

**Zoning Board of Appeals
June 13, 2013 Special Meeting**

Location Meeting Room #1
 Town Hall
 7A Spofford Road
 Boxford, MA 01921

Present William R. Cargill, Jr. Chairman
 Paula Lia Fitzsimmons, Vice-Chair
 Robyn Kotarski, Alternate

Meeting called to order at 4:04 PM

William R. Cargill, Jr. explained the Open Meeting Law (OML) Complaint which purported the Board has violated the OML for not publishing final minutes in a timely manner

Paula Fitzsimmons discussed the response, including the use of draft meeting notes and the use of video as draft minutes. The Board, with Town Counsel's input, determined the Board is not in violation of the OML with the use of draft notes and the preservation of videos which may serve as draft minutes until minutes are finalized

The Board discussion whether or not the response should contain an affirmative statement indicating no violation of the OML. Bill and Robyn felt strongly that the letter should contain such a statement. Barbara Jessel, who was not in attendance had discussed with Town Counsel her concern over the use of the work timely.

Paula called Attorney Mark Reich, Town Counsel from Kopelman & Paige who suggested the Board authorized Paula to work with Town Counsel on a letter that captured, the thoughts of all Board members.

Motion: William Cargill--To Authorize Paula Fitzsimmons to work with Town Counsel to merge the two proposed paragraphs to include a statement that there was no violation of the open meeting law and that the board would finalize remaining minutes by the July 25, 2013 meeting.

Moved: Paula

Second: Robyn

Unanimous

Meeting Minutes:

September 25, 2012 Regular Meeting Minutes reviewed.

Motion—William Cargill- to approve September 25, 2012 Regular Meeting minutes as amended

Moved: Paula Lia Fitzsimmons

Second: Robyn Kotarski

Unanimous

August 28, 2013 Special Meeting Minutes reviewed.

Motion—William Cargill- to approve August 28, 2013 Special Meeting minutes as amended

Moved: Paula Lia Fitzsimmons

Second: Robyn Kotarski

Unanimous

April 25, 2013 Regular Meeting Minutes reviewed.

Motion—William Cargill- to approve April 25, 2013 Regular Meeting minutes as amended

Moved: Paula Lia Fitzsimmons

Second: Robyn Kotarski

Unanimous

May 2, 2013 Special Meeting Minutes reviewed.

Motion—William Cargill- to approve May 2, 2013 Special Meeting minutes as amended

Moved: Paula Lia Fitzsimmons

Second: Robyn Kotarski

Unanimous

May 23, 2013 Regular Meeting Minutes reviewed.

Motion—William Cargill- to approve May 23, 2013 Regular Meeting minutes as amended

Moved: Paula Lia Fitzsimmons

Second: Robyn Kotarski

Unanimous

August 23, 2012 Regular Meeting Minutes reviewed.

Motion—William Cargill- to approve August 23, 2012 Regular Meeting minutes as amended

Moved: Paula Lia Fitzsimmons

Second: Robyn Kotarski

Unanimous

Adjourn at 5:17.

APPROVED AS AMENDED 7/25/13