**Board of Adjustment**

**Canterbury, NH**

**Minutes of Meeting DRAFT**

**24 June 2026**

Present were: Chairman Jim Wieck, Scott Herrick, Gary Spaulding, Randi Johnson (Alternate). Lisa Carlson (Alternate), and Web Stout (via zoom). Sean O'Brien was absent.

Also attending were: Kal McKay, Beth Blair and Ken Folsom.

The minutes of hearings 2026-2, 2024-5/2025-3 and board meeting from 27 May 2026 were unanimously approved as written. Scott made a motion to approve as written. Randi seconded the motion.

Chairman Wieck suggested because of the hour the board postpone working on the by-laws this evening. Kal advised it is required that the board work on them sequentially if even for a limited amount of time tonight to show intent.

Kal offered to review the changes made at the 27 May meeting concerning the by-laws draft:

1. Page 3 – resignation language.
2. Page 5 – regarding alternates – location highlighted, talked about it and may not be necessary.
3. Talked about moving the approval of the minutes from the beginning to the end of any hearing or meeting.
4. Gary spoke referencing page 10 – public hearings, you should add the board vote to accept the application as complete before the hearing is opened to the applicant. He went on about noticing the town for the hearing this evening because it was noticed as an abutter to the town green and gazebo, but not to the septic system. Noticing must consider multiple interests of abutters. Kal would insert it between 2 and 3 before the start of any hearing. Lisa asked for clarification and Gary advised each tap map and lot numbers should be listed and noticed. It can be one notice, but that notice must list the multiple properties in the one notice. Kal offered that a check list could be created for the ZBA just as the Planning Board has one so applicants know ahead of their hearing times what is required to make available to the hearing board or the application will be considered incomplete. Web spoke saying he thinks the Planning Board list is too complicated for the ZBA. He made reference to the requirements already required of an applicant if they are requesting a special exception or a variance. He thinks that is the checklist and what must be answered. Chairman Wieck concurred with Web saying we do not need a checklist. Scott suggested we have a one-page instructional sheet for a variance or special exception application. Gary noted the application for this evening said the application must be accompanied by a plot plan. Gary gave the example of someone coming in about a sign for the store. The way it is written, they must come in with a site plan. Further discussion ensued about the signage location at the exit 18 gas station taking quite a bit of the board's time. Chairman Wieck said it does not have to be a surveyed plan, just something that can go into the record. Gary advised if you read what is written here, it may not be a survey, but it is a plot plan which is drawn to scale and is it sufficient to support the statement and it goes through everything that has to be on it. He recalled being on the board before and people coming in with a sketch and you couldn't tell whether it was up or down and we accepted it. But that's not what is in our application and unfortunately how zoning boards operated ten years ago compared to where we are now with everybody suing everybody… Chairman Wieck agreed, before we go down an hour's discussion, we check that in the beginning. If that's what the Planning Board does, then we should too. Web advised we have the position,

the Land Use Administrator who could go through the application while they are there and where's the site plan or you need to answer this question.  You get it right them and there.  Chairman Wieck agreed.



Kal said she will look at the application that we have and come up with a checklist that can be helpful.  I did come up with a FAQ thing to hand out but only had one person to test it with what is expected at a hearing.  This would be helpful for what people may not know when they walk into a hearing.  If the board doesn't mind having these short administrative meetings after your hearings, we can continue to work on it till we have something in place that works for everybody.

Gary added the last question he has is to do with personal devices (laptops, iPad, cell phones) being prohibited during public hearings or during other portions of meetings shall be allowed.  The chairman has his laptop open during the hearing and meeting as does Randi.  Is this in an RSA or is this a town ruling. Kal explained this is something that has been advised NHMA (New Hampshire Municipal Association) because there have been situations where board members have been on their phones chatting with each other which is out of line or they may be reading something that does not make it to the minutes.  In the case of the ZBA it is supposed to be only information the applicant brings forward.  It is not in the RSAs and is something this board will have to decide for itself.  Chairman Wieck said he thinks we need to be clear about what we can and cannot do.  I use it to have the ordinances in front of me and not have paper and printing things out repeatedly so for that use I think it should be allowable.  We could make an announcement at the beginning of the hearing that external or board communication will not take place to collect other information.  Kal started to conclude what was discussed tonight when Web said he had a question about page 8 about scheduling of hearings and line items 4 b and c and waiving by the applicant.  Web's feeling is we have a fixed meeting date and it's hard enough to get everyone together once a month for that.  Kal explained everyone is waiving that because they are going with our schedule.  But the RSA does say that we must meet those 30- and 90-day deadlines.  Kal suggested she could write something to the effect by default we are doing our regularly scheduled monthly meeting.  If they have a problem with that, they can request…..Web said he thought that would work better.  He did not understand how a person coming in could immediately waive something.  Kal will change that.

Chairman Wieck asked if anyone had anything further.  A motion to adjourn was made by Gary and seconded by Scott.  Web asked for clarification about his voting status.  Kal explained the quorum status to everyone.  Yes, he can vote.  The board vote was a unanimous one to adjourn as motioned.

Respectfully submitted,

Lisa Carlson, Clerk
Board of Adjustment