

April 3, 1974

The Town of Antrim Zoning Board of Adjustment, as appointed and sworn in by the Selectmen, held an organizational meeting at the Town Hall on Wednesday, April 3; 1974 at 7:30 P.M. There were present:

- William C. Abbott
- Eric Tenney
- Emery S. Doane
- Robert B. Flanders
- Benjamin Pratt

Mrs. Willard B. Dik acted as Secretary pro tem.

Mr. Abbott opened the meeting with a statement that as he is Chairman of the Planning Board he had agreed to serve on the Board of Adjustment for only one year, feeling there was real value in having a liaison between the two Boards. Mr. Doane mentioned that he had been talking with Mr. William Hoffman of the New Hampshire Office of Comprehensive Planning who reported that today the Governor had signed a bill to make it legal to have a Planning Board member on the Board of Adjustment. It was also brought up that until yesterday it was mandatory to have a member from the Conservation Commission on the Planning Board, but that was changed from "shall" to "may". That mandate has not been observed here.

Mr. Abbott went on to say that the first order of business for this meeting is to elect a Chairman and a Vice Chairman. Mr. Doane moved, and it was the concensus of the meeting, that Mr. Abbott act as Chairman pro tem. Therefore, as Chairman pro tem he called for nominations for Chairman and Vice Chairman of the Zoning Board of Adjustment. After considerable discussion on various aspects it was

MOVED: By Mr. Doane that Mr. Flanders be nominated for Chairman

SECONDED: By Mr. Tenney

VOTED: Unanimously in favor.

It was then

MOVED: By Mr. Tenney that Mr. Pratt be nominated for Vice Chairman

SECONDED: By Mr. Flanders

VOTED: Unanimously in favor.

Mr. Tenney suggested that the Chairman press the Selectmen for appointment of alternates.

The Chairman then led a discussion of procedure in the conduct of this Board:

Mr. Flanders is having the Zoning Ordinance copied from the printed notice in double spaced capital letters for easier reading and will have duplicates sent to each member.

The Secretary's duties shall be:

Taking and transcribing the minutes of Board meetings and hearings and mailing to each member for initialling and returning to Secretary for filing.

Arranging meetings of the Board by telephone.

Posting and publishing of notices of hearings (5 days in advance).

Sending by Certified Mail - Return Receipt Requested notices to abutters.

The Chairman then turned to Mr. Doane's suggested agenda for hearings, and each item was discussed as follows:

- 1. The Board was organized.
- 2. Conduct of meetings - agenda
  - a. When they will be held
  - b. Order of business

Handling an appeal

- a. Filing application for appeal
- b. Handling the application
- c. Posting public notice
- d. Conduct of the hearing
- e. Notification of the decision

Records

Amending the by-laws

3. Set day and time for hearings on Tuesday at 7:30 P.M. in the Hearing Room of the Town Hall.
4. Petitioners to be handled singly as much as possible.
5. If Petitioner is to be represented by counsel, give as much time as possible for presenting brief, and the Board may ask the Town Counsel to be present if it thinks desirable.
6. If the Planning Board wishes to make a recommendation it must be in writing. They do not have to. So moved by Mr. Tenney. Seconded by Mr. Pratt. Accepted unanimously.
7. No votes to be taken at a hearing. Disposition of application to be decided in executive session of Board.
8. The Board to have a separate filing cabinet with lock to be kept in the Planning Board's office.
9. Each member of Board must read New Hampshire Revised Statutes Annotated, 1955 and "The Board of Adjustment in New Hampshire" by New Hampshire Office of State Planning .
10. It is up to the petitioner to present documents, plan, etc. in his case at the hearing. The Board is to merely listen.
11. Follow forms as presented in "The Board of Adjustment in New Hampshire". Insist that the original petition be in writing. Sample forms to be sent to members for study and adoption at a later meeting.
12. Submit all bills to the Selectmen.

Mr. Abbott suggested that the Chairman call a meeting of the Board when the Selectmen appoint the alternates, or decide not to. The alternates should attend that meeting and all hearings and sit in on the decisions in order to keep informed.

As a follow-up of Mr. Tenney's suggestion, Mr. Doane

MOVED: That the Chairman suggest to the Selectmen that the Board is quite concerned to see the appointment of five alternates, one of whom be Mrs. Dik.

AGREED: By consensus of the meeting.

The meeting adjourned at 9:45 P.M.

Respectfully submitted,

*Catherine C. T. Dik*

Catherine C. T. Dik, Secretary pro tem