

TOWN OF STERLING
ZONING BOARD OF APPEALS

Minutes of Meeting

DATE: February 11, 2014

TIME: 6:30 pm

LOCATION: Butterick Municipal Building, Room 201

Board Members Present:

William Bird, Joseph Curtin, Richard Hautaniemi, Jeffrey Donaldson, and David Lozier

Alternate Board Member Present:

Jerry Siver

Alternate Board Member Absent:

Matthew Campobasso

Agenda:

6:30 pm Discussion of Minutes

6:35 pm ZBA Business:

1. New personnel job classifications & job descriptions
2. Revise kennel license application to eliminate confusion over license renewal procedures
3. Review FY15 budget
4. Review for approval addendum to final decisions
5. Additional business
 - a) Open Meeting Law session
 - b) Administrative matters

Proceedings:

6:30 pm Sterling Zoning Board of Appeals was called to order by Chairman, William Bird.

6:30 pm Discussion of Minutes: There being no discussion, Mr. Curtin made a motion to accept the minutes of January 14, 2014 as written. Mr. Hautaniemi seconded. **Vote** to accept minutes: 6 Ayes 0 Nays. Motion carried.

6:35 pm ZBA Business:

• Personnel job classifications & job descriptions are in the process of being reviewed and revised. No change will be made to the number of people on the payroll and no one will lose pay. The current number of 12 job grades will be reduced to 7. A new job description has been created for the ZBA/Building Dept secretary. The Building Commissioner's job description also will be reviewed. Chairman Bird asks the Board to review the job descriptions and respond promptly with any suggested changes.

- Chairman Bird recognized Pam Donaldson, who described the current confusion regarding kennel license renewals. Mrs. Donaldson suggested the Board review the application forms and make revisions to streamline the process. Mr. Donaldson mentioned the *instructions* for the license renewal state the signature of the Building Inspector is *not* required, however, the *form* itself *does* require his signature. It was suggested to add "N/A" where appropriate. The form was created by both the ZBA and the Animal Control Board, so once the revision has been made, it must also be approved by the Animal Control Board. Mr. Curtin made a motion to allow the revision of the Kennel License Renewal application form to lessen the confusion of the current procedure. Mr. Lozier seconded. **Vote:** 6 Ayes 0 nays. Motion carried.

- Dick Hauteniemi reviewed the FY15 budget for the Appeals Board. He explained the "minus" entries are due to the transition of the secretary to the Building Dept. FY15 shows \$1400 for advertizing, office expenses of \$1,000 and \$5,000 for legal expense. Total for FY15 is \$7900. The budget for FY14 was \$6,000 and in FY13 the budget was for \$7500. Large legal expenses are not included. Those expenses are covered as they arise. The projected revenue for FY15 is \$2800. This figure represents the \$400 application fee collected for each case. In FY14 it was \$2500; and in FY13 it was \$2700. Joe Curtin made a motion to accept the budget as presented. Jeff Donaldson seconded. No discussion. **Vote:** 6 Ayes 0 Nays. Motion carried.

- An enclosure for every final decision mailed to petitioners was reviewed for approval by the Board. The inclusion of the addendum will reinforce the continued process with instructions on obtaining a *Certificate of No Appeal* from the Town Clerk.

- Chairman Bird reported on the Open Meeting Law session presented by Town Counsel. The entire Town Counsel presentation will be published on line. Some important items for consideration are the following:

1. Avoid executive sessions. There are a lot of administrative check marks in order to schedule an executive session. Mr. Donaldson stated it should be allowable when discussing pending litigation. It could be scheduled at the end of the meeting at which time a statement could be made that the Board will adjourn immediately following the executive session.
2. Do NOT email. Do not send any emails re cases.
3. Agendas. A great deal of information was outlined on this subject.
4. Recording meetings. The new Town Counsel stated once you draft minutes, you can destroy the recording. If someone requests a copy of the recording before the draft minutes, they are entitled to them within 10 days of the request. Same holds true for draft minutes. If no one requests draft minutes, they can be destroyed once the minutes have been finalized and approved. But if somebody at the meeting requests a copy of the draft minutes, they have a right to receive them.

- An agreement between the ZBA and the Building Inspector has been submitted to the Treasurer. Time records for the secretary may now be signed by the Building Inspector with review by the Board at the ZBA monthly meeting.

7:02 pm There being no other business, Mr. Curtin made a motion to adjourn. Jeff Donaldson seconded. No discussion. **Vote:** 6 Ayes; 0 Nays. Meeting adjourned.