



**Middlefield Town Hall
Zoning Board of Appeals
Meeting Minutes
March 20, 2018**

1. **Call to order:** Meeting was called to order at 6:05 on March 20, 2018 at Middlefield Town Hall.
 2. **Roll call:** Members present: Chair Terry Crean, Maureen Sullivan and Mary Courtney.
- New Business**
3. **Minutes:**
 - A motion was made and seconded to approve the following minutes:
2018-01-23, 02-20 were reviewed and approved with edits.
 4. **Town Report:**
 - Deadline: April 7. Discussion ensued on the contents. Section 6 finding, town email account and a report on progress of litigation will be included in the report that Mary will draft and email for review.
 5. **Litigation:**
 - Discussion of legal budget ensued. The Selectmen request notification for seeking legal help as a courtesy.
 - Litigation concerning The Preserve has been completed. No appeal has been made by the complainants.
 6. **Application Fees:**
 - Discussion on raising application fees. The cost could be kept at \$100, with an addendum of "plus costs" to handle unexpected additional costs. The Board will reach out to the Country Journal to get a cost run on publishing fees.
 7. **Planning Board:**
 - There has been no information concerning the Planning Board's effort to propose a change in the bylaws that would affect the ZBA. Mary will email the Chair Doreen Black.
 8. **Communication:**
 - Maureen will drop off the final draft of the letter to the Selectboard.
 9. **Next meetings:**
 - April 24, May 22, June 26 and July 24 at 6:00. No meetings are scheduled in August.
 - 8 **Adjournment:**
 - Motion was made and seconded to adjourn at 6:50.

Respectfully submitted,

Suzanne C. Lemieux