

Zoning Board of Adjustment  
November 27, 2018

Members present: Chris Stafford, Roger Denison, Walter Baird

Walter made and Roger seconded a **motion to accept the October 23, 2018** minutes as amended. The motion **passed** unanimously.

Rules of Procedure

The Board discussed changes to the Rules of Procedure and changing the applications to include reference to filing deadlines. It was suggested that the reference to legal advice should be a separate section. This can be done with any updates next year. There was some discussion about referencing voting individually on variances. This Board votes this way currently, but there should be a reference in the Rules for any future members.

Chris said the Code of Conduct is common sense and typical of any organization. He asked the Board members to read it since they are supposed to abide by the code. Some sections of the employee policy manual are more applicable to paid employees. The sections dealing with conflicts of interest and recusal are good to read.

Walter said the Heritage Commission is working on a social media policy. He gave a draft to those present. This has been sent to town council for their review. It was agreed this would be something to review for possible inclusion in the Rules of Procedure.

The board discussed how to revise the applications.

At 8:10pm Walter made and Roger seconded a **motion to adjourn**. The motion **passed** unanimously.

Respectfully submitted,

Janet S. Denison