

Zoning Board of Adjustment  
Minutes  
May 23, 2017

**Members Present:** Wayne Flynn, Tom Dyar, Rick Eichler and Lenny Knowles (Alt)

**Members Excused:** Steve Roy and Keith Roberge (Alt)

**Members Absent:** None

**Members of the Public:** Fred Corrigan

**Call to Order:** Meeting was called to order at 7:00 by Chairman Flynn

**Appointment:** Chairman Flynn appointed Lenny Knowles as a full voting member

**Election of Officers:**

**Chairman** – Tom Dyar made a motion to elect Wayne Flynn as Chairman which received a second from Lenny Knowles. All members voted in favor

**Vice Chairman** – Wayne Flynn made a motion to elect Tom Dyar as Vice Chairman which received a second from Lenny Knowles. All members voted in favor

**Secretary** – Chairman Flynn appointed Michelle Lutz as the board's secretary

**Minutes of November 2, 2016** – On a motion from Rick Eichler with a second from Tom Dyar, all members voted to approve the minutes as presented.

**Minutes of April 18, 2017** – As there were not a quorum of members present who were present at the April 18, 2017 meeting, the minutes were passed over and will be on the next agenda.

**Case #02-2017 – Theberge (Corrigan) - Variance**

The application is for a fence in excess of 6' within the setbacks. Chairman Flynn explained that based on the ordinance, the proper procedure would have been for the applicant to file for a special exception instead of a variance and that the applicant will need to refile the appropriate paperwork.

**New Business** - Tom Dyar questioned if no building permit has been filed whether an applicant can just apply to the Zoning Board for relief. Chairman Flynn explained that he had recently attended the Spring Planning Conference and that there was no statutory requirement for an applicant to apply for a building permit before appealing to the board though this has been the board's practice. It was discussed that the By-Laws should be changed to require a building

permit be submitted before an appeal could be submitted to the Zoning Board. Another change was that though the board has always informed applicants that they had the right to a full 5 member board, this is not the case. As long as a quorum of the board is present, a hearing should be held. The by-laws will need to be changed to reflect this.

**Old Business – None**

**Public Comment – None**

**Adjourn** – On a motion from Lenny Knowles with a second from Rick Eichler, the board adjourned at 7:30 pm

Respectfully submitted



Michelle M. Lutz  
May 25, 2017

Approved June 14, 2017