

Minutes of the Organization Meeting of the  
West Fairlee Board of Adjustment (BOA)  
May 22, 2017  
1181 Wild Hill Road, West Fairlee

Present: John Benjamin, Nancy Malmquist and Tom Baccei

The meeting commenced at 6:30 P.M.

Background: John reported that at the annual Town Meeting on March 4, 2017, John Benjamin, Nancy Malmquist and Samantha Petrone were appointed by the Selectboard to the Board of Adjustment. He said that Tom Baccei was also appointed by the Selectboard on May 15<sup>th</sup>.

Role of the Board of Adjustment: John said that the role of the BOA is primarily to deliberate and approve or deny applications for proposed activities regulated by *The Town of West Fairlee Flood Hazard Zoning Ordinance* ("Flood Ordinance"). He said that the Town's Administrative Officer ("AO"), Al Pfeiffer, is the point of contact for those wishing to apply for a permit. He said that a BOA meeting will be scheduled after the Town's AO forwards an application that requests a permit for proposed activities in the Town's Flood Zone. When the application and fee are received, a determination is made that the application is complete and meets all of the requirements specified in the Town's Flood Ordinance, the BOA will process the application. Among other requirements, the BOA must place a notice in the newspaper of record, send certified letters to abutters, post signage at the location of the proposed activity and hold a public hearing. Following the public hearing, the BOA would deliberate, rule on the application (including conditions of approval, if applicable), notify the AO, notify the applicant via certified letter and provide documentation to the Town Clerk. John said that more information is available at Vermont Statutes Online: Title 24, Chapter 117, Sections 4460, 4461 and 4464.

Election of Officers: After informal discussion, John agreed to place his name in nomination for Chair, Nancy agreed for Vice Chair and Tom agreed for Clerk. On motion made and duly seconded, it was VOTED to elect John Benjamin, Chair, Nancy Malmquist, Vice Chair and Tom Baccei, Clerk to serve until the next annual organization meeting or until their respective successors are elected and qualified.

Rules of Procedure and Bylaws: On motion made and duly seconded, it was VOTED to approve the Board of Adjustment Rules of Procedure and Bylaws.

Conflict of Interest Policy: John advised that BOA members are subject to the Town's Conflict of Interest Policy. He advised members to review and become familiar with the provisions of the policy.

Upcoming: The BOA should anticipate an application to remove the "Geer Dam" on the Ompompanusic River, just below the snowmobile bridge that crosses the river at the former Slaughterhouse Road (now private property).

Flood Ordinance: John requested that BOA members review, and become conversant with, the Town's Flood Ordinance.

Adjournment: there being no further business to discuss, the meeting adjourned at 7:35 P.M.

Respectfully submitted,

Tom Baccei, Clerk