



**Middlefield Town Hall
Zoning Board of Appeals
Meeting Minutes
January 23, 2018**

1. **Call to order:** Meeting was called to order at 6:02 on January 23, 2018 at the Middlefield Town Hall.
2. **Roll call:** Members present: Chair Terry Crean, Mary Courtney and Maureen Sullivan
3. **Minutes**
 - Continuation of minutes: 10/04, 10/10, 11/28 and 12/19 were on the agenda to be reviewed. The minutes were tabled to the next meeting for further review.
4. **New Business**
 - Maureen drafted a memo to the Board of Selectman on the need for improved communication. Terry reviewed the draft. A motion was made and seconded to send the letter of communication to the Selectboard. Motion passed unanimously.
5. **Next meeting:** February 20 at 6p.m.
6. **Adjournment:** Motion was made and seconded to adjourn at 6:59. Passed unanimously.
7. **Information:**
 - Draft of letter of communication to Board of Selectboard

Respectfully submitted,

Suzanne C. Lemieux