

**Town of Boscawen
ZONING BOARD OF ADJUSTMENT
Boscawen Municipal Complex
FINAL MEETING MINUTES
Tuesday, March 26, 2024**

Members Present: Edward J. Cherian, Jr – Chair, Tracy Jo Bartlett & Tama Tillman

Members Excused: Scott Maltzie, PhD – Vice Chair

Staff Present: Kellee Jo Easler – Planning & Community Development Director & Ruth Ashby – Planning & Community Development Assistant

Chair Cherian opened the Public Meeting at 6:30 p.m.

PCD Director Easler completed roll call.

Minutes:

Mrs. Tillman requested one change to line 106-Change “this size” to “the current size”.

Mrs. Tillman motioned to approve the 1/30/24 draft minutes as amended. Seconded by Ms. Bartlett. All in favor. None opposed.

New Business:

Annual Election of Chair and Vice Chair: After every annual Town Meeting a Chair and Vice Chair must be elected.

Mrs. Tillman motioned to elect Ed Cherian as Chair of the Zoning Board of Adjustment. Seconded by Ms. Bartlett. All in favor. None opposed.

Mrs. Tillman motioned to elect Scott Maltzie as Vice Chair of the Zoning Board of Adjustment. Seconded by Ms. Bartlett. All in favor. None opposed.

Old Business:

Rules of Procedure 2nd Discussion: Chair Cherian explained this was the 2nd of 3 required meetings to accept the addition of the *Utilization of Town Counsel Policy* and the proposed changes to *Section Amendments*. The proposed additions/changes were read into the record:

- **Page 2, Meetings #5, Utilization of Town Counsel Policy:** Policy shall be reviewed, and form completed by Chair as shown in the Policy for Appointed Officials.
- **Page 6, Amendments (Current)-**These Rules of Procedure may be amended by a majority vote of the members of the Board provided that such amendment is read at two successive

meetings immediately preceding the meeting at which the vote is to be taken. Public notice of meetings shall be posted in the Concord Monitor, the Town Office, Town Library, and the Town Website not less than five days (5) before the date fixed for the hearing. **(Proposed)**- These Rules of Procedure may be amended by a majority vote of the members of the Board. Public notice of meetings shall be posted at the Town Office, Town Library, and the Town Website not less than five days (5) before the date fixed for the meeting.

- Ms. Bartlett requested the following change to **Page 3, 1. Applications, (c)**-Change “twenty (15)” to “ten (10) business days”.
- Ms. Bartlett requested the following change to **Page 4, Application Decision, 3. Public Hearing, (n)**-Change “much” to “must” in the last sentence.
- Mrs. Tillman requested the following change to **Page 6, Members**-Remove “Roger Sanborn” from the list of members.

Other Business:

PCD Director Easler reminded the Board of the upcoming virtual training provided by NH Department of Business and Economic Affairs (NHBEA) on May 11th from 8:45am to 3:30pm. This is a free training and registration opens April 1st. PCD Director Easler will send the recording by email to those who cannot attend.

Ms. Bartlett asked if the PCD office had received any appointment applications for alternate members. There have been no applications submitted to date. Chair Cherian said he has been trying to recruit and has not had much luck. Discussion ensued.

PCD Director Easler said the Code Enforcement Officer has resigned but the office will be interviewing new candidates. The Select Board will be handling Code Enforcement decisions in the interim.

The next meeting will be held on April 23, 2024 @ 6:30 p.m.

Mrs. Tillman motioned to adjourn. Seconded by Chair Cherian. All in favor. None opposed.

*Respectfully submitted by Kara Gallagher,
Planning & Community Development Coordinator.*