

Zoning Board of Adjustment

Canterbury, NH

Minutes of Meeting

28 May 2025

Present were: Chairman Jim Wieck, Scott Herrick, Sean O'Brien, Christopher Evans, Web Stout (out of town, attended meeting via zoom).

Also present via zoom were: Beth Bair and John Wiencek. Also present was: Kal McKay.

Chairman Wieck convened the meeting at 7:02 PM.

Lisa Carlson reported to those present the new method of taking minutes. Discussion ensued about the merits of retrieving minutes from video recording, legal requirements and five points that must be included. Names of members present, other people participating, a brief summary of subject matter discussed, the names of members who made or seconded a motion, and final decisions reached, or actions taken.

Additional board membership was discussed. A letter of invitation to the June 25 working meeting will be sent to two potential new members.

A clarification was given about RSA 676:7-b, the requirement for Board of Adjustment hearing to be noticed in the local newspaper, in our case the Concord Monitor.

Lisa will forward New Hampshire Municipal Association notices to the board as a group. Seminars and workshops are being freely offered to those who are members. The Town of Canterbury holds membership.

Discussion about the definition of manufactured housing in our ordinances.

Kal discussed with the board the requirement of viewing the Right to Know seminar she presented for those board members who did not attend the April gathering at Town Hall.

Kal advised the board it needs to review and if necessary, update the ZBA By-Laws. Job descriptions for board members should be created so when new members join the board, they will know what is expected of them. Kal will send a "job template".

Kal asked for someone to volunteer to do updates on the website for the ZBA. Sean stepped forward.

Lisa is to send Notices of Decisions, Minutes of Hearings and Meetings to Michelle to be posted on the website. Send it in word format. Kal provided an explanation of PDF use. Discussion of document security.

All Land Use noticing will be done by Michelle. Board members were asked to respond back to Michelle about their abilities to attend hearings and meetings scheduled. Michelle will then advise Lisa that we have a quorum for a hearing to take place. Lisa will advise Chairman Wieck prior to hearing.

We will discuss the merits of doing a brief write up for purposes of ZBA public awareness at the June 25 meeting.

Chris made a motion to accept the minutes of the April 23 meeting as written. Sean seconded the motion. The board vote was a unanimous approval.

Beth Blair spoke saying she heartily recommends NHMA seminars. They are free to board, commission and committee members in Canterbury and are very informative.

John Wiencek spoke, asking should the Right to Know seminar given in April not be posted? Kal responded. He went on to say we have been out of compliance because the draft minutes of the April 23rd meeting were not available on the website. He did not know there had been a meeting in April.

Sean asked if the video recordings of hearings and meetings are available for viewing and if so how. Kal advised they are stored in the zoom cloud. They can be put on You Tube, and she will provide a link on the website. It is public information.

ZBA Meeting cont'd (5-28-25)

A reminder given to all present the Board of Adjustment will meet Wednesday, 25 June 2025 at 7 PM in the Meeting House for a work session.

Chairman Wieck adjourned the meeting at 8:10 PM.

Respectfully submitted,

Lisa Carlson, Clerk

Board of Adjustment