



# Town of Middleton

182 Kings Highway, Middleton, New Hampshire 03887

## ZONING BOARD OF ADJUSTMENT MINUTES

October 24, 2023

Middleton Old Town Hall  
200 Kings Highway  
Middleton, NH 03887

**Meeting Called to Order** by Charles Therriault at 6:37 PM

**Pledge of Allegiance**

**Invocation** by Dan Saliga

**Roll Call**

Members present: Charles Therriault (Chair), Lorri Gunnison (Secretary), Dan Saliga, Tim Cremen (BOS Ex-Officio)

**Members absent:** James Keegan (Vice Chair)

**Review Minutes:**

**Motion to approve minutes of** September 19, 2023

**Motioned by** Lorri Gunnison

**Seconded by** Dan Saliga

**Vote** - Unanimous

**Motion Carried**

**New Business**

***Application Fees***

There was some discussion about the town's ZBA Application fees, what other towns are charging and what is appropriate. It was noted that the Rules of Procedure indicate the fee is \$50 plus \$35 for the cost of advertising the public hearing required by law. However, the Instructions to Applicants says the free is \$100.

**Motion** to recommend the application fee for a ZBA Variance be \$100.

**Motioned by** Lorri Gunnison

**Seconded by** Dan Saliga

**Vote** - Unanimous

**Motion Carried**

***Budget***

**T. Creemen** read the expenditures for the ZBA for 2023. The total amount budgeted was \$3851 of which \$85.80 was spent. The lines items are: \$250 for newspaper notices, \$300 for workshops, \$3,000 for legal, \$1.00 for office supplies and \$300 for reference.

**Motion** to recommend keeping the budget the same for 2024.

**Motioned by** Charles Therriault

**Seconded by** Dan Saliga

**Vote** - Unanimous

**Motion Carried**

**T. Creemen** said he will send an email confirming this to the BOS and Secretary/Bookkeeper.

***Additional Board Members***

There were two residents present, Joseph Varga and Linda Adamo, who are interested in joining the ZBA. The reasons for their interest and their qualifications were discussed individually.

**Motion** to recommend Linda Adamo be appointed as an alternate member of the ZBA.

**Motioned by** Dan Saliga

**Seconded by** Lorri Gunnison

**Vote** - Unanimous

**Motion Carried**

**Motion** to recommend Joseph Vargas be appointed as an alternate member of the ZBA.

**Motioned by** Lorri Gunnison

**Seconded by** Charles Therriault

**Vote** - Yeas: C. Therriault, L. Gunnison Nays: D. Saliga

**Motion Carried**

**L. Gunnison** suggested the board meet monthly as opposed to only when a request for a variance is under review. This will allow the board time to work on other business such as making recommendations for updates to the zoning ordinances.

### **Previous Business**

#### ***Minimum Lot, Setback and Frontage Requirements***

There was discussion about researching surrounding town requirements and getting input from the public about the current ordinances.

**T. Cremmen** suggested creating a survey to put on the town website to request feedback from the residents. He said if the board gives him questions he'll create a document to post.

**J. Mullen** said he appreciates the board meeting monthly even when there is not a zoning adjustment application to review. They can review requests that have been made in the past for relief and make recommendations to the Planning Board for changes to the zoning ordinances. They can also use that time for things like setting up procedures and education. He acknowledged the ZBA is one of the most important boards for the town as well as one of the most difficult to master.

**C. Therriault** said the Chairman of the Planning Board was looking to the ZBA for information on what they've seen for problems and conflicts.

#### ***Rules of Procedure***

There was discussion about the need for set procedures. **R. Willis** said she would send the current version to the ZBA members that is dated 2001 and probably needs updating.

**J. Mullen** said education is important and they should use the money budgeted for workshops, either in person or on-line, because they can be very beneficial for members of any board. They increase knowledge so that members can more easily go through the process and make decisions correctly.

**K. Buzard** said there is a hazard mitigation survey on the town website and requested people take the time to complete it.

**T. Cremmen** said the survey is also on social media and there are 42 responses.

**L. Gunnison** suggested each board member come up with one or two questions they would like to see on a survey and be prepared to discuss them at the next meeting.

**K. Buzard** noted the Middleton Master Plan is also supposed to guide what the board does. She thinks there is a survey related to that on the website.

**Motion** to adjourn at 7:02

**Motioned by** Lorri Gunnison

**Seconded by** Charles Therriault

**Vote** - Unanimous

**Motion Carried**

**Next meeting:** November 21, 2023 at 6:30 PM

Respectfully submitted by:

Robin Willis