



# Town of Middleton

182 Kings Highway, Middleton, New Hampshire 03887

Zoning Board of Adjustment

## ZONING BOARD OF ADJUSTMENT Meeting and Hearing (continued)

November 19, 2024, 6:30 p.m.

Middleton Old Town Hall  
200 Kings Highway  
Middleton, NH 03887

These minutes serve as the legal record of the meeting and are in the form of an overview. It is neither intended nor is it represented that this is a full transcription. A recording of the meeting is available online at <https://www.youtube.com/@Townofmiddleton9741/streams> for a limited time for reference purposes.

**Meeting Called to Order** by Chair Therriault at 6:35 p.m.

### **Roll Call**

Members Present: Charles Therriault (Chair)  
Jim Keegan (Vice-Chair)  
Dan Saliga  
Linda Adamo  
Lorri Gunnison  
Tim Cremmen (BOS Liaison)

Members Absent: None

Public Present: None

### **Pledge of Allegiance**

### **Attachments**

Sign in sheet

### **Case #2024-05 Continued**

Duguay  
5 Sunrise Drive  
Map 4, Lot 217

The applicant was not present.

### **Review of Minutes**

**D. Saliga made a motion** to approve the minutes of October 15, 2024.

**J. Keegan seconded the motion**

**Motion carried**

***Member's Oath of Office***

Each of the current Board members (except **J. Keegan**) need to see the Town Clerk to update or complete their Oath of Office.

***Election of Officers***

It was decided to elect officers at the next meeting after members have updated their Oath of Office as necessary.

There was discussion about the need to have more members on the Board and how to recruit them. The ZBA can recommend members, but the Selectboard must appoint them.

There was discussion about if it is necessary for the ZBA to meet monthly regardless of whether there is a hearing scheduled.

**J. Keegan made a motion** to continue to meet the third Tuesday of the month for the near future unless there is nothing on the agenda to discuss, in which case the meeting can be cancelled.

**L. Gunnison seconded the motion**

Vote: Yes – 4      No – 0      Abstain – 1

**Motion passed**

***New ZBA Application***

**L. Gunnison** made a motion to adopt the recently proposed ZBA application and instructions.

**J. Keegan** seconded the motion.

There was discussion about the fact that the applicant is ultimately responsible for what is on the application and what happens on the property.

**Note** – the instructions on the new application tell the applicant to be sure they show who owns the property; if the applicant is not the owner, this must be explained. The Administrative Clerk will also add the following line to the instructions and the application form: ***and a letter of authority or power of attorney must be provided by stating that the applicant is acting on behalf of the owner.***

This verbiage will also be added to page 4 of the Rules of Procedure under 1a.

**Motion passed**

***Duguay Public Hearing Continued***

Since the applicant was not present, the case was dismissed.

**D. Saliga** made a motion to close the public hearing.

**L. Adamo** seconded the motion.

**Motion passed.**

**D. Saliga made a motion** to adjourn at 7:15 p.m.

**L. Gunnison seconded** the motion.

**Motion passed.**

Respectfully submitted,

Robin Willis  
Administrative Clerk

Approved 12-17-2024

*RW*



# Town of Middleton

182 Kings Highway, Middleton, New Hampshire 03887

Middleton Zoning Board of Adjustment  
6:30PM  
Tuesday, November 19th, 2024  
Old Town Hall  
200 Kings Highway

- I. Call meeting to order
- II. Pledge of Allegiance
- III. Roll Call
- IV. Review Minutes
- V. New Business
  - A. Member's Oath of Office
    - 1. The members of the board need fill out new Oaths of Office
  - B. Election of Officers
    - 1. Chair
    - 2. Vice Chair
  - C. New ZBA Application
    - 1. Review
    - 2. Adoption
  - D. New ZBA Rules and Procedure
    - 1. Review
- VI. Old Business
  - A. Duguay Public Hearing Continued
- VII. Other
- VIII. Adjournment

Next Meeting  
December 17th, 2024  
6:30PM  
Old Town Hall  
200 Kings Highway

**BUDGET vs ACTUAL STATEMENT**  
**For the Twelve Months Ending December 31, 2024**

	Year to Date Budget	Year to Date Actual	Remaining Budget	Percent Expended
<b>Expenses</b>				
4193-19-zba	250.00	1,173.41	(923.41)	469.36
4193-21-zba	300.00	50.00	250.00	16.67
4193-40-zba	3,000.00	11,672.79	(8,672.79)	389.09
4193-41-zba	300.00	0.00	300.00	0.00
4193-42-zba	1.00	0.00	1.00	0.00
<b>Total Expenses</b>	<u>3,851.00</u>	<u>12,896.20</u>	<u>(9,045.20)</u>	<u>334.88</u>
<b>Net Income</b>	<u>\$ (3,851.00)</u>	<u>(12,896.20)</u>	<u>9,045.20</u>	<u>334.88</u>



**BUDGET vs ACTUAL STATEMENT**  
**For the Ten Months Ending October 31, 2024**

	Year to Date Budget	Year to Date Actual	Remaining Budget	Percent Expended
Expenses				
4193-19-zba	\$ 250.00	1,173.41	(923.41)	469.36
4193-21-zba	300.00	50.00	250.00	16.67
4193-40-zba	3,000.00	10,669.19	(7,669.19)	355.64
4193-41-zba	300.00	0.00	300.00	0.00
4193-42-zba	1.00	0.00	1.00	0.00
	<u>3,851.00</u>	<u>11,892.60</u>	<u>(8,041.60)</u>	<u>308.82</u>
Total Expenses				
	\$ <u>(3,851.00)</u>	<u>(11,892.60)</u>	<u>8,041.60</u>	<u>308.82</u>
Net Income				



# Town of Middleton

182 Kings Highway, Middleton, New Hampshire 03887

603-473-2261 [Middletonnh.gov](http://Middletonnh.gov)

## NOTICE OF DECISION - DISMISSED

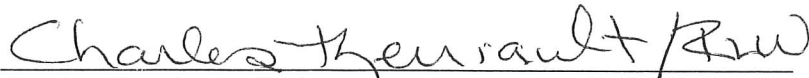
Zoning Board of Adjustment

Case No. 2024-05


You are hereby notified that the appeal of Danielle Duguay for a variance regarding Article 5, Section B3 of the Zoning Ordinance has been **DISMISSED**. The applicant must re-apply to the ZBA for further consideration of this variance request.

### Findings of fact:

**Applicant failed to appear at scheduled hearing.**



Charles Therriault, Chairperson, Zoning Board of Adjustment



Date

Note: The selectmen, any party to the action, or any person directly affected has a right to appeal this decision. See New Hampshire Revised Statutes Annotated, Chapter 677, available at the Town of Middleton Municipal Offices. This notice has been placed on file and made available for public inspection in the records of the ZBA at the Town of Middleton Municipal Offices. Copies of this notice have been distributed to the applicant, Planning Board, Board of Selectmen, Town Clerk, Property Tax Assessor.