

Brimfield Zoning Board of Appeals

Minutes, Tuesday, October 16, 2018

Business Meeting started at 6:45 PM.

In attendance were Don Damon, Kim Adams, Kevin Moore, and Pamela Engberg for the ZBA.

1. Board Reorganization: Mr. Damon reviewed the email from Selectman McCarthy containing the opinion of Town Council stating that an associate member may not be Chairman. He nominated Ms. Adams for the post, stating that it was customary for the person who was longest-serving on the board succeed to the post when vacant. Mr. Moore nominated himself and cited his background and experience. After some discussion Don moved that Ms. Adams be made Chairman, Mr. Moore seconded the motion, and Mr. Damon, Mr. Moore, and Ms Adams each voted yes; the motion passed 3-0.
2. As the expected applicants were not yet present the business meeting continued with a review of the minutes from September 25; Mr. Moore moved that they be accepted as written, Mr. Damon seconded the motion. Mr. Damon, Mr. Moore, and Ms Adams each voted yes; the motion passed 3-0.
3. Ms. Adams presented each of us with a copy of the Special Permit Granting Authority Guidebook, published by the Massachusetts Federation of Planning and Appeals Boards. She recommended that we each study the guidebook as she has already found points which differ from our current practice.
4. Hearing. As the applicants had arrived, the business meeting was suspended while the hearing took place. Present at the hearing were Elizabeth Crosby, 74 First Street, Brimfield, and Robert Levesque of Levesque Geomatics Inc., 43 Glendale Rd., Sturbridge, MA 01518. Mr. Levesque presented a plot plan (Job # EC01-001 dated 7/18/2018), and drawings of the floor plan, foundation and cross section, and elevations, collectively to be known as Exhibit 1. He pointed out where the proposed garage would fall within 8 feet of the boundary line. He also stated that the proposed 6x10 mudroom shown on the plans would not be built and therefore should not be considered as part of the plan. The three members of the Board each had done a site visit. There were no abutters objecting to the project. The members did not find it detrimental to the neighborhood. Approval was to be contingent upon removal of the 6x10 mudroom in the plans. Verbal approval was given to the applicants and the waiting period for abutter appeals was mentioned. Ms. Crosby and Mr. Levesque left the meeting. The wording to be included in the decision was discussed and decided upon; Mr. Moore recited the wording and made a motion to accept, Mr. Damon seconded, Mr. Moore, Mr. Damon, Ms Adams each voted yes; the motion was passed 3-0. Another motion was made to close the public hearing by Mr. Damon, seconded by Mr. Moore; Mr. Moore, Mr. Damon, Ms Adams each voted yes; the motion was passed 3-0.
5. Signing of Expense Forms - Ms. Adams signed the payroll expense form presented.
6. Review of ZBA Forms Revision. The combination form BZBA-SPVR was reviewed. Mr. Damon suggested that the form name be added to the title of the form to clarify references to it lower down in the text. A flow chart was also suggested. Ms. Adams suggested that we use the "Flow Chart for Processing a Special Permit Application" found on p. 81 of the SPGA Guidebook; it was agreed that this be done. It was suggested that Mr. MacFadden, who originated the project, and Mr. Burlingame both review the changes to the form.
7. Review of mail/email. (A) Mike Doyle/Cindy Poirier's dialog regarding the GIS update was reviewed. Mr. Damon stated that when he used the GIS data to research for the Crosby hearing, he found there were errors, and indicated that the GIS should be checked and corrected before the new update is done. (B) A letter from the Selectmen passing on information from the Pioneer Valley Planning Commission about classes they offer mentioned a class on the PVPC's "Model Adult Use Recreational Marijuana Zoning Bylaw/Ordinance." Ms. Engberg has requested and obtained a copy of the model and will send the PDF to the Board members.

8. ZBA file archives move. The storage file containing archives of ZBA activity from past years has been moved from Ms. Engberg's property to The Planning Room in the Town Hall. She gave a key to each member that will open both the Town Hall and the Planning Room, which is usually locked.

9. The next meeting will be Nov. 27, 2018 at 7:30 PM, to further review the forms revision.

10. The vote to adjourn was proposed by Mr. Damon, seconded by Mr. Moore; Mr. Moore, Mr. Damon, Ms Adams each voted yes; the motion was passed 3-0. The meeting was concluded at 8:15 PM.

Respectfully Submitted

Pamela Engberg
ZBA Clerk

Kim Adams

Don Damon

Kevin Moore