

**Ashland Zoning Board of Adjustment  
Amended Meeting Minutes  
Thursday, December 8, 2022**

CALL TO ORDER: Charlie Bozzello, chairperson, called the meeting to order at 6:30 PM

MEMBERS PRESENT: Mardean Badger, Alan Cilley, Charlie Bozzello

DISPOSITION OF MINUTES

The Board reviewed the minutes from their Thursday, October 13, 2022, meeting. Mardean Badger made a motion to approve the minutes of their Thursday, October 13, 2022, meeting as presented. Alan Cilley seconded the motion. The motion passed on a 3-0 roll call vote in the affirmative.

RULES OF PROCEDURE

The Board reviewed and discussed the changes in the Rules of Procedure. The following points were discussed:

- The term chairperson appears consistently throughout the document
- Discussion of the method of voting on the criteria that determines the final decision of the Board. The Board decided that henceforth the members of the Board will vote on each of the criteria individually. These individual votes will be recorded and tallied. The vote total of each criteria will also be recorded. The final vote will record individual votes of the members and the final vote of the entire board.
- Mardean will create a chart on which will be marked each criteria vote and the reasons for that individual vote.
- All references as to the method of voting on criteria will be changed to reflect the individual vote on each criteria on a consistent basis.
- The reasons for each individual vote needs to be clear and the vote for or against a particular issue needs to be recorded in order to show transparency.
- All scheduled meetings need to be posted on the town website; all Notices of Decision need to be posted as well. All meeting minutes need to be posted on the website and all archival minutes are available to the public from the Town Clerk at the Town Office.
- The Board discussed how the history of properties and variances can be accessible to interested parties
- The RSA:91 A states that Minutes shall be posted on the website by dates and be available at the Town Office.
- Any changes to the ZBA Rules of Procedure need to be discussed prior to any final vote. The final vote will be scheduled to take place at the next scheduled ZBA meeting.
- The ZBA application form will reflect that application fees henceforth will be \$10 for each certified mail to abutters and other interested parties. The payment of the fee will be the responsibility of the applicant.
- All Public Hearing notices will be published in the newspaper as well as on the town website.
- For any administrative appeal that may be filed it needs to be filed within 30 days. The ZBA will be the appeals board.

ADJOURNMENT

There was a motion made and seconded to adjourn. The meeting adjourned at 8:05 PM.

*Minutes submitted by Paula Hancock*