



TOWN OF MINOT

329 Woodman Hill Road
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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, Alternate Member/Secretary

The Board has a quorum.

- I. Meeting called to order at 7:05 p.m.
- II. **Old Business:** Review, editing, and approval of previously reviewed, now updated, forms to be used by the Board.
 - a. Discussion of application instructions sheet. Changes were discussed; the decision was made by the Board to forgo using the application instructions sheet. The Board felt that the application itself and the Minot ordinances would be sufficient for instructions and less confusing for the applicant.
 - i. The decision was made to incorporate “I” from the application instructions sheet (*“The Board keeps a written record of all documentation at the Minot Town Office. If the applicant would like a video or audio recording, the burden is on the applicant”*) into:
 1. The ‘Board of Appeals Meeting Opening Remarks’; And
 2. ‘Rules for the Conduct of Public Hearings’, under D-2, removing the current statement.
 - b. Paragraphs 2 and 3 in the ‘Board of Appeals Meeting Opening Remarks’ were removed.
 - c. Removed the number “40” from the ‘Checklist for Reviewing Evidence.’

Michael Susi motioned to approve the changes to the Board of Appeals forms; Thomas Hoffman seconded the motion. Chair Geismar: Any further discussion? Board: No. All in



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favor of approving the changes to the Board of Appeals forms? Unanimous approval by show of hands (5).

III. New Business:

- a. Michael Susi motioned to approve the minutes from the March 30, 2023, Board meeting; Scott Stuart seconded the motion. Chair Geismar: Any further discussion? Board: No. All in favor of approving the March 30th minutes? Unanimous approval by show of hands (5).
- b. Discussion of Board of Appeals manual and review of Board of Appeals duties.
- c. Discussion of timeline for hearing an appeals case as well as the timeline for a public hearing according to the Minot Land Use Code.
- d. An upcoming meeting of the Board was not scheduled. It was decided that if there were enough questions regarding the Board of Appeals manual and the procedures the Board needs to follow, another meeting could be scheduled.
 - i. The code enforcement officer's phone number was given to the Board members in case the members have any questions regarding ordinances and/or appeals.
 - ii. The Board members were also given a copy of a sheet with all Board members' contact information.

IV. Adjournment

Scott Stuart motioned to adjourn the meeting, seconded by Adam Bowie.

Unanimous approval by show of hands (5).

Meeting adjourned at 8:20 p.m.

Respectfully Submitted,

Norma Dulac
Board of Appeals Secretary/Alternate Board Member