



**Middlefield Town Hall
Zoning Board of Appeals
Meeting Minutes
August 18,2017**

1. Call to order

A motion was made and seconded to call the meeting to order at 6:00 on August 18, 2017 at the Middlefield Town Hall.

2. Roll call

The following members present: Chair Mary Courtney, Maureen Sullivan and Terry Crean.

3. New business

All the following is my understanding of steps to be taken on 45 River Rd application which was established at our meeting on Thursday night:

Terry will circulate template for legal notice posting and be responsible for Country Journal posting

Maureen will handle in town posting

I will be responsible for posting on town website. I have circulated dates to Applicant and requested a plan from him.

See prior email.

I will forward a copy of the one page application to the Conservation Commission and Building Inspector on Monday.

Terry will contact the Building Inspector to follow up with him.

If I missed anything or misstated this please let me know.

Next meeting:

To be held immediately after Public Hearing September 26 @ 6:00

Respectfully submitted,

Mary F. Courtney

