

TOWN OF BARTLETT
ZONING BOARD OF ADJUSTMENT
56 TOWN HALL ROAD
INTERVALE, NH 03845
603-356-2226

Minutes
ZBA MEETING
MARCH 25, 2024
6:00 p.m.

Attendees: Julia King, Peter Gagne, Scott Grant, Peter Pelletier

Absent: Steve Hempel, Richard Plusch

Since this is to be a ZBA Meeting without a public hearing, no notice has been made at the Bartlett, Glen, and Intervale post offices, and the Bartlett Town Hall.

Meeting called to order at 6:01 by the chair

- **Pledge of Allegiance**
- **Introduction of newly hired Clerk/Secretary and vote of thanks for Barbara Bush's years of service to the board**
- **Election of Officers-** Motion for Julia King to be chair by Scott Grant Seconded by Peter Gagne; Motion for Steve Hempel to be vice chair by Scott Grant seconded by Peter Gagne. Discussion among the present members regarding the need to have another alternate. Several names were mentioned. Will need to canvas members of the community for candidates.
- **Discussion of updating ZBA policies and procedures-**Julia King stated the need to update the bylaws of the Zoning Board here in Bartlett. She strongly suggested each member review the Jackson NH Zoning Bylaws for ideas (File attached to email for review). Each member present was given the updated handbook "The Zoning Board of

Adjustment in New Hampshire: A Handbook for Local Officials” Updated 2023. All were encouraged to review the information.

- **Review and approve minutes-** No minutes to review at this time

Mail and other business-

- ❖ Peter Pelletier was tasked to bring a proposal together to make the Planning/Zoning Boards more transparent to the public. Tasks to include Wi-Fi needs, Equipment needed, Licensing for applications and adding hyperlinks to the town calendar for the meetings for out of state residents to participate. He will bring this information back to the board.
 - ❖ Scott Grant to draft a letter to the selectman regarding upgrading the town website for transparency for and Zoning Board
 - ❖ Julia King (Chair) encouraged members to look at the New Hampshire Business and Economic Affairs conference schedule for any upcoming conferences. They are a great learning environment and a good way to meet and make contacts with other towns board members and having a person to call for information.
 - ❖ Julia King (Chair) brought up the need to have information published yearly in the town report to let the people of Bartlett know what the Zoning Board has been up to for the year.
 - ❖ Board decided that the clerk will scan in the application and supporting documents and send them to the Zoning Board members via email. Clerk verified the contact information of all members present. Clerk had verified emails of all members previously.
 - ❖ Julia King (Chair) stated that the board would meet monthly going forward- if no applications will have discussions about procedures or other housekeeping details.
- **Next meeting April 8, 2024 at 6 p.m.**
 - Meeting was adjourned at 6:51 PM Motion by Scott Grant Seconded by Peter Pelletier. All members agreed

Respectfully submitted

Louise B. Burns

Planning/Zoning Board Clerk



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Approved