



TOWN OF MINOT

329 Woodman Hill Road
Minot, Maine 04258-0329

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BOARD OF APPEALS MEETING
(hereinafter referred to as “the Board”)
WORKSHOP MINUTES
THURSDAY, MARCH 30, 2023, AT 7:00 P.M.

Board Members Present: John Geismar, Adam Bowie, Michael Susi, Scott Stuart, Thomas Hoffman

Also Present: Norma Dulac

The Board has a quorum.

- I. Meeting called to order at 7:00 p.m.
- II. Opening remarks – None. This is the initial meeting of the newly established Minot Board of Appeals (hereinafter referred to as “the Board”). The Board was re-established at the March 4, 2023, Minot Town Meeting. All members have been appointed by the Select Board.
- III. **New Business:**
 - a. Swearing in of those who have not previously been sworn in:
 - i. Scott Stuart
 - ii. Michael Susi
 - iii. Thomas Hoffman
 - b. Appointment of officers:
 - i. Adam Bowie motioned to appoint John Geismar as the Board Chair; seconded by Thomas Hoffman. Unanimous approval: 4-0
 - ii. John Geismar motioned to appoint Adam Bowie as the Board Vice Chair; seconded by Michael Susi. Unanimous approval: 4-0
 - iii. Michael Susi motioned to appoint Norma Dulac as an alternate Board member and as the Board secretary; seconded by Thomas Hoffman. Unanimous approval: 5-0
 - c. Discussion of each Board member’s term;
 - i. Chair John Geismar: 2023-2026 (3 years)
 - ii. Vice Chair Adam Bowie: 2022-2025 (3 years)
 - iii. Michael Susi: 2023-2026 (3 years)



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- iv. Thomas Hoffman: 2023-2025 (2 years)
- v. Scott Stuart: 2023-2024 (1 year)
- vi. Norma Dulac (Board Alternate/Secretary): 2023-2026 (3 years)
- d. Discussion of de novo versus appellate, standards and variances. Discussion of whether the Code Enforcement Officer (CEO) could approve a variance. Ms. Dulac stated that she believed the CEO could not approve a zoning variance.
- e. Discussion of what happens if there is a quorum (3 members) and the vote is 2:1 against. It was discussed that the application would be denied unless the quorum all members agree unanimously.
- f. Discussion of forms to be approved by the Board at tonight's meeting.
 - i. Changes suggested regarding formatting of forms, so all are formatted the same.
 - ii. Changes suggested to:
 - 1. Board Application Instructions
 - 2. Bylaw Provisions
 - 3. Administrative Appeal Application/Variance Application
 - 4. The remainder of the forms are for administrative purposes:
 - a. Vice Chair Bowie requested that all forms be reviewed by the secretary to assure formatting and wording are accurate.

IV. Adjournment

Respectfully Submitted,

Norma Dulac
Board of Appeals
Secretary/Alternate Board Member