



Town of Middleton

182 Kings Highway, Middleton, New Hampshire 03887

Zoning Board of Adjustment

ZONING BOARD OF ADJUSTMENT Meeting

December 17, 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.

DRAFT: These minutes are strictly a draft copy and are awaiting amendment or approval at a subsequent, duly noticed public meeting. Amendments to these minutes will be noted in the minutes of said meeting. This draft is available for public review and the approved copy will be posted on the Town of Middleton website.

Meeting Called to Order by Chair Therriault at 6:39 p.m.

Roll Call

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

Members Absent: Dan Saliga

Public Present: None

Pledge of Allegiance

Invocation

Attachments

Agenda
Proposed Rules of Procedure

Election of Officers

T. Cremmen said all ZBA members are up to date with their Oath of Office. Joe Varga's term as alternate has expired and he did not sign up for another term. The ZBA does not currently have any alternates.

J. Keegan made a motion to wait until all members are present to vote for Chairman and Vice Chairman.

L. Gunnison seconded the motion.

Vote: Yes - 3 No - 0 Abstain – 1

Motion carried.

New ZBA Rules and Procedures

R. Willis will correct the address for the Old Town Hall.

L. Adamo said the town has the option to appoint or elect. The Town of Middleton's procedure has been the Selectboard appoints the members of the ZBA and the members vote for the Chair and Vice Chair. A warrant article would be needed to change the process if members are to be elected.

There was some discussion about the correct procedure.

T. Cremmen said he would research the applicable RSA.

L. Adamo made a motion to accept the Rules of Procedure with the correction to the address of the Old Town Hall.

L. Gunnison seconded the motion.

There was some discussion about whether to have an attorney review the document.

R. Willis said it is from a template recommended by the NH Municipal Association's attorneys.

T. Cremmen said the Selectboard reviewed the document and approved it.

C. Therriault thinks an attorney should review it and be sure it matches the recently updated and approved Applications and Instructions. He is concerned about the Town's liability for contradictions.

L. Adamo made a motion to move the question and vote.

L. Gunnison seconded the motion.

Motion carried.

Vote: Yes - 3 No - 0 Abstain – 1

Motion carried.

Review of Minutes

L. Adamo made a motion to accept the minutes from the November 19, 2024 meeting.

J. Keegan seconded the motion.

Motion passed.

Planning Board Workshop December 19, 2024

The Planning Board has invited ZBA members and other interested parties to a workshop they are holding as part of their review for recommended changes, edits and additions to the Zoning Ordinance. They would appreciate input from various stakeholders including the ZBA.

There was discussion about changes that should be considered e.g. the Family Compound article and setbacks for the Village District. There was discussion about whether the ZBA should make recommendations to the Planning Board as a group.

T. Cremmen said he would tell the Chair of the Planning Board some members will attend.

C. Therriault reminded everyone that if there are three or more ZBA members together and they are discussing ZBA business, it is a meeting and needs to be noticed. Anyone who attends the Planning Board Workshop should do so as a resident. They are not representing the ZBA.

L. Gunnison said an ongoing issue is that the ZBA needs written confirmation of denials from the Code Enforcement Officer to address variances that are requested. No one should be coming before the Board without knowing why their building permit was denied.

J. Keegan suggested **T. Cremmen** talk to the Selectboard about the need to have the CEO attend some public hearings.

Motion to Adjourn

C. Therriault made a motion to adjourn at 7:17 p.m.

L. Adamo seconded the motion.

Motion passed.

Respectfully submitted,

Robin Willis
Administrative Clerk