

**TOWN OF ANTRIM
ZONING BOARD OF ADJUSTMENT¹
66 Main Street – PO Box 517
Antrim NH 03440
(603) 588-8337**

**DRAFT MINUTES
November 22, 2022 – 7:00 PM**

Members & Planning Staff present:

Diane Kendall (Chair); David Clater and Janet McEwen (Members).
William Bryk, Administrative Assistant to the Land Use Boards.

Members & Planning Staff absent:

Michael Ott (*ex-officio*) and Doris (Shelly) Nelkens (Member).

Others present:

Connor Fitzpatrick (Resident)

CTO: 7:00 PM: The Chair called the meeting to order. Three of the five members being present, the Board had a quorum.

The municipal records of the Members' terms and the years in which they expired were incomplete and contradictory. Accordingly, the ZBA determined that the ZBA members' terms would expire as follows: 2024, Ms. Nelkens and Mr. Ott; 2025, Mr. Clater and Ms. Kendall; 2026, Ms. McEwen. Ms. McEwen moved, and Mr. Clater seconded, a motion to accept these years as the ones in which the individual names Board members' terms would expire. No objection being heard, the motion passed and would be transmitted to the Board of Selectmen for their ratification.

The Chair noted that the Annual Planning and Zoning Conference in Concord is set for April 2013. She reminded the Board that ZBA Members are required to qualify for their offices by obtaining at least six hours' training in Planning and Zoning pursuant to ZBA Rule of Procedure 2.4:

In accordance with RSA 673:3-a, all new members shall complete at least six (6) hours of training for the respective position within six months of assuming office for the first time. The training shall be designed and furnished by the New Hampshire Office of Energy and Planning. The Planning Department staff shall maintain a record of training performed by the members.

¹ ZBA

The Chair moved, and Ms. McEwen seconded, a motion to require the ZBA members to take the certification program training, which may be attended online pursuant to RSA 673:3-a, and obtain the certificate for the Planning Department's records.

The Chair moved and Mr. Clater seconded a motion to elect officers to short terms ending in March 2023. There was no opposition to the motion. Ms. Kendall was nominated for Chair and Ms. McEwen for Vice-Chair. The ZBA members present voted unanimously for each nominee.

The Chair then proposed adopting a provisional schedule of monthly meetings on the fourth Tuesday of each month on an as needed basis, beginning in January 2023. She said that, in the absence of pending business, she would cancel a meeting on notice to the Members

In view of the State's recent amendments to the zoning and land use laws, the Chair stated that all applications received in the future must be stamped with the date of receipt and acted upon by the ZBA within thirty days of receipt. Notices of all ZBA hearings shall be published on the *Monadnock Ledger-Transcript* at least fifteen days before the hearing. Written notices shall be transmitted to all Town agency heads for their input.

The Chair proposed approval *ex post facto* of the actions taken at all meetings and hearings for which there are no minutes. This proposal was unopposed. The minutes taken, if any, of these meetings and hearings were unanimously approved.

The Chair asked that Mr. Fitzpatrick be provided with a copy of the Board's form for potential members. The Vice-Chair moved, and the Chair seconded, a motion to appoint Mr. Fitzpatrick as an alternate member of the ZBA and forward his nomination to the Board of Selectmen for their approval.

8:15 PM: Mr. Clater moved, and Ms. McEwen seconded, a motion to adjourn. By voice vote, all Members present voted for the motion. The Chair then adjourned the meeting.

Respectfully submitted,
WILLIAM BRYK
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