



**Middlefield Town Hall  
Zoning Board of Appeals  
Meeting Minutes  
December 19, 2017**

- 1. Call to order**
  - Meeting was called to order at 6:00 on December 19, 2017
- 2. Roll call**
  - Members present: Chair Terry Crean, Maureen Sullivan and Mary Courtney.
- 3. New business**
  - Discussion about the previous meeting's conversation with the Building Inspector regarding 45 East River Rd ensued. It was suggested that the Selectboard be notified, of better means of communication to help keep the ZBA and Building Inspector aware of the Building Permits that require ZBA attention.
  - The ZBA agenda for 2018 will include making the Review Fee Rule more accessible to applicants.
- 4. Minutes**
  - March 20 and April 18 minutes will be posted. After review of June 20, August 10<sup>th</sup>, August 18<sup>th</sup>, August 24<sup>th</sup>, October 24 and October 27<sup>th</sup> minutes, a motion was made and seconded to approve with edits. Motion passed unanimously.
  - October 04<sup>th</sup>, 10<sup>th</sup> and 28<sup>th</sup> were put on hold for further review.
- 5. Agenda items for 2018**
  - Ask Steve Harris about updating website/ emails for greater access.
  - Status with the Planning Board regarding a joint Board's meeting.
  - Scheduling work meetings to discuss application forms.
  - Schedule a ZBA work meeting to modify form to include Section 6 Finding
- 6. Adjournment:**
  - A motion was made and seconded to adjourn at 7:15
- 7. Next meetings:**
  - January 23, 2018
  - February 20
  - March 27

Respectfully submitted,

Suzanne C. Lemieux

