

DRAFT
MANSFIELD ZONING BOARD OF APPEALS – REGULAR MEETING
MINUTES
DECEMBER 13, 2017

- I. CALL TO ORDER
Town Clerk Sara-Ann Chaine called the meeting to order at 7:05 p.m.in the Council Chamber of the Audrey P. Beck Municipal Building.

- II. ROLL CALL
Present: Members: Brosseau, Stearns, Woulfin
Alternates: Barefield

Absent: Members: Katz, Welch
Alternates: Blanchard, Tranka

- III. SWEAR IN NEWLY ELECTED MEMBERS
All new members were previously sworn in.

- IV. ELECTION OF OFFICERS
Ms. Woulfin moved and Mr. Stearns seconded to nominate Mr. Brosseau as Chair. Motion passed with all in favor except Ms. Barefield who abstained.

Mr. Brosseau moved and Ms. Woulfin seconded to nominate Mr. Stearns as secretary. Motion passed with all in favor except Ms. Barefield who abstained.

- V. MEETING SCHEDULE FOR 2018
Mr. Brosseau moved and Mr. Stearns seconded to accept the 2018 meeting schedule as presented. Motion passed unanimously.

- VI. APPROVAL OF MINUTES
With new member abstentions, the Board did not have the quorum necessary to pass the minutes of July 12, 2017. Item will be carried forward to the next meeting.

- VII. ZONING ENFORCEMENT OFFICER INTRODUCTION & ZBA OVERVIEW
Zoning Enforcement Officer Janell Mullen gave an overview of the zoning appeals process and the work of the Zoning Board of Appeals. Staff is in the process of updating and streamlining the appeal application process and will update the Board when complete.

- VIII. UPDATE TO BYLAWS
Ms. Mullen stated that the bylaws are still undergoing review and updates. Revised and updated bylaws will be presented to the Board for consideration at a future meeting.

IX. READING OF COMMUNICATIONS

None.

X. ADJOURNMENT

Mr. Brosseau moved and Ms. Woulfin seconded to adjourn the meeting at 7:45 PM.

Motion passed unanimously.

Respectfully Submitted,

Robert Stearns
Secretary