



**TOWN OF PITTSFIELD  
ZONING BOARD OF ADJUSTMENT  
TOWN HALL, 85 MAIN STREET  
PITTSFIELD, NH 03263**

---

**MEETING MINUTES OF Thursday May 23, 2019**

**CALL TO ORDER**

Call to order at 6:06 p.m. by Larry Konopka

**MEMBERS PRESENT**

Larry Konopka Chairman

Pat Heffernan

Scott Aubertin (entered the meeting at 6:25 p.m.)

Mike Cabral – Alternate

Carole Dodge – Alternate

**MEMBERS ABSENT**

Scot Palmer

George Bachelder

Mitch Emerson – Alternate

Scott Jackson – Alternate

Larry Konopka stated they are calling up Mike Cabral and Carole Dodge to sit in on the meeting as voting members.

**AGENDA REVIEW**

None.

**MINUTES**

Larry Konopka asked if there were any corrections from the board. There was some discussion pertaining to some corrections and Ammy will make those corrections.

**a. May 9, 2019 Public Meeting Minutes**

Larry Konopka announced item letter a.

Carole Dodge: I make a motion to approve the May 9, 2019 Public Meeting Minutes with corrections.

Mike Cabral: Second.

Discussion: None.

Motion carries 3-1 Pat Heffernan abstains.

## **NEW BUSINESS**

### **a. Review of the Board's applications**

Larry Konopka stated that they have several applications to review from the NH OSI book. A copy of this book will be given to the board members for their review and reference along with the recently revised Rules of Procedure. Larry also mentioned a Variance Worksheet in the book which he has found helpful, one of these will be included with the agenda materials for the members to use when they receive a Variance Application for consideration.

### **ZBA Schedule of Fees & Application Checklist**

Larry Konopka stated the first application to review is the ZBA Schedule of Fees & Application Checklist and that Cara Marston drafted this to track each application's status. Larry Konopka stated that Cara suggested that the abutters list be added to this checklist, too.

Larry Konopka called for a motion to approve the ZBA Schedule of Fees & Application Checklist.

Pat Heffernan: I make that motion.

Carole Dodge: Second.

Discussion: None

Motion carries 4-0

### **Instructions to Applicants Appealing to the Zoning Board of Adjustment**

Larry Konopka stated the second to review is the Instructions to Applicants Appealing to the Zoning Board of Adjustment. Larry Konopka stated that they have an old one and the new one, which is from the OSI Book.

Larry Konopka called for a motion to approve the Instructions to Applicants Appealing to the Zoning Board of Adjustment.

Carole Dodge: I make a motion to approve the new Instructions to Applicants Appealing to the Zoning Board of Adjustment.

Discussion: None.

Motion carries 4-0

### **Application for Special Exception**

Larry Konopka stated the third to review is the Application for Special Exception. They have the old and the new one to compare, the new one is only one page and the old is 4 pages. Larry pointed out that some of the information on the old application is where it should be in other forms.

Carole Dodge stated she would like the criteria listed out on the new form. The board discussed a good way to have that listed.

Larry Konopka called for a motion to accept the new Application for Special Exception with the added wording of the criteria be included.

Carole Dodge: I make that motion  
Pat Heffernan: Second.  
Discussion: None.  
Motion carries 4-0

Scott Aubertin entered the meeting at 6:25 p.m.

### **Application for Variance**

Larry Konopka stated the fourth application to review is the Application for Variance. They have the new one and old one to compare.

Carole Dodge mentioned they used to have a space for the applicant to explain their intentions for the project and it would explain it better than what was in the criteria, and would like a section to be added for that.

Larry Konopka mentioned that if they change it too much it will take away from the context of the book. Carole Dodge stated that they are not changing a lot by adding a section for a paragraph that the applicant can explain their project. Pat Heffernan agreed with Carole that the paragraph was a simple way for the applicant to state what they want to do, for example squaring up a lot. Carole affirmed that and then stated that sometimes when the applicant fills out the criteria the simplicity of the intention is lost.

Larry Konopka called for a motion to approve the new Application for Variance to include a section for a paragraph to explain their project before the variance questions.

Carole Dodge: I make that motion.  
Mike Cabral: Second.

Discussion: Larry Konopka inquired with the board about any questions for discussion and explained to Scott Aubertin that they are going through the applications to help streamline the process for the applicant and the board. He also explained they are going by the NH OSI handbook, members will receive a copy of the book.  
Motion carries 4-1 Scott Aubertin abstains because he was not here for the whole discussion.

### **Appeal from an Administrative Decision**

Larry Konopka stated the fifth one to review is the Appeal from an Administrative Decision. The board has an old one and a new one from the OSI book to review.

Carole Dodge: I make a motion to accept the New Hampshire OSI Appeal from Administrative Decision to replace the existing form.  
Pat Heffernan: Second.  
Discussion: None.  
Motion carries 4-1 Scott Aubertin abstains.

### **Application for an Equitable Waiver of Dimensional Requirements**

Larry Konopka stated the sixth one to review is the Application for an Equitable Waiver of Dimensional Requirements. The new form has OSI on the bottom to note the difference. Larry mentioned that if there is something that anyone finds, they need they can always address it.

Larry Konopka called for a motion to accept the New Hampshire OSI Application for an Equitable Waiver of Dimensional Requirements.

Pat Heffernan: I make that motion.

Carole Dodge: Second.

Discussion: None.

Motion carries 4-1 Scott Aubertin abstains.

### **Zoning Board of Adjustment Motion for Rehearing**

Larry stated they only have one page for the Zoning Board of Adjustment Motion for Rehearing. Cara Marston suggested some minor adjustments to assist the office staff.

Larry Konopka called for a motion to accept the Zoning Board of Adjustment Motion for Rehearing with a few minor adjustments as suggested.

Pat Heffernan: I make that motion.

Carole Dodge: Second.

Discussion: None.

Motion carries 5-0

### **Notice of Decision Forms**

Larry Konopka mentioned that he also has a couple other forms that he would like to address next time because he did not prepare copies for the board to review. The board decided to look at them. Larry Konopka stated they are Notice of Decision Granted and Notice of Decision Denied and gave some details on what was on the notices and why he would like the board to approve them. He is not sure what they have now but found these in the OSI book. The board discussed the forms.

Larry Konopka called for a motion to accept the Notice of Decision Denied from the OSI book.

Pat Heffernan: I make that motion.

Mike Cabral: Second.

Discussion: None.

Motion carries 5-0

Larry Konopka called for a motion to accept the Notice of Decision Granted from the OSI book.

Carole Dodge: I make that motion.

Pat Heffernan: Second.

Discussion: None.  
Motion carries 5-0

**OLD BUSINESS**

None.

**ZONING ADMINISTRATOR'S REPORT**

None.

**MEMBER CONCERNS**

None.

**PUBLIC INPUT**

None.

**ADJOURNMENT**

Carole Dodge: I make a motion to adjourn at 6:40 p.m.

Pat Heffernan: Second.

Discussion: None.

Motion carries 5-0

Approved:

  
\_\_\_\_\_  
Lawrence J. Konopka, Chair      Date 7/11/19