

**Draft of the Minutes of the Meeting of the Board of Appeals of South Hadley  
Monday, October 25, 2010 at 7:30 PM in Room #204, Town Hall**

**Present:** James Bright, Christine Archambeault, Barbara Erwin, and Martha Terry.

- 1. Call to Order:** The meeting was called to order at 7:31 PM.
- 2. Election of Officers:** The slate of nominations for officers, James Bright as the Clerk, Christine Archambeault as the Vice-chair, and Martha Terry as the Chair, passed by a unanimous vote 3-0, Christine motion, James 2<sup>nd</sup>. James Bright will commence serving as the Clerk at a hearing, rather than today's brief annual organizational meeting.
- 3. Approval of Minutes of the Meeting of September 8, 2010:** These minutes were approved by a vote 3-0, James motion, Christine 2<sup>nd</sup>.
- 4. Review of Variance Law, Administrative Appeals, Rules and Regulations, and Chapter 40B:**

Martha distributed and reviewed the application form and decision form for a Variance. Both of these forms are available on the South Hadley website.

She distributed Section 10 on Variations pages 10.1 to 10.6 from *The Zoning Guidebook 2004* by Attorney Carol Rolf for the Massachusetts Association of Planning and Appeals Boards. Members and Associate members reviewed the statute on page 10.1 and Attorney Rolf's annotation of the statute into 7 required findings on pages 10.3 and 10.4. Martha asked those present to please familiarize themselves thoroughly with the seven required findings of Chapter 40A Section 10 (Findings to grant a variance from a city/town's zoning by laws).

She also distributed the application for an Administrative Appeal and the Decision form for an Administrative Appeal, both of which are available on the South Hadley website. Those present reviewed the contents of both documents.

She also distributed the Board of Appeals Rules and Regulations which are available on the town's web site and on file with the Town Clerk.

She directed those present to type in 40B Massachusetts on their web browser and read about this area of law. If a 40B application were to arise in South Hadley, the Board of Appeals would convene to go over the law and the process, probably with the guidance of the Town Planner.

**5. Other New Business:** The following motion was made to facilitate attendance by members and associate members at relevant workshops brought to attention by the Planning Office:

A member or associate may submit up to twice yearly, a voucher or vouchers to the Clerk of the Planning Board Office for up to \$100 per workshop for reimbursement, if the workshop is brought to the attention of an associate or member by the Planning Office.

James, motion, and Christine 2<sup>nd</sup>. Motion passed 3-0.

There is a vacancy for an associate member if any of the current members or associate member wishes to seek a volunteer.

**6. Adjournment:** The meeting was adjourned at 8:10 PM, by a 3-0 vote.

Respectfully submitted,

Martha Terry, Chair