

**Minutes  
Tamworth Zoning Board of Adjustment  
7 December 2010**

Meeting called to order at 7:06pm.

Roll called. George Plender, John Mersfelder (presiding), Lianne Prentice, Tom Daley in attendance. Dan Dineen, alternate, seated for Harry Miller.

**Resignation:** John shared that Susan Ticehurst submitted a letter of resignation on 12/6, to the selectmen, and will no longer serve as secretary to the ZBA. Until the selectmen hire a replacement, Lianne Prentice will take notes for our meetings. Susan was thanked for her service and excellent work.

**Minutes:** The minutes of September 14, 2010 were reviewed and approved (Lianne moved, Tom 2<sup>nd</sup>).

**Annual Report:** The selectmen have requested that we write an annual report of the ZBA's work this year for the town warrant. Lianne will contact Ann Abear about the due date and submit this report.

**Budget:** John met with the selectmen to discuss the budget and was advised that we increase the amount now, rather than waiting to do this from the floor at town meeting based on the results of the zoning vote, in anticipation of costs which might be incurred next year. The amount determined and submitted was \$1,500.

**Handbook Review:** Each member should have in his or her notebook: a member roster, copies of minutes (if not kept on file electronically), rules of procedure, the fee schedule, application forms (variance, special exception, administrative appeal or rehearing), RSA's pertaining to ZBA procedure, the ZBA handbook from the State, and Tamworth's PWSF and Floodplain ordinances. Susan has put together a model notebook to be kept on file in the town offices for board or public review.

**Changes to Forms and Rules:** Several minor changes, largely around adding the wording, "or another local paper in general circulation" were reviewed and approved for our various documents:

Rules of Procedure were changed as presented (approved draft available on the town website). Tom moved, Dan 2<sup>nd</sup>. Changes accepted. *This is the first of the required two presentations of a change to the ROP.* At the April meeting, this change will be presented again and voted on at the subsequent meeting.

The Fee Schedule was changed as presented (approved draft available on the town website). Tom moved, George 2<sup>nd</sup>. Changes accepted.

The Special Exception application was approved with corrections as noted (approved draft available on the town website). Tom moved, George 2<sup>nd</sup>. Changes accepted.

The Variance application was approved with changes as presented (approved draft available on the town website). Tom moved, George 2<sup>nd</sup>. Changes accepted.

The Administrative Appeal or Rehearing application was approved with changes presented (approved draft available on the town website). Tom moved, George 2<sup>nd</sup>. Changes accepted.

Lianne will email updated copies, as accepted, to each member and to the Selectmen's office. ZBA members should replace current notebook copies with these approved drafts. Lianne will also put new copies in our folder, in the office, for public perusal.

**Secretary Funding:** There was general discussion around the process for funding a replacement for Susan, as secretary. Chris Conrod, the current secretary of the Conservation Commission, is willing to serve in this role, as needed.

**Board Terms:** Questions were raised about board terms should zoning pass in the March election. It is unclear whether this appointed board will continue in its current capacity or new members be appointed pending an election. John will contact the selectmen regarding this question later this winter, before the March vote, to see their intent.

**Next Meeting:** The next meeting is scheduled for Tuesday, April 12 at 7pm at the town office meeting room.

**Adjourned at 8:03** (Tom moved, Lianne 2<sup>nd</sup>)