paragraph under "Application Filing Deadlines."

MOTION: T.Ham made a motion to approve the ZBA Rules of Procedure as amended. P.McTeague seconded the motion. VOTE: U/A

III. ADJOURNMENT:

The Chair announced the meeting adjourned at 5:50 p.m.