

**Town of Wolfeboro
Zoning Board of Adjustment
March 21, 2024
DRAFT Minutes**

Members Present: Audrey Cline, Chair, Suzanne Ryan, Vice Chair, Sarah Silk, Clerk, Jody Persson, Member, Chuck Sumner, Alternate.

Members Absent (excused): Catherine McMahon, Member, Sabet Stroman, Alternate.

Staff Present: Tavis Austin, Director of Planning & Development. Sierra Pawnell, Recording Secretary.

I. Roll Call

Audrey Cline called the meeting to order at the Annex Conference Room at 6:00 PM. A quorum was present.

It is moved by Sarah Silk to appoint Chuck Sumner as alternate member. Suzanne Ryan seconded the motion. All in favor.

II. Rules of Procedure

The Board reviewed such and agreed to the following changes.

- Added new section – Section II - Powers and Duties, per RSA 674:33.
- Section III – Membership & Terms of Office, Subsection 1 & 2; add “see attached schedule.” Subsection 2;
- Section V – Vacancies; move into Section III, Subsection 4.
- Attendance; move into Section III, Subsection 5.
- Continuing Education; move into Section III, Subsection 6.
- Section IV– Officers/Recording Secretary; Subsection 3, add “The clerk shall take site visit attendance and notes, which will be read into the meeting minutes. The clerk will read notice of each case into the records.”
- Section V – Applications, Subsection 1; change from “Denial document” to “All applicants shall begin with a denial”
- Section V – Applications; add new subsection 2 to read “The applicant shall be required to submit the application checklist.”
- Section V – Applications, Subsection 3; change “plans” to “site plans”.
- Section V – Applications, Subsection 4; move to Subsection 3, VII.
- Section VIII – Rules for Public Hearing, Subsection 2; change “The clerk shall read the notice and report on how public notice and personal notice was given. Site visits and their minutes will be reported by the clerk and attached to the record” to “The clerk shall read the notice and the site visit report. Site visits minutes will be attached to the record”.

There being no further business before the Board, the meeting was adjourned at 7:51 pm.

Respectfully Submitted,

Sierra Pawnell

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