

Town of Goshen  
Zoning Board of Adjustment  
**Meeting Minutes**  
October 12, 2010

Attendance: Thomas Lawton - Chairman, Allen Howe, Bob Johnson, and Raymond Porter.

Additional Attendance: Dianne Barden, Secretary

Meeting called to order by Tom Lawton at 7:15pm

**New Business:** Approval of meeting minutes from September 29, 2010. Minutes read and approved. Motion to accept by Allen Howe and seconded by Bob Johnson.

**Old Business:** The date has been set for the Newport Sand & Gravel court hearing. January 5, 2011. Each side will have 15 minutes to present their information. The ZBA will be reviewing the file and Attorney Waugh will be representing the Town of Goshen at the hearing.

Policy and Procedures were brought up for discussion by Tom Lawton. Since the board will have some time we should begin work on a policy and procedure manual for the ZBA and the ZBA secretary.

Here are some of the points brought up:

- Bob Johnson suggested that maybe the board could look at Claremont's or Charlestown's policy and procedure manual to get an idea on what to include and how to get it done.
- Allen Howe then asked about alternates coming to the meetings in case they are needed. Guide lines are needed for this also.
- Bob Johnson then asked "should we have fund to cover an expense such as hiring our own expert to investigate things. Example: the NS&G expert reports on property evaluations". Allen then stated that until recently the ZBA couldn't hire experts. They now can at the applicants expense.

- Allen Howe then stated maybe the board should have a small amount for professional services.
- Tom stated that a fee structure is needed and Allen Howe suggested basing it on the fees of the Planning Board.
- Tom then stated if there is no new business next month we will start to work on the policy and procedure manual. Plan on a 2 hour meeting. Everyone should think about it and come to the meeting with some ideas and information.

Before meeting was adjourned I (ZBA secretary) resigned from the Secretary position for to personal reasons.

Motion to adjourn was made by Bob Johnson and seconded by Ray Porter at 7:45pm.

Next meeting is set for November 9, 2010 at 7pm.

Respectfully Submitted,

Dianne A. Barden

ZBA Secretary