



OFFICE OF THE ZONING
BOARD OF APPEALS

Town of Dartmouth

400 Slocum Road - Room 317
Dartmouth, Massachusetts 02747

Tel: (508) 910-1868
Fax: (508) 910-1833

MINUTES – July 9, 2013 **ADMINISTRATIVE**

Present: Chairman Michael Travers, Jacqueline Figueiredo, and Jay Peabody
Also Present: Alternate Board Members Halim Choubah and Robert Gardner
Absent: Peter Smola

ADMINISTRATIVE **Approval of Minutes**

The Board unanimously approved the following minutes:

- Administrative minutes of June 11, 2013
- Case #2013-20 20 Emerson Street
- Case #2013-21 Vision Development

Discussion:

Chairman Travers noted that the Supervisory Role of the Director of Development was discussed at length with the Town Administrator and the Director of Development. Chairman Travers noted that Supervisory Role of the Director of Development is for day-to-day personnel matters.

Jacqueline Figueiredo motioned to accept the outlined Supervision of Board of Appeals Clerk by Board of Appeals Chairman and Director of Development. Jay Peabody seconded the motion, which was made unanimous by Chairman Travers. Unanimous vote. Motion passed. (Copy of the approved supervisory role dated July 2013 attached).

Jacqueline Figueiredo motioned to designate the Director of Development to sign the Principal Clerk's payroll and any absence/vacation forms/comp. time and any office supplies. This motion was seconded by Jay Peabody, which was made unanimous by Chairman Travers. Unanimous vote. Motion passed.

Respectfully submitted,

Jane Kirby
Jane Kirby, Principal Clerk
For the Zoning Board of Appeals

APPROVED

9-3-13

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2013 SEP - 4 A 11:43
DARTMOUTH TOWN CLERK

Supervision of Board of Appeals Clerk
by Board of Appeals Chairman and Director of Development

July, 2013

The Chairman of the Board of Appeals and the Director of Development will work together to ensure efficient and effective oversight of the Board of Appeals Principal Clerk.


Supervision: During Board of Appeals meetings and Office Hours, the Clerk is under the supervision of the Chairman with day-to-day personnel matters to be monitored by the Director of Development.


Schedule: The Director of Development will provide day to day supervision of the Clerk with respect to verifying hours of work, vacation, absences or other leave. Any overtime will be signed by the Board Chairman.

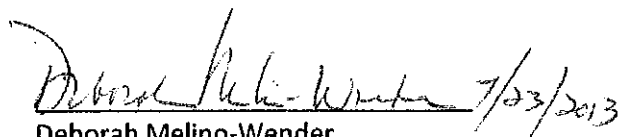
Special Assignments: Any "Special" Board of Appeals assignments that are generated by Board of Appeals members shall be raised at Board of Appeals meeting and voted upon by the Board of Appeals. If there is a favorable vote, then the Chairman shall communicate the assignment to the Director of Development and to the Clerk.


Town Counsel: The Board of Appeals Chairman may request Town Counsel assistance by completing necessary form(s) via the Board's Clerk. The Director of Development shall be notified of such a request by the Clerk.

Payroll: The Board of Appeals will vote to designate the Director of Development to sign the Clerk's payroll and any absence/vacation forms/ comp. time and any office supplies. The Clerk shall notify the Director of Development and the Chair of any absences, vacation or other leave.


David Cressman,
Town Administrator


Jacqueline Figueiredo, Acting Chairperson
For Zoning Board of Appeals


Deborah Melino-Wender,
Director of Development


Tina Cabral, Principal Clerk
For Zoning Board of Appeals

APPROVED