

**TOWN OF MIDDLEFIELD
ZONING BOARD OF APPEALS
July 20, 2016
MIDDLEFIELD TOWN HALL
MINUTES**

Board Members present: Chair Jay Swift, Terry Crean and Denis Basak
The Chair opened the meeting at 6:00 P.M.

Agenda:

- 1) Elections of offices
- 2) Scheduling hearing date

Public Hearing:

Discussion ensued on use of Town Counsel. Review fee rule will be presented to applicant. The Chairman makes the decision to use Town Counsel.

Mary Courtney's application for a special permit was received on June 27th. Public Hearing will be scheduled in 65 days. Posting of the Public Hearing in the Country Journal will appear Thursday 28 and August 4th. Public Hearing is scheduled for August 5. After the public hearing, the Board has 90 days to make a decision. The Board will meet after the Public Hearing to review the Hearing.

Elections of offices:

Discussion ensued. Jay made a motion that Terry retains chairmanship. Terry declined. Questions arose on whether an alternate can serve as Chair. Denis is willing to do the registered mailings to the abutters. Terry will pen the letter that goes into the envelopes and post the notices in the paper. Terry made a motion that Jay Swift be appointed as Chair. Denis seconded. Passed unanimously. Terry nominated himself as Secretary. Denis seconded. Passed unanimously. Jay will notify Mary Courtney about the hearing. Jay asked that each member review the application and will research special permits and variances. Email will be main means of communications.

Next meeting: Public Hearing August 2 at 6:00.

Adjournment: Terry made a motion to adjourn at 7:15. Denis seconded. Passed unanimously.

Respectfully submitted,

Suzanne C. Lemieux
Recording Secretary