

Zoning Board of Adjustment
Approved Minutes of December 19, 2017

Members Present:

Billie Maloney, Chair
Kevin Scott (Scott), Vice Chair
Jean Methot (Methot), Alternate
Adam Maciaszczyk

Absent

Courtney Cashman (Cashman)
Rick Snyder (Snyder), PB Rep/Alternate

Members of the Public Present:

Amber Bell-Ragnarsson
Eric Mitchell

Agenda:

Meeting Convenes/Roll Call
Action on Minutes – November 28, 2017
Correspondence: None.
Applications and Hearings

- a. Eric Mitchell for Amber Bell-Ragnarsson, for a variance from Article 5, Subsection 5.3.5 (Table 1) to permit a three-lot subdivision on 34.8 acres with two lots having less than 290' frontage and a driveway within 25' of side setback requirements Tax Map 002-070-000 in the R1 Residential Zone located at 236 Haverhill Road

New Business: Resignation of Chip Fredette
Other Business/Adjournment: Training, Manuals, Budget

1. Call to Order

Chair Maloney called the meeting to order at 7:02 pm. Quorum was present with 3 members and 1 alternate present. Vice Chair Scott advised those present that three members voting in the affirmative would be required to pass a decision and gave them the option to continue or postpone. Chair Maloney called for roll call of those present which were: Vice Chair Kevin Scott, Chair Billie Maloney, Adam Maciaszczyk and Jean Methot, and reviewed the voting order of the agenda. Vice Chair Scott read the public hearing notice into the record which was published in the Tri-Town Times and posted at the Chester Town Hall, the Chester Post Office and the Town's Zoning Board of Adjustment web page chesternh.org.

45 2. Action on Minutes – November 28, 2017

46

47 Vice Chair Scott polled the members to see if they had read the minutes and all
48 answered affirmatively. **Mr. Methot motioned to accept the minutes of November 28,**
49 **2017, as written. Mr. Maciaszczyk seconded his motion. Chair Maloney abstained from**
50 **voting due to absence from that meeting. Three voting in favor, so moved.**

51

52 3. Correspondence – None

53

54 Applications and Hearings:

55

56 a. Eric Mitchell for Amber Bell-Ragnarsson

57

58 Chair Maloney recognized Eric Mitchell at 7:06 pm. Ms. Ragnarsson inquired as to
59 whether it would be more beneficial to have a full board sitting to hear her application.
60 Vice Chair Scott advised Ms. Ragnarsson that she would require a minimum of three
61 votes in the affirmative to approve her request and likewise would require three votes
62 to support a motion to deny her request. Ms. Ragnarsson asked if having a full board
63 would increase her odds of being approved. Vice Chair Scott advised that the odds
64 would be more favorable with a full board and less favorable with every member
65 removed. Chair Maloney apologized to Ms. Ragnarsson explaining that the board was
66 notified at the last minute of one member with a broken arm, another who was sick and
67 having just had another member resigned who had not yet been replaced. Ms.
68 Ragnarsson inquired as to whether the outcome was not favorable, on appeal would
69 additional members be added? Chair Maloney explained that would not be the case,
70 the same members would sit on any rehearing who sat at the original hearing. Vice
71 Chair Scott advised that Ms. Ragnarsson could apply for rehearing if the outcome was
72 not favorable, but warned if she decided to proceed, anything less would not be cause
73 for a rehearing. Mr. Mitchell asked when the next hearing would be. Vice Chair Scott
74 reviewed the calendar with Chair Maloney indicating the regularly scheduled third
75 Tuesday which is January 16, 2017. Ms. Ragnarsson asked for a moment to consult
76 with Mr. Mitchell. Mr. Mitchell then advised that they prefer to continue.

77

78 **Vice Chair Scott motioned to continue the hearing to January 16, 2017 at 7:00**
79 **pm. Mr. Maciaszczyk seconded his motion, all were in favor, so moved.**

80

81 4. New Business – Resignation of Chip Fredette, Consideration of New Appointments

82

83 Chair Maloney notified everyone that she had received a letter of resignation from Chip
84 Fredette due to his family's relocation to Dunbarton, NH. Chair Maloney indicated that Ms.
85 Morneau who had expressed an interest in joining the board was unable to make it to this
86 meeting and that the members should have an opportunity to meet her formally and ask
87 questions prior to consideration.

88 5. Other Business

89

90 Training, Manuals, Budget, Department Roles, Job Description and Employment Reviews

91

92 Chair Maloney advised Mr. Maciaszczyk that there were some training booklets available
93 that could be checked out and brought home to read. Ms. Hoijer gave Mr. Maciaszczyk a
94 copy of the booklet that had come in that day, *2017 Procedure Basics For Planning and*
95 *Zoning Boards* and Vice Chair Scott leant him his copy of *The Five Criteria for Decision*
96 *Making*. Ms. Hoijer advised that when Mrs. Cashman and any other newly appointed
97 members would like training, NHMA would send someone out and the cost of that is about
98 \$475 for two hours. Chair Maloney asked if this was something that could be shared with
99 Planning and Ms. Hoijer responded that the sessions were by topic and recommended
100 *ZBA Decision Making Process*.

101

102 Chair Maloney recommended adding two additional forms to the members' ZBA binders,
103 Special Exception and Equitable Waiver. Ms. Hoijer will attend to that.

104

105 Chair Maloney reviewed the proposed budget submitted by the ZBA for 2017-2018 and
106 the email received from Joanne in Finance concerning BOS adjustment of wages. Chair
107 Maloney asked Ms. Hoijer if Finance required the ZBA to do anything further and when the
108 review and budget were due. Ms. Hoijer stated that she didn't believe they needed to do
109 anything further concerning the budget but would check with Joanne in Finance in the
110 morning and that she believed the due date for both was December 30th.

111

112 Vice Chair Scott motioned to go into non-public session under RSA 91A:3(ii) Employment
113 which was seconded by Mr. Methot, all in favor, the Board entered non-public discussion
114 at 7:17 pm and Ms. Hoijer exited the meeting room.

115

116 Vice Chair Scott motioned to return to public session and not seal the minutes which was
117 seconded by Mr. Methot at 7:26 pm. Ms. Hoijer returned to the meeting room.

118

119 Chair Maloney advised that she would be completing the employment review, and
120 reviewing the job description, board role description and Ms. Hoijer asked to obtain a
121 signed dated copy of the Rules of Procedure, specifically addressing who should sign
122 invoices other than her time sheet. Chair Maloney and Vice Chair Scott stated that they
123 would make themselves available to sign invoices and Ms. Hoijer agreed with that.

124

125 6. Adjournment

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127 ***Mr. Methot moved to adjourn the meeting. Mr. Maciaszczyk seconded his motion,***
128 ***all in favor, so moved. The meeting of the Chester Zoning Board of Adjustment was***
129 ***adjourned at 7:35 pm.***

130

131 Respectfully submitted,

132

133 Nancy J. Hoijer,

134 Administrative Assistant