

**Charlemont Zoning Board of Appeals**  
**December 13<sup>th</sup>, 2022 4:00 pm Meeting Minutes**  
**Via conference call and in person, Town Hall**

Members Participating: Ron Smith, Frank Carcio

Others Participating: Secretary Star Atkeson

Participating by Conference Call: ZBA member Charlotte Dewey, Chelsea Maynard, Thorne Palmer

Called to Order by Ron Smith at 4:15 p.m.

**APPOINTMENT:** 4:15 Justin Maynard Public Hearing continuation for a variance to the setback requirements.

- Chelsea Maynard joined by phone and said she would prefer a continuation of the hearing in order to have time to prepare; she could not participate because her childcare fell through. The Board Decided to continue the hearing on January 4<sup>th</sup>, 2023.
- **Ron Smith made a motion seconded by Frank Carcio to continue the hearing on January 4<sup>th</sup> 2023 at 7:00 PM. All in favor.**
- In preparation for the next meeting the Board discussed the issues pertaining to the case. They decided not to send out the questions they would like answered (in order to come to their determination) in advance of the next date but rather to ask their questions in person to Justin or Chelsea Maynard on January 4<sup>th</sup>, 2023.

**ACTION ITEMS:**

- Review/Approve minutes of 11/15/2022  
**Ron Smith motioned to accept the 11/15/2022 minutes as written, seconded by Frank Carcio. All in favor. The minutes were initialed.**

**DISCUSSION TOPICS:**

1. Draft Variance Decision or decide who will  
(Decision due to be filed with Town Clerk within 14 days of decision by the Board)
  - This item will be put on the next agenda for the continuation of the hearing.
2. Set meeting date to sign variance decision and minutes
  - This item will be put on the next agenda for the continuation of the hearing.
3. Revisit Update application fees/process (bulk mailing vs. certified mailing)
  - This item will be put on the next agenda for the continuation of the hearing.
  - Carlene Hayden explained to Charlotte Dewey and Frank Carcio prior to the start of the hearing the pros of the bulk mailing, that it was much cheaper and actually more likely to reach the intended recipient because of a tendency of people to not accept certified mail. Also, the mail is delivered like any other mail.

**Frank Carcio made a motion to adjourn at 4:57, seconded by Ron Smith, all in favor.**

A continuation of this Hearing will be held January 4<sup>th</sup>, 2023 at 7:00 PM

Minutes respectfully submitted by Star Atkeson 12/20/2022

Documents reviewed in meeting:

- December 13<sup>th</sup>, 2022 Zoning Board of Appeals Agenda
- The Minutes from the 11/15/2022 ZBA meeting
- The Variance Application