

CHAPLIN ZONING BOARD OF APPEALS
Chaplin Library Meeting Room
Regular Meeting Minutes
December 27, 2023

Chair Bill Rose called the meeting to order at 7:08 PM. Members present were Izzy Alvarez, Alternate Therese Smith and Alternate Jeremiah Rufini. Absent were Board members Bill Jenkins, Rosalie Gifford, Brendan Kane and Alternate Paul Tetreault.

1. SEATING OF ALTERNATES:

Alternate Therese Smith seated for Brendan Kane; Alternate Jeremiah Rufini seated for Rosalie Gifford.

2. APPROVAL OF MINUTES:

Motion to approve December 28, 2022 regular meeting minutes, made by Therese Smith, seconded by Izzy Alvarez and carried unanimously.

3. COMMUNICATIONS AND REPORTS

A. Correspondence: None

B. Board member reports: Bill Rose reported the Annual Report was submitted.

4. NEW BUSINESS

A. Set meeting schedule for 2024:

The Board meets on the 4th Wednesday of each month at 7pm at the Chaplin Library Meeting Room unless noted otherwise.

January 24	February 28	March 27	April 24
May 22	June 26	July 24	August 28
Sept. 25	October 23	Nov. 27	December 18 (change due to holiday)

Motion to approve Chaplin Zoning Board of Appeals 2024 Meeting Schedule as presented above with change for December, made by Izzy Alvarez, seconded by Therese Smith and carried unanimously.

B. Election of Officers:

Izzy Alvarez nominated Bill Rose for Board Chair, seconded by Therese Smith. Bill Rose nominated Izzy Alvarez for Board Co-Chair, seconded by Therese Smith. Bill Rose nominated Therese Smith for Board Secretary, seconded by Izzy Alvarez.

The vote to elect Bill Rose for Board Chair, Izzy Alvarez for Board Co-Chair and Therese Smith for Board Secretary carried unanimously.

Motion to add to agenda as Item 4C – Budget Discussion, made by Bill Rose, seconded by Izzy Alvarez and carried unanimously.

C. Budget Discussion:

The Board reviewed the budget. Clerical Hire (\$328 – no change); Legal Notices (\$800 - no change); Office (\$50 - no change); Postage (\$75 - no change); Technical Assistance (\$300 – reduce to zero, nothing spent last year, can rely on the ZEO if needed); Training & Manuals (\$80 - reduce to zero, can rely on ZEO if needed).

Motion to submit 2024-25 Zoning Board of Appeals Budget with a total of \$1,253 for items discussed above, made by Bill Rose, seconded by Izzy Alvarez and carried unanimously.

5. OLD BUSINESS: None

6. AGENDA SUGGESTIONS FOR NEXT MEETING: Items from current agenda.

7. **DATE, TIME AND PLACE OF NEXT MEETING:** January 24th at 7pm at the Chaplin Library Meeting Room.

8. **ADJOURN:**

Motion to adjourn (7:27 PM) made by Bill Rose, seconded by Izzy Alvarez and carried unanimously.

*Respectfully submitted by,
Recording Clerk Kathleen Scott*