

**TOWN OF NORTHFIELD  
ZONING BOARD OF ADJUSTMENTS  
MEETING MINUTES OF OCTOBER 28, 2019**

**Members Present:** Brian Brown, Scott Haskins, Cathy Keyser, Kevin Waldron, Robert Southworth, Kaitlin Lounsbury, David Curdie;

**Others Present:** Heidi Cole, Dr. Tracey Hutton, Keith Lamanuzzi;

Meeting was called to order by Brian Brown at 7:00 PM.

1. Chairman Brown explained to the Board the reason for the work session was to go over the town's proper zoning procedures and processes.
2. **Minutes**  
**Haskins/Keyser** moved to approve minutes from September 23, 2019 as written as presented. **Motion Failed.** Board members requested that the disagreements that took place that evening to be notated on the minutes.
3. Dr. Hutton explained to the Board that clerical issues can be fixed in a motion when approving the requests for variances, etc. Dr. Hutton stated that the Board should be doing a finding of facts and she would work on getting them a template to use.

Chairman Brown asked Mr. Waldron to address the questions he had at the previous meeting with Dr. Hutton. Mr. Waldron asked if an application is rejected if the applicant needs to re-pay the fees. Dr. Hutton explained that the ZBA does not need to accept or reject applications for completes the way the Planning Board does. If there is an error that does not affect the legal obligations of the application or the notification given to the abutters, it can be corrected at the meeting. Dr. Hutton explained that the Board can continue applications; continued applications would not require re-notification of abutters or the applicants to re-pay fees.

The Board discussed if the Chair should be able to vote; Dr. Hutton explained there is no legal reason for the chair not to vote. All were in favor of the Chair voting if there were not enough Board members present or to break ties.

Ms. Keyser suggested that the Board have a working session to go over mock applications, so that they can ensure that they are following the correct procedures. Dr. Hutton agreed that was a great idea and she would create some mock applications. The Board set a working session for November 6, 2019 at 6:30 PM

The Board discussed when a member of the Board cannot be present that they notify the chair, and Ms. Cole. They Board also asked if they are being called for any reason if they don't answer if the caller would please leave a voicemail.

The Board discussed who appoints the alternates. Dr. Hutton stated that the Chair appoints the alternates before they appoint the Selectman representative as a voting member. There should only be 5 voting members including the chair.

There being no other business the board moved to adjourn the meeting at 8:19 PM.

**Meeting minutes approved on 11/6/2019**