

Brimfield Zoning Board of Appeals

Monday Jan. 8, 2018 (01082018.)

Business Meeting started at 8 PM.

In attendance were Kim Adams, Don Damon, Mike MacFadden, Pam Engberg

.1 Review of Minutes of Meeting of October 24, 2017. Minutes were accepted with minor spelling corrections.

.2 Review and signing of Bills Payable. An adjustment to clerk's compensation was made after some discussion of the length of the Cumberland Farms hearing process

.3 ZBA Annual Report. Mr. MacFadden will obtain copies of hearings for calendar year 2017 from the Town Clerk. Ms. Engberg will obtain an updated expense report from the town Accountant. She will then compile the accumulated information for the Town Report.

.4 Warrant Articles. There will be none from the ZBA for this town meeting.

.5 Budget 2018. The ZBA will level-fund for the coming year. We plan to use the allocated \$440 for a new Zoning Map which will be created by Jalbert Engineering of Sturbridge. Mr. Damon will contact him.

.6 Board Communication Process. It was agreed that email may be used to communicate questions and timely information to the Board between hearings. It is emphasized that to comply with Open Meeting requirements emails may not contain discussions among members, only communication of information and requests for information.

7. Expense approval process. It was agreed that in the future, when signatures are needed between hearings, the Town Hall Annex mailbox can be used as a "drop site" for documents requiring signatures. Ms. Engberg will have keys made for each member.

A motion was made to adjourn the vote by Ms. Adams, seconded by Mr. Damon. Meeting was adjourned at 8:55 PM.

Pamela Engberg

ZBA Clerk

Michael MacFadden

Date

Kim Adams

Date

Don Damon

Date