



ZBA draft minutes of June 23, 2016  
**ZONING BOARD OF ADJUSTMENT  
TOWN OF PITTSFIELD  
TOWN HALL, 85 MAIN STREET  
PITTSFIELD, NH 03263  
MINUTES OF PUBLIC MEETING**

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Page 1 of 19

**DATE:** Thursday, June 23, 2016

**ITEM 1.** Call to Order at 7:00 P.M. by Jeffrey Swain, Chairman

**ITEM 2.** Roll Call

Members Present:

Jeffrey Swain, Chairman, James Hetu, Scott Aubertin, Deidre Benjamin Alternate, Scot Palmer Alternate, Noreen Rollins Alternate, Ammy Ramsey Recording Secretary.

John (Pat) Heffernan, Vice-Chairman entered the meeting at 7:03 P.M.  
Carole Dodge entered the meeting at 7:45 P.M.

Deidre Benjamin was seated on the board

Members Absent:

Paul Metcalf, Alternate

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**ITEM 3.** Approval of Minutes of May 12, 2016

James Hetu: I have some corrections on page 2, change the word law in my words to state the attorney states his opinion. And on page 4 in Noreen's answer about relationships to say met instead of meet.

James: I make a motion to accept the minutes as amended from May 12, 2016.

Deidre: Seconded

Motion carries 4-1 Scott A.: abstains

**ITEM 4.** The Pittsfield Zoning Board of Adjustment will hold a public hearing pursuant to RSA 674:33,1 (b) and RSA 676:7 on an application for a

variance from Pittsfield Zoning Ordinance article 3, section 4, (d), Minimum Setbacks from Street Boundaries and interior Lot Lines, for minimum side setback. The time and place of the hearing is Thursday, June 23, 2016, 7:00 PM, at the Pittsfield Town Hall, 85 Main Street, Pittsfield NH. The Applicant's name and address is Geraldine B. Healy, 30 Bridge Street, Pittsfield, NH 03263. The proposal is for a 9 foot, 9 inch long by 8 foot, 2 ½ inch wide by 9 foot 2 inch high shed in the southwesterly side setback yard at 30 bridge Street, tax map U-5, lot 1. The application for a variance is on file for public inspection at the town hall, 85 Main Street, Pittsfield, NH

Geraldine Healy was seated at the table along with another representative.

Jeff: We can go through the questions on your application on page 3 and 4.

The question pages from the application are attached. No additional information was stated when reading from the application.

Pat: There is a sketch here, but where about is this property on Bridge St.

Geraldine: The 2<sup>nd</sup> house before you go over the bridge on the right.

Pat: The neighbors have no problem with this?

Geraldine: No I have spoken with them and they do not have a problem.

James: I snapped a photo of the property earlier this week and would like this to be placed in the file for future reference.

Scot P.: How far away from the property line is the back of the building?

Geraldine: A little more than a foot. We are friends with the neighbors.

Jeff: Any public input?

No public input.

Scott A.: I make a motion to approve the variance for 30 Bridge St. The proposal is for a 9 foot 9 inch long by 8 foot, 2 ½ inch wide by 9 foot 2 inch high shed in the southwesterly side setback yard at 30 bridge Street, tax map U-5, lot 1.

Pat: Seconded.

Discussion: James: Do we want to list the criteria items and our votes for the record? We should state it for the record per our ordinance for the reasoning. Or make a general statement for our reasoning?

Pat: I think that would be a good idea rather than listing all individually. Good use of the land and no problems with the neighbors, what more do you need?

Motion carries: 4-1 James: abstained (because I have an issue with voting like that and not listing our reasoning for the record as our ordinance states we should)

Jeff: Motion still carries and there is a 30 day appeal process.

Geraldine: I understand and thank you.

Noreen: When you grant a variance like this does that stay with the property forever, or is discontinued when the property is sold to a new owner?

James: If the variance use is not used for a year discontinues the variance. So in this case the shed would have to disappear for a year.

**ITEM 5.** The Pittsfield Zoning Board of Adjustment will hold a public hearing pursuant to RSA 674:33, IV and RSA 676:7 on an application for a special exception from Pittsfield Zoning Ordinance article 3, section 3(b), (2) and (6); article 6, sections 2 and 3; and article e, section 3, ACCESSORY APARTMENT. The time and place of the hearing is Thursday, June 23, 2016, 7:00 PM, at the Pittsfield Town Hall, 85 Main Street, Pittsfield NH. The applicants' names and address is David and Karen Greenwood, 41 Cameron Drive, Pittsfield, NH 03263. The Proposal is for a 36 foot long by 24 foot wide accessory apartment above a garage at 41 Cameron Drive, tax map R-20, lot 02-01. The application for a special exception is on file for public inspection at the town hall, 85 Main Street, Pittsfield, NH

Karen Greenwood along with another representative was seated at the table.

Jeff: We can go through the questions on your application on page 3 and 4.

The question pages from the application are attached. No additional information was stated when reading from the application.

Jeff: Could you give us a brief description of what you are planning on doing?

Representative: We are planning on building a 36 x 24 garage with the apartment above it. Based on the Zoning it has to be physically attached to the house.

James: Do you have any plans or diagrams?

Representative: Do you want the land diagram?

James had a photo of the existing structure and the representative explained where the attachment would go on the photo. She also had a diagram, Ammy made copies of the diagram for all sitting members.

Pat had a couple questions regarding the placement of the new structure. Those questions were answered.

Noreen asked about the entryway for the new structure. The question was answered.

James: And you do understand as an accessory apartment it cannot be rented.

Karen and representative: Yes, we have no intention to rent out the space.

There was some discussion amongst the board regarding putting a stipulation that the accessory apartment not becoming a rental.

Pat: Are the neighbors good with this?

Karen and representative: Yes they are.

### Public Input

Bob Shiferle: I am an abutter and have no objection to this.

Jim Pritchard: I would just like to suggest that you rely on the provision in the Zoning Ordinance that states you cannot have this as a rental unit and not put an additional condition on it. The reason being is that if you put a condition on this one and not the next one and you don't put it on that could suggest that the other one can be. In my opinion it would be better to have the ordinance stand on its own.

Close public input

There were no other questions from the board.

Jeff: Is there anything else you would like to add Jesse?

Jesse: No

James: I would like to have on record our reasoning to approve the special exemption and in paragraph form is fine if this board does not want to go through all 5, and include the photo in the file.

James: Sight is an appropriate location for the proposed use of the structure, well within the setbacks, plenty of room and will not affect any of the neighbors. Do we all agree on that?

Scott A.: Yes

Deidra: Yes

Pat: Yes

Jeff: Yes

James: Yes

James: The proposal will not be detrimental, injurious, obnoxious, or offensive to the neighborhood and will not diminish the value of surrounding properties. I don't believe any of this will diminish the value, because I don't think you can see any neighbors.

Karen: We can see 2.

James: I would say because of the size of the property it would not affect the neighbors and there would be no undue nuisance or serious hazard to pedestrian or vehicular traffic, including the location and design of access ways and off-street parking. Adequate and appropriate facilities and utilities will be provided to insure the proper operation of the proposed use or structure. You are not even adding any person the household so it would not affect sewer at all. The proposed use or structure is consistent with the spirit of the town's Zoning Ordinance and the intent of the town's master plan because, it meets all the criteria. It meets with the low density of the rural zone and does not affect the neighbors.

James: I make a motion to approve the Special Exemption for the proposal of a 36 foot long by 24 foot wide accessory apartment above a garage at 41 Cameron Drive, tax map R-20, lot 02-01.

Deidra: Seconded.  
Motion carries 5-0

Jeff: There is a 30 day appeal process.

Karen and representative acknowledged that fact and thanked the board.

**ITEM 6.** The Pittsfield Zoning Board of Adjustment will hold a public hearing pursuant to RSA 674:33, IV and RSA 676:7 on an application for a special exception for a horse as agriculture as the keeping of livestock, poultry, or other animals, according to Pittsfield Zoning Ordinance article 3, section 3, (b), (2) and (6), and article 6 section 2 and 3. The time and place of the hearing is Thursday, June 23, 2016, 7:00 PM, at the Pittsfield Town Hall, 85 Main Street, Pittsfield NH. The applicants' names and address is Peter and Amy Pszonowsky, 34 Watson Street, Pittsfield, NH 03263. The proposal is to keep a horse at the Pszonowsky residence at 34 Watson Street, tax map U-05, lot 64. The application for a special exception is on file for public inspection at the town hall, 85 Main Street, Pittsfield, NH

Peter Pszonowsky was seated at the table.

Pat recused himself because he is an abutter.

Noreen Rollins was appointed as a voting member of the board.

The question pages from the application are attached. Peter explained throughout the questions what the property looked like and how the horse will be cared for, and the joining parcel he also owns will be accessible. He also explained that the property in the past has had horses.

Scott A: You have plenty of room for the horse to roam with the additional 5 acres.

Peter: Yes.

Noreen: According to the tax map 34 Watson St. is only .85 acres.

Peter: Correct and the next one is an additional 4 acres, but I am not putting the horse there.

Noreen: You also own 64-1, so you will keep it on less than an acre.

Peter: No there is more than an acre.

Pat: The tax map is incorrect. I had my property surveyed, and according to the tax map

James: Point of Order. Pat is not a sitting member of the board at the moment.

James: So you own 64 and 64-1 a triangular piece on the side of 28

Peter: Mine is pretty square.

Peter then looked at the map Noreen had and showed her the two parcels he owns.

Noreen: According to the tax map you are only being charged for .85 of an acre.

There was some further discussion about the tax map and tax bill and how much property there is. Ammy printed out the tax bills and the assessment cards and gave them to Noreen.

Public input

Carol Grainger: I am an abutter and have no objection.

Carl Anderson: I am not an abutter but this property is an appropriate place to have a horse. If you look at his property he keeps his property well maintained and I have no doubt he will keep the horse and its surroundings well kept. This will enhance the town and the value of the property.

Jesse Pacheco: I also own an investment piece of property across the street. I have no objection to this special exemption.

Pat: An idea for a horse for Pete's daughter is a great idea. I would rather she be occupied with a horse than see her hanging around town. I am in favor of this 100%.

Close public input.

Jeff: Any other concerns from the board?

James: I want to detail our reasoning on this. I have no issue with granting this now seeing how the land is laid out and the size of it. My concern is us granting a special exemption for agriculture on the 64 plot in the suburban zone being under 2 acres. By setting that president I just want to make sure we express the reasoning with the other lot and that is why we are granting the special exemption.

Jeff: In a couple places I see horse but there is one place on the application it states 1 to 3.

Peter: Yes, I put that in case in the future we get a pony or a companion for the one horse.

James: If you go over 3 you would be considered a stable and that is not allowed.

Scott A: James so what do you want to put in there?

James: I just want to cover the reasoning for this. So in the future we are not setting a president that you can have a horse in the suburban zone with less than 2 acres.

There was some discussion on how the best way is to go about stating the special exemption. And the possibility for a lot line adjustment option. The board decided to go through the list of criteria.

Jeff: The specific site is an appropriate location for the proposed use for the exception because. It has grazing area, plenty of land behind. The proposal is not detrimental, injurious or obnoxious. There is plenty of land. There will be no undue nuisance or serious hazard to pedestrian or vehicular traffic. It will be well of the street. Adequate and appropriate facilities and utilities will be provided. He stated there will be a solar fence and there is town water. The proposed use or structures is consistent with the spirit of the town's zoning ordinance. It is a suburban lot attached to another lot with the appropriate space. There is no objection from any abutters.

James: I make a motion to approve the special exemption for 34 Watson St.

Scott A: Seconded.

Motion carries 5-0

Jeff: There is a 30 day appeal process.

**ITEM 7.****Member concerns**

Jeff: Jesse has brought to our attention that in the 2<sup>nd</sup> application for special exception that we had tonight where it says accessory apartment it was written down as an in-law apartment in the application.

James: When we made our motion we stated accessory apartment.

Jesse: We need to start phasing out in-law and use accessory apartment. Jim Pritchard could verify if he wanted to the fact that in-law apartment is not in the RSA's. And other towns are not using the in-law status.

Scott A: But when we voted we used the wording accessory apartment.

**Zoning Board Secretary**

Jeff: The Selectboard has offered us Ammy to be our Zoning Secretary. I think my interpretation is make Ammy our Administrative Officer. Jesse is currently our Administrative Officer.

James: Was this Dee's position?

Carole: Dee was the secretary and Jesse the administrator.

Jeff: Dee was doing what Jesse was supposed to be doing all along. Like all the paperwork that goes with an application. It's in our Rules and Procedure. So we need to decide what we want to do. In my opinion it should go to Jesse first, and then go to Ammy to do all the secretary stuff. But I think if someone comes in to see if they need an application and what kind of application they need, they can be given the right one by Jesse.

Ammy: Everything that I have read and seen so far, I have found that it is all up to the applicant to know or find out by looking at the ordinance if they are in need of a variance or special exemption or so forth. They can get the application here at the town hall and fill it out and hand in. At that time the administrator officer would make sure it is complete and then go from there. In my opinion your Rules of Procedure state who is responsible for taking the minutes, and the application process. They are two different positions, I don't know what Dee has done in the past but I think you should go by the Rules of Procedure because that is in black and white.

Ammy then made copies of the Rules of Procedure for several members because they did not have any.

Noreen: So it would be up to the administrator or the secretary to make sure the applications are complete?

Carole: The administrator.

Noreen: Which is probably why I had so many questions on these applications. The information was not all there.

James: Jesse do you have an opinion here.

Jesse: The way it was when I came here 4 and half years ago. It was Dee that was always doing it. If you read in the Rules of Procedure, it states in absence of the building inspector the BOS can appoint someone. I don't know what the board was thinking when the Rules of Procedure was written. It is a time consuming item.

Ammy: From what I understand the Selectboard can appoint someone in the administrator's position that is not the building inspector. I believe the Selectboard is wanting to do that because I am here already 3 days a week. So residents would have the option to get or hand in an application or have questions answered. From what I have read residents should have the ability to come in and have the information available from the town hall during business hours.

James: Where are the forms kept?

Jesse: They are in the selectman's office.

Ammy: Yes they are, but I have also found that the applications being handed out are not the most recent revised copy. There is not much of a difference between them but the correct forms should be given. There also instructions that I have found and other paperwork, that I am not sure is being used but can go over at a later time. I'm not sure what was being done but having a person here at the town hall would be beneficial. I don't think eliminating Jesse from the process is a good idea, because he has a lot of knowledge. But it would elevate him from doing the paperwork piece of the job and allow him to concentrate on his role. That is my opinion, if you decide to have me fill a role, I would just like to have my responsibilities

clear. I am just getting into this and reading the ordinance, which is a little overwhelming but it is nothing I can't handle or learn.

Pat: Agreed, my feeling is that you and Jesse can work together.

Ammy: I think we can work together and I can learn as much as I can to elevate some of the duties because he is on a limited work schedule of 12 hours a week.

Pat: That brings up a point of view, you are more or less apprenticing with him. How is that going to affect his 12 hour work week? What needs to happen is to get rid of this limited hour thing.

Ammy: I can learn as much as I can in the time that Jesse can give. This will all take some time to figure out but the applicant also has a responsibility to be informed and know what they need to do to get whatever they would like. So when the application comes to the town hall or administrator for review it can be looked over and that person can make sure it is complete for the boards review.

Pat: We also have the obligation to help them.

Carole: I can tell you what Dee has done for the past 10 years if you would like to know? Dee handed out the applications, instructed them where to find the ordinance, what they needed to get, and handed them a check list, and instructed them if they had any questions they could contact Jesse. When the applications came back, she would check to make sure it was all there and time and date stamp the application, she would make copies and set the hearing time with corresponding with the chair and do the necessary requirements for them with mailings and postings. She made sure all board members had copies of the applications. The minutes, collect the fees, and do the mail, and notice of decision. She was the administrative secretary to Jesse.

Ammy: So she was the secretary and the administrative officer.

Carole: Yes, but she was considered the administrator secretary, because if you read anywhere the building inspector is considered the administrator to the zoning board.

Ammy: The way I understand the Rules of Procedure the building inspector is the administrator officer, but Dee was doing what he was supposed to be doing according to the description of the administrator officer.

Carole: Yes, but she worked with Jesse and also worked with the chair for the agenda and other things.

Pat: Would this work for you Jesse?

Jesse: It would be up to the BOS, the only problem that I see is. If she is the administrator she would handle everything.

Pat: As far as I am concerned she can't be. You are the administrator and she is your helper.

Jesse: I understand that but according to Ammy that's not the way it is.

Ammy: No it's not according to Ammy it's according to the Rules of Procedure.

Jesse: So what she is saying it's one or the other. She is only doing one or the other.

Ammy: No I did not say that either, this is what the Rules of Procedure say the roles are.

Jesse: As being the administrator you would not be out there doing the administrator stuff outside.

Ammy: But that is not in the administrator officer's description.

Jesse: But who would go out and do the notices?

James: Carl you are on the BOS, is Dee's position being replaced or is the position duties being distributed.

Carl: I am only one person on the BOS and can't speak for the board. From my knowledge as far as I know, the intention is not to replace Dee. The intention is for Ammy to fill that.

Ammy: From what I understand, the Zoning Board went to the Selectboard to request help since Dee is no longer employed. They needed help with the secretarial needs. And I am their suggestion.

Carl: I would strongly point out that Ammy turns out a great amount of work in a short time, she is accurate, and a quick learner. She has helped the BOS and did a great job. If you accept her in that position I do not think you will be disappointed.

Pat: I think we are getting hung up on these rules, they are our rules and we can amend them. We can change them to best fit what the town needs. We can put these aside for now and figure out by working together what they should say and amend them.

Ammy: Sure, I have been reading the ordinance and trying to wrap my simple brain around them. I can do a lot of this stuff and I am willing to do what this board needs. I just want to know what my responsibilities are so I can be an asset to the board and not be a hindrance.

Pat: I feel that we should sit down and get Jesse's input along with yours to get a new set of Rules of Procedure so that we all can work together and be successful.

Jesse: I am in a trial period with the BOS to see what my duties are right now and they are chopping them. I think we should wait to see what happens. We have the CRP and LGC to see that we are doing everything correctly and helping the public. I don't think it's a good idea for someone to walk into this office and be handed an application and leave them on their own.

Pat: No that is not ok at all.

Jesse: The meetings that we have been to at CRP are long. And maybe see what other towns are doing.

Pat: I don't want to see you on the carpet with the BOS because you have run out of hours doing work for us. So we need to get them to allow you to have more room.

Jesse: I don't know, are the hours going to be the same for Ammy or is she going to have more. It's up the BOS and we don't know what those intentions are.

Pat: There are weeks with stuff and weeks without work for us.

Scott A: Wouldn't it be beneficial for us to have Ammy do some of the work since she is here at the town hall.

Ammy: I don't believe more hours would be added for me unless they are needed. I can do multiple tasks while I am here as the Deputy Town Clerk Tax Collector. But I do have to say that that position is my priority while I am here in that position. But also have the ability to fill my time with other work for the town such as the Zoning Board.

Scott A: But you have set hours in the building?

Ammy: Yes I am usually here Monday, Wednesday, and Friday unless I am on vacation or my days are switched to cover.

Scott A: So in the situation that someone calls the town hall to ask questions about zoning they could talk with you.

Ammy: Yes, just like when Dee was here and Dee was not here 5 days a week either. But they could leave a message for me to get back to them.

Jesse: Dee would forward the call to me. Or give them my cell phone number.

Scott A: But if someone had a question or wanted ask about the procedure Ammy could help them. Or if she is not in the building the other office staff could let the person know when she will be here.

Jesse: That is what the board is doing now trying to set hours for me to be here.

James: My concern is that the same situation that came about a month ago with the lack of an assemble place where everything is going. I think this is set up this way to have everything channel through the building inspector so you have your thumb on the pulse of what's going on. I am hesitant to adjust what's going on here. I think assigning a secretary to you is a good idea to allow you to do the inspection stuff and not licking the postage. My point being is I much rather have Jesse be in that administrator position and be the contact person with the happy smiling face cause the last thing I want

is this to turn into a DMV situation where they are handed an application and sent to the end of the line.

Scott A: So you want Jesse to have set hours. How many hours are you going to have set for him?

Jesse: The way it worked before is that Dee would accept the applications and forward it to me. They would call me up and I would make an appointment with them to come in and sit down and go over the application. They took everything from there and then after filling it out, they would submit it to Dee. Then Dee would lick the envelopes and send it away. But my point is that it was getting done, and if it was something about building something Dee would tell them to speak to the building inspector. So it was a hand in hand thing.

Ammy: If someone comes in to ask if they could have something somewhere I can look in the ordinance with them and determine if they can do what they would like and if they can't I could give them some guidance on their next step. If it comes to a situation that I don't know the answer I can work with Jesse or whoever to best help the person.

Jesse: That would still make me part of zoning.

Carole: You are part of zoning anyways, my vote is that we continue to do what we have been doing for the past 10 years. Basically you would do those 5 steps and all the other secretarial stuff.

Ammy: I agree with that but I think you should do what Pat suggested and adjust the Rules of Procedure, because I want to be clear on what my responsibilities are. If I am going to be the secretary according to the Rules of Procedure that's fine, if I am going to be the Administrator Officer along with Jesse that's fine. I just want to be clear on my responsibilities. In best practice if you don't think all this should be put on Jesse it should be changed.

Jeff: Right, the secretary section description is a recording secretary and that's all. We should put the 5 duties that are currently under administrator officer under the secretary section.

Ammy: And you can have the administrator officer reflect what Jesse's responsibilities are. And there is no reason why those two positions can't work together.

Noreen: I would like to point out that the word secretary is not used any longer. They are usually referred to as administration. The description under the administrator is part of what an administrator would do and not what a building inspector would do. He should see what applications come in but the administrator should make sure the paperwork is correct and all there.

Ammy: In my opinion the board should get input from Jesse to see what he does and then come together to amend the Rules of Procedure to reflect what the board would like the secretary do and the building inspector to do.

Jesse: I am not giving my input because my hands are tied right now with not knowing with the BOS asking me to do this trial period. I have been keeping track of my hours and what I am doing with zoning and building. So the 12 hours is not just building it's zoning also. I have asked more than once to find out what my duties are.

James: Why don't someone come up with a proposed amendment to the articles in the Rules of Procedure, I will volunteer to do it if nobody else wants to. And who ever does talk with Jesse to come up with it and bring it to our next meeting.

Scott A.: I wouldn't mind seeing 3 different proposals, maybe one from Ammy, Jesse and a member of the board.

Ammy: I think this is going to be a work in progress thing and it will take some time to figure out. This maybe the beginning step because from what I understand once this board decides or comes up with what they want me to do then you need to go to the BOS to appoint me or whoever in the position.

Pat: Would it make sense to have you three meet and come up with the description and then give us the idea of what you want and bring it back to us. I don't know what all needs to be done and who should do it.

Jesse: There have been a lot of things that have been done incorrectly.

Ammy: Then I think this would be a great opportunity to start making things right.

James: I would like to form a committee and meet and come up with a proposal to bring to the next meeting.

Scott A: Is it my understanding that the issue with your hours and if so would it be a good idea to have a selectman involved.

Jesse: They are fine tuning my job description.

James: I think the zoning board would have to go to the Selectboard after they know what they would like.

Pat: If this doesn't get resolved it could come to a point where nobody's doing anything. And you are out of time and someone can come in and sue the town.

Jesse: I don't see that happening because the fact that Ammy says she will be here.

James: I make a motion to form a committee of Jesse, Ammy and I to form a proposal to amend articles 3 and 4 of the Rules of Procedure to bring to the next meeting.

Carole: I think Noreen has some suggestions here.

Noreen: Change the secretary to administrative assistant and add the secretary description along with 1 through 5 under the administrator officer. Change the administrator officer description to what you would like Jesse to do for the board. It's simple and what the board needs.

Carole: That is what Dee was doing before.

Jeff: So we just need to come up with what the building inspector is responsible for.

James: That is why I proposed a committee.

Pat: Seconded.

Motion carries 5-0

Jeff: We have another member concern about where the alternates are seated. RSA 673:6 section 5 states: An alternate member of a local land use board may participate in meeting of the board as a nonvoting member pursuant to rules adopted under RSA 676:1. RSA 676:1 states: Method of Adopting Rules of Procedure. Every local land use board shall adopt rules of

procedure concerning the method of conducting its business. Rules of procedure shall be adopted on file with city, town, village district clerk, or clerk for the county commissioners for public inspection. The rules of procedure shall include when and how an alternate may participate in meetings of the land use board. Our rules of procedure do not say how alternates should participate in the meetings. So that is another thing we need to address at our next meeting. I like how we have been doing the meetings and they are able to partake and only vote when seated on the board.

James: The only question I have is how it would affect the court cases as a disqualified participant participating in decisions. It would affect the decision.

Carole: That person would have to recuse themselves and sit in the audience.

There was some further discussion on how that would work.

Jeff: We can do that at the next meeting and I will do up a proposal and we can hash out the details then.

There was some discussion on what will happen at the next meeting on July 14<sup>th</sup>, 2016.

Jim: I have been listening to what Ammy has been saying, and have some concerns. She stated that it's the applicant's job to be prepared it's the applicant's job to this and it's the applicant's job to do that. There is some theoretical basis to that but I have been coming to these meetings for almost 14 years. The only people that could understand what she is talking about are people who come in with land use attorneys. As I listen to Jesse he has a better understanding of the roots on the ground and Ammy is a little more theoretical then practical. I think as a matter of practicality to expect people to have the level of understanding, the level of preparedness is not realistic. The things that come in for the zoning are supposed to go through him in a decision making process. If you look at RSA 674:33:1 b it says authorize, on appeal, that means he has to make the decision. If you look at the zoning ordinance it says only on appeal from a decision of and administrative officer may the Zoning Board of Adjustment authorize a variance in the terms of the Zoning Ordinance. So Jesse's understanding of the zoning process and the on the ground situation and his ability to make these decisions are a crucial part of the zoning scheme and the appeals process

depends on the administration process. And if it gets to court the bulk of the administrative record will be developed by the administrative officer and not the Zoning Board of Adjustment. So I really think you need to understand the critical role the administrative officer plays in the decision making process. The administrative officer is not just a paper pusher.

Ammy: But not according to the Rules of Procedure.

Jim: I am telling you what the law is. You can look up RSA 674:33.

Ammy: I understand that but in trying to understand what I am supposed to do, I go to the Rules of Procedure.

Jim: I get that and this illustrates my point I think that you don't know, you don't have the experience to know exactly where to go to get what you need.

Public Input

Pat: I think if you guys sit down and hash this out and get the Rules of Procedure to say what it should say.

Scott A: I think it should go to Ammy first she can help have it ready to be reviewed by Jesse, and then to us.

Jesse: Remember we still have an issue with my hours. I can't say I agree to this because I don't know what the BOS is going to allow me to do.

James: I don't think the BOS understands what we want.

Closed public input.

Carole: I make a motion to adjourn.

James: Seconded.

Motion carries 5-0

Meeting adjourned 9:10 P.M.