

**Town of Goshen  
Zoning Board of Adjustment  
Minutes of January 11, 2011**

Members Present: Tom Lawton, Chair; Allen Howe; Peta Brennan; Ed Anderson; Ray Porter

Chair Lawton called the meeting to order at 7:00 p.m.

Chair Lawton introduced the new Zoning Board of Adjustment secretary to the Board members. He advised the Board that since there was no business presently pending, except the litigation of Newport Sand and Gravel, the Board will discuss and review **Rules of Procedure (RoP)**. He explained that in the past there was not a need in Goshen to adopt a formal RoP document, but given recent applications, it has become necessary in order to maintain continuity and protect the Town. Mr. Lawton provided the Board members with Appendix A out of the NH Board of Adjustment Handbook prepared by the Office of Energy and Planning titled Suggested Rules of Procedure for Local Boards of Adjustment. He asked the Board members to review the appendix and be prepared at the next meeting to discuss the document and offer input in order to tailor something similar.

Ms. Brennan asked if there is enough money in the ZBA's budget to provide each of the Board members with their own copy of the OEP Handbook.

Budget discussion followed. Mr. Lawton advised that he requested enough money to cover the cost of handbooks as well as other ZBA expenses; but whether or not the budget request is approved is another question.

Ms. Brennan asked if there is a term limit to ZBA member appointments.

Mr. Lawton explained that ZBA Board members are appointed by the Board of Selectmen for three years. If at the end of those three years the Board of Selectmen chooses to keep the Board member on, there is no further action needed. If at the end of those three years the Board of Selectmen chooses *not* to keep the Board member on, then they appoint a different person to that position at their own discretion. Further, the Chair of the Zoning Board, as well as a Vice-chair, should be voted on annually by the Zoning Board members. Mr. Lawton reiterated that he is willing to Chair the Zoning Board for one more year or until the Newport Sand and Gravel application is completely resolved, whichever comes first. However, if any other Board member wishes to be Chair, he stated that he is willing to step down from the Chair position and be a regular Board member.

Mr. Anderson asked Mr. Lawton if he would be willing to accept reappointment to the ZBA if offered by the Board of Selectmen.

Mr. Lawton stated that he would accept reappointment in order to maintain continuity of members on the Board.

The Board discussed existing procedures with the secretary in regard to applications, public notices, meeting minutes and other housekeeping issues.

Next meeting: Tuesday, February 8, 2011 at 7:00 p.m. at the Town Hall.

**Mr. Howe made a motion to adjourn. Ms. Brennan seconded. All in favor.**

Meeting adjourned at 8:05 p.m.

Respectfully submitted,

Linda Plunkett  
Recording Secretary