

**TOWN OF STERLING  
ZONING BOARD OF APPEALS  
Minutes of Meeting**

DATE: January 10<sup>th</sup>, 2012  
TIME: 6:30 pm  
LOCATION: Butterick Municipal Building

**Board Members Present:**

Bill Bird, Richard Hautaniemi, David Lozier, Joseph Curtin

**Alternate Members Present:**

Matthew Campobasso, Jerry Siver

**Agenda**

- 6:30 pm Discussion Of Minutes
  - 6:35 pm ZBA Business
    - a. FY 2013 Budget
    - b. Revisiting ZBA Forms
    - c. 8 Laurel Ave correction of Sterling Assessors Map and Plan information on their special permit decision
- [Also other issues to be discussed may include: Budget-Bills-Administrative Issues-Memos-Comments From the Public]

**Proceedings:**

- 6:30pm Mr. Bill Bird opened the meeting with a roll call attendance.
- Board discussed the submitted minutes of December 13<sup>th</sup> 2011.
- 6:32pm *Mr. David Lozier* moved to approve the submitted minutes of December 13, 2011 as presented. Motion seconded by *Mr. Matthew Campobasso*. Motion carried. All in favor, Yeas 6: (*Richard Hautaniemi, Bill Bird, David Lozier, Joseph Curtin, Matthew Campobasso, and Jerry Siver*) Nays: 0.

**ZBA Business**

- Mr. Bird asked Mrs. Naglaa Elshamy (ZBA Administrative Assistant) why revision of the forms was needed.
- Mrs. Elshamy explained that those forms have not been updated for a long time and that some of the information on the forms needed revision. She added that she hopes by making some corrections/changes, the forms could be easier to understand and that the public should not have a big problem knowing how and what to fill out.
- With regards to the FY13 budget, Mr. Richard Hautaniemi said that he will be making a presentation in front of the Finance Committee soon.
- Mrs. Elshamy explained the problem with the decision for 8 Laurel Avenue special permit. She noted that the applicants have put the wrong information on the application with regards to the Sterling Assessors Map and Parcel number. That is why a correction needed to be done on the decision to correct Map and Parcel number so it can be recorded at the Registry of Deeds.
- 6:42pm *Mr. David Lozier* moved to amend the decision of 8 Laurel Avenue to put the correct Map and Parcel number. Motion seconded by *Mr. Joseph Curtin*. Motion carried. All in favor, Yeas 6: (*Richard Hautaniemi, Bill Bird, David Lozier, Joseph Curtin, Matthew Campobasso, and Jerry Siver*) Nays: 0.

- Mr. Bird checked out the mail. There was a letter from Mrs. Terry Ackerman (Town Administrator) to the Sterling Municipal Light Board with regards to P.I.L.O.T payments, also a letter from the Building Inspector to Stephen and Charla Kroll dated December 29<sup>th</sup>, 2011.
- Mr. Stephen Kroll, 86 Chace Hill Road, stated that he would like to appeal the decision of the Building Inspector with regards to 95 Chace Hill Road. He also noted that he wanted to attend the ZBA meeting just be familiar with the process.
- Mr. Hautaniemi pointed out to the Board that with Northgate Meadows 40B project coming back soon to the Town, the ZBA needed to be more proactive in monitoring and following up. He added that the ZBA needed to be clear on what is expected from them and what they should be expecting from the project especially with regards to the income that will be coming to the Town. He suggested establishing a master budget and follow up spread sheet which should be able to track budget, income and submissions.
- Board members agreed.
- Mr. Hautaniemi suggested maybe asking Attorney Mark Bobrowski for such monitoring sheets since he was involved in drafting those comprehensive permit decisions.
- Mr. Joseph Curtin suggested asking Mrs. Terry Ackerman to set it up instead.
- Mr. Kroll commented that the Town needed to have escrow account for that reason.
- Mr. Hautaniemi replied that the Town already has escrow accounts set up.
- Mr. Bird said that the ZBA needed to have an accounting for that reason.
- Mr. Curtin noted that Mr. Bobrowski would easily be able to create such a tool.
- Mr. Bird noted some emails sent by Mr. Jeffrey Donaldson with an issue about Kennels.
- Mr. Curtin and Mr. Bird suggested postponing discussion on them till the next meeting.
- 6:40pm *Mr. Joseph Curtin* moved to adjourn. Motion seconded by *Mr. David Lozier*. Motion carried. All in favor, Yeas 6: (*Richard Hautaniemi, Bill Bird, David Lozier, Joseph Curtin, Matthew Campobasso, and Jerry Siver*) Nays: 0.

#### Attachments:

1. ZBA forms with suggested changes (Content Form and Instructions Form)
2. Letter from Building Inspector to Stephen and Charla Kroll Dated December 29<sup>th</sup>, 2011
3. Draft Budget FY13
4. Letter from Town Administrator to Sterling Municipal Light Department dated December 28<sup>th</sup>, 2011 with regards to P.I.L.O.T payments
5. Letter from Citizens Housing and Planning Association, Inc.(CHAPA)to Sterling ZBA Chairman dated January 4<sup>th</sup>, 2012
6. Letter from Attorney Joseph E. Boulanger to Citizens Housing and Planning Association, Inc.(CHAPA) dated January 6<sup>th</sup>, 2012
7. Set of Emails from Mr. Jeffrey Donaldson dated January 10<sup>th</sup>, 2012 with regards to kennels