

Meeting Opening.

- Chair Kate MacKay called the meeting to order at 10:05 a.m.
Members present: Chair **Kate** MacKay, Secretary **Dave** Fluharty, Full members **Jack** Swift, **Ole** Jaeger, and **Lindsay** Dorney and Alternate member **Rick** Cliffe.
Members Absent: Full member Alternate member Chester Horne.
Others present: **Bill** Plummer, Board of Selectmen Liaison
John Jones, Chair, Planning Board
- Chair Kate MacKay declared a quorum was present.

Variance Requests and Ordinance Revisions.

- Kate noted that she had invited John to attend this meeting and thanked him for coming. She stated the purpose as discussion of ways to make the variance request process more effective for applicants and both boards, particularly in cases where a building permit is not otherwise required. She noted she had made that discussion the first agenda item to take the least of John's time, and he thanked her for doing so.
- John and BOA members discussed applicable ordinance provisions and procedures. They agreed that the Planning Board (PB) would review the building permit application. If the application met all ordinance requirements except a provision needing a variance, the PB would approve the application with the condition that the applicant obtains the variance. John will discuss the procedure with his Board.
- Members noted that the Board had proposed to the PB changes to several ordinances. The BOA members were not aware of the status of these changes and proposed discussion before the public hearing for ordinance revisions. Bill stated that the Boards should act separately. John and Bill stated that ordinance revisions were the PB's responsibility. Members agreed and emphasized that they are concerned with provisions for appeal procedures and for ambiguities that could result in appeals. John and members agreed that BOA and PB members should not, and do not discuss cases. John recommended that the PB hold a public workshop for ordinance provisions and the BOA attend. He will suggest to the PB that it hold such a workshop.
- Kate thanked John for his attending the meeting, and he left at 11:20.

Minutes of the December 8, 2010, Meeting.

- Board members reviewed the minutes of its December 8 meeting.
Motion: To accept the December 8 meeting minutes as amended.
Moved by Lindsay, second by Jack. Vote: 5-0 for approval.

Rules of Procedure.

- Members discussed Dave's "Member's Resources" handout and suggested revisions. Dave will revise and email to members.
- Kate asked if the Board should have a "package" of information for new members, and if so what it should contain. Members agreed the Town should print the MMA's *Board of Appeals Manual*. They asked Dave to ask the MMA for the status of its revisions to their *Manual*.
- After other suggestions for package content, Kate asked Dave to prepare a list of items for discussion at the next meeting.

Wanda K. Haddock Appeal.

- Kate advised members that before the meeting John had given her a copy of the Planning Board's findings he had forwarded to Judge Horton. She distributed copies to members for information only.

New Business.

- Ole suggested that Kate invite Code Enforcement Officer Bob Trabona to the Board's next meeting to ensure agreement of procedures for appeals of enforcement decisions. Other members agreed and Kate will invite Bob to the Board's next meeting.

Next Meeting.

- Kate set the Board's next meeting for 10:00 a.m. on Tuesday, February 15, 2011, in the Town Conference Room. The agenda will be administrative matters, including appeal application review if received.

Adjourn.

Motion to adjourn: Moved by Ole, second by Lindsay. Vote: 5-0 for approval.

Adjourned at 11:45 a.m.

Attachment: None

Approved by the Board: February 15, 2011.

Copies to after approval:

Board of Selectmen

Administrative Assistant to the Board of Selectmen

Chair, Planning Board

Code Enforcement Officer/Web Manager