



## Hull Zoning Board of Appeals Minutes

### Administrative Meeting

Date: November 20, 2014

Time meeting began: 7:30 pm

Time meeting concluded: 9:13 pm

Place of meeting: Hull Town Hall, Main Meeting Room

Members present:	Alana Swiec, Chair	Sitting	<b>Attending</b>	Absent	Abstain
	Roger Atherton, Clerk	Sitting	<b>Attending</b>	Absent	Abstain
	Mark Einhorm, Member	Sitting	<b>Attending</b>	Absent	Abstain
	Patrick Finn, Associate	Sitting	<b>Attending</b>	Absent	Abstain
	Phillip Furman, Associate	Sitting	Attending	<b>Absent</b>	Abstain
	Jason McCann, Associate	Sitting	<b>Attending</b>	Absent	Abstain

**General discussion:** The meeting was opened by Alana Swiec with the intent of discussing three revised documents: 1) Application for Hearing, 2) Application for Hearing: Procedures and Requirements, and 3) Rules and regulations. These were previously discussed at an earlier meeting on 9-18-2014, revised with the agreed upon changes, and sent members by email for their comments to be discussed at this meeting.

The Application for Hearing was discussed first. The proposed form was deemed to be too complicated and not user-friendly. The consensus was that the first page should be modified to include cell phone numbers and email, and some other items should be modified, but the rest of the form should be retained. McCann indicated he had kept a record of the discussion and had notes on which items were approved. Swiec agreed to take the new contact information sheet and merge it with the original application form and send it out by email for Board members' review. The Board could then decide if any of the questions on the SP and Variance part of the application needed revision.

It was discussed that the new procedure has the application going to the Town Clerk rather than the Building Commissioner (BC). And the ZBA administrator gets a copy directly, and starts the process. A problem has arisen in that the final sheet filled out by the BC now frequently reaches the ZBA on the day of the hearing. If there are previous SPs of variances, the Board learns of it at the last minute. Swiec indicated she would talk with the BC for more timely responses.

The discussion moved on to the Application for Hearing: Procedures and Requirements. The attention focused on Section I – the changes agreed upon earlier and the some recent modifications suggested by McCann. Finn agreed with those provided the word “forthwith” be reinserted in two places because these documents need to be turned around immediately without delay. McCann agreed with Finn’s additions.

Atherton pointed out that the application is still a work in progress, but the Procedures and Requirements and the Rules and Regulations documents could be approved tonight. Swiec disagreed and said she would prefer the documents be finalized and retyped before voting approval. Finn said the Board should not delay further. Einhorn said this could be done electronically and if there were questions return to further discussion. Finn argued that the section that went missing should be re-instated promptly as it was just an oversight that had allowed it to go missing. Finn made a motion to approve. Atherton seconded. Einhorn suggested the Board approve the motion with the understanding that once the clean copy is provided that, if there are no objections, it would become the new rules. Motion passed. The agreement reached was that McCann would finish and send out, if there were no objections in seven days, it would become the ZBA official “Application for Hearing: Procedures and Requirements.”

Swiec questioned whether the application form should be 11 x 14 or 8 ½ x 11. The agreement was that the application should be 8 ½ by 11 but plans should be 11 by 17 (for accuracy of scaling).

Atherton reviewed the changes suggested at the last hearing on the Rules and Regulations. There was discussion regarding the section on Conflict of Interest section. There was agreement that clarification was needed, so the disqualified member could stay at the hearing but participate not as a Board member, but could as a citizen. The agreement was that “if possible” be added to “before the hearing” as sometimes the disqualification comes up during the hearing and sometimes knowing beforehand is not possible. The Board agreed. The second paragraph in Section G was also approved.

There was discussion of section F – Parliamentary Authority. Einhorn indicated that sometimes Roberts Rules can be very complicated and often require a parliamentarian. McCann explained his reasoning for adding this section. After much discussion, it was agreed to add “Only if a Board member raises a point of order....” and “...regarding Board procedure”. McCann agreed to make the changes in the document. Swiec agreed to contact the Town Manager to obtain a copy of Robert’s Rules.

Atherton made a motion to approve all the agreed upon changes in the rules and Procedures. Einhorn seconded – the vote was unanimous in favor. McCann agreed to finalize.

Recorded by: Roger Atherton

Minutes Approved: \_\_\_\_\_