



**Middlefield Town Hall
Zoning Board of Appeals
Meeting Minutes
November 28, 2017**

1. Call to order

Meeting was called to order at 6:00 on November 28 at Middlefield Town Hall.

2. Roll call

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

Guest: Building Inspector: Bill Gerard

- Organized Minutes
- The Chair explained the history of the submission of a variance application by petitioner Glenn Martin (Hometown Structures) on behalf of property owners Stephen Shipp and Debora Schnappauf and the Boards' chronological actions to the Building Inspector.
- Mary read her notes from the October 10th public hearing stating that the petitioner filed a building permit application online and the building inspector issued a permit. Building Inspector Bill Gerard had a record of that permit being granted on October 2nd. He thought that he had paperwork saying that the Board had approved the Variance. He apologized for the error. All present acknowledged the need for more effective communication between the Board and the Building Inspector.
- After the ZBA receives a request for a Section 6 Finding and the request is acted on, the Board will send the Building Inspector confirmation of its decision in writing. The Board would like a form for a special permit or variance that would include the option of filing a Section 6 Finding. The bylaws for a non-conforming structure were discussed. Bill will find an application with the Section 6 Finding already listed.
- A discussion followed regarding the online building permit application website for the Building Inspector.
- The Board will stay on schedule with the fourth Tuesday as follows: Dec 19, Jan 23, Feb 20, March 27, April 24 and May 22. 2018 at 6PM.
- Motion was made and seconded to adjourn at 7:15.

Information:

- Section 6 Legal Finding for Petitioners Glenn Martin (Hometown Structures)
Property Owners: Stephen Shipp and Debora Schnappauf
- [HTTP://permiteyes.com/Berkshires/middlefield/loginpages.asp](http://permiteyes.com/Berkshires/middlefield/loginpages.asp)

Respectfully submitted,

Suzanne C. Lemieux