

**Board Members Present:** Chair Doug Andrew, Members Neal Janvrin, Joshua Yokela, and Leanne Miner, Alternate ZBA Member and Land Use Administrative Assistant.

**Also present:**

Guest Kalup Veneman, Interested in Board Member Position

**I. WELCOME**

Mr. Andrew opened the meeting at 7:00 PM.

**II. MINUTES**

**Mr. Yokela made a motion to approve the meeting minutes from September 27, 2022. Mr. Janvrin seconded the motion and the motion passed 3-0.**

**III. NEW BUSINESS**

- A. Procedural Updates – Ms. Miner distributed examples of ZBA decisions with detailed findings of fact. The Board discussed how to update procedures in light of new House Bill 1661 requirements. Ms. Miner to revisit last draft and revise procedures for Board review.
- B. Board Membership – Board members took turns introducing themselves to guest Kalup Veneman and Mr. Veneman responded in kind. There was discussion about Board expectations, procedures, member opportunities, and technical and legal resources available to the Board. Mr. Veneman expressed interest in becoming a voting member of the Board which members discussed.

**Mr. Yokela made a motion to recommend the Select Board appoint Mr. Kalup Veneman as a full member. Mr. Janvrin seconded the motion and the motion passed 3-0.**

**IV. ADJOURN**

**Mr. Yokela made a motion to adjourn the meeting at 7:42PM. Mr. Janvrin seconded the motion and the motion passed 3-0.**

Respectfully Submitted,



Leanne Miner, Land Use Administrative Assistant