

*Minutes approved 1/5/17*

## **TOWN OF PLAINFIELD**

### **Zoning Board of Appeals**

#### **Meeting Minutes**

**Thursday, November 17, 2016 at 7:00 PM**

**at the Plainfield Town Hall**

Members Present: Members Peg Keller, Laurie Israel, and Alternate Ann Irvine. Member Joan Wattman was absent. Alternate Member Ann Irvine is serving as voting member in the absence of Member Joan Wattman.

Call to Order: The meeting commenced at 7:10 p.m.

Reviewed and Approved Minutes: Alternate Member Ann Irvine made a motion to approve the minutes of the October 20, 2016 meeting, seconded by Member Laurie Israel. The vote in favor was unanimous.

Updated: Technical Assistance Request/ PVPC. Chair Peg Keller followed up with Jim Mazik by letter dated 11/7/16 and by email today. Jim will make a connection within PVPC so that we can have a consultant come to us to give us a information sessions. Catherine Ratte, the division chief, will contact Shawn Rairigh to come and give us trainings. We will meet with the PVPC consultant prior to meeting with the Planning Board. We will see if the first consultation session can take place at our next ZBA meeting on December 15. The issues we want to address are: basic ZBA membership functions and responsibility, standards for variances, and suggestions on how to make the special permit information is more user-friendly. Also, we request their guidance on our questions on site-plan review and the new solar bylaws. Laurie will continue to look into whether there is a good legal memorandum available online about the legal standards on granting variances.

Continued Discussion: New Solar Bylaw; ZBA Rules and Regulations. We plan to review the New Solar Bylaw and develop list of questions for Planning Board. The Zoning By-Laws refer to the ZBA Rules and Regulations dated, dated July 1, 1988 or as amended. We don't know the date of our ZBA Rules and Regulations. We will try to clarify that. The Chair was alerted to a possible zoning enforcement zoning violation relative to a possible solar array installation. The Chair contacted the Building Inspector/Zoning Enforcement Officer who agreed to investigate.

An abbreviated fact sheet about solar arrays for personal use would be helpful to the town. Member Laurie Israel will do the first draft of the fact sheet.

New Business: We discussed the voting rules for Special Permit and for amending the ZBA Rules and Regulations. A quorum for all purposes except the granting of Special Permit (which requires unanimous vote of 3 members) is 2 of the 3 members.

Other Business: There is now a Town Website. We need to provide information to the webmaster. Brian Hawthorne, with the dates of our meetings and who are the members of the ZBA. We decided that to pose our agenda and minutes on the website. Member Laurie will make the initial contact, will send last month's meeting minutes to him. Chair Peg will continue to try to track down the narrative letter of Addiction Campuses. Laurie will double check to see if the typed narrative written by Reed is in the file or can be tracked down. Laurie will send a scanned Zoning By-Laws to Peg if she has one available, updated through May 7, 2016.

Future Meetings: Until otherwise decided, we will meet on the 3rd Thursday of each month at 7:00 p.m. The next meeting will be held on December 15. The following ones will be January 19, February 16, March 16, April 20 and May 18. Alternate Anne Irvine will notify the Plainfield Post and town office personnel and post notices at Town Hall and Town Hall Offices within the prescribed time. In the agenda, we will leave a place for other business, for discussion only.

Adjournment: There being no further business to discuss, the meeting concluded at 8:10 p.m. with a motion to adjourn by Laurie which was seconded by Ann, and unanimously approved.

Respectfully submitted,

Laurie Israel, Clerk