

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

DATE: May 8<sup>th</sup>, 2012  
TIME: 6:30 pm  
LOCATION: Butterick Municipal Building

**Board Members Present:**

Bill Bird, Richard Hautaniemi, Jeffrey Donaldson, Joseph Curtin

**Alternate Members Present:**

Jerry Siver

**Agenda**

- 6:30 pm Discussion Of Minutes
- 6:35 pm ZBA Business
  - Revisiting ZBA Forms/Final Draft Approval (vote)  
[Packet Contents-Checklist for Filing an Appeal- Filing Instructions]
  - New Municipality Software (discussion/vote)  
[New software module for Planning and Zoning: cost to be split with Planning Board]
  - Eight Point Sportsman Club Renewal (vote)  
[Request for renewal of mobile home permit issued on July 6, 1982]
  - Request for appropriation fund release (vote)  
[Request to release \$1500 from ZBA appropriation fund to transfer to another Department in shortage]
  - Administrative Assistant Job Description

[Update ZBA Administrative Assistant job description as per request of Personnel Board]

[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.
- Board members discussed the submitted minutes of April meeting.
- 6:32pm *Mr. Joseph Curtin* moved to approve the minutes as presented. Motion seconded by *Mr. Richard Hautaniemi*. Motion carried. All in favor, Yeas: 4 (*Richard Hautaniemi, Joseph Curtin, William Bird, Jeffrey Donaldson*) Nays: 0.
- Board members discussed the drafted forms with changes. The forms that were discussed are the Content Form and the Instructions Form.
- 6:35pm *Mr. Jeffrey Donaldson* moved to approve the forms as updated. Motion seconded by *Mr. Richard Hautaniemi*. Motion carried. All in favor, Yeas: 4 (*Richard Hautaniemi, Joseph Curtin, William Bird, Jeffrey Donaldson*) Nays: 0.
- 6:40 Mr. Jerry Siver arrived at the meeting.
- Board members discussed the suggested new software “Municipity” for Zoning and Planning.
- Mr. Curtin pondered if the Board really needed the software. He noted that he was inclined to not do anything with that software unless the Board knows exactly how it will be of a benefit.
- Mr. Donaldson agreed.

- Mr. Bird stated that this subject could be tabled for the time being, and the Board could defer action on it.
- Board discussed the request for renewal by the Eight Point Sportsman's Club. They requested a renewal for their three year permit for a mobile home. Mr. Bird read the letter from Mr. Ronald Rana requesting the renewal.
- Mr. Bird also noted that there was a request from Mrs. Karen Chick (Town Accountant) to transfer ZBA appropriation fund of \$1500 to another department which needed that money. Mr. Bird noted that Mrs. Chick saw that the ZBA did not use that appropriation and seems not to need it.
- Mr. Hautaniemi asked if the Board Chairman could make that decision or should it be done through a Board vote.
- Mr. Bird replied that the Board members need to be notified but the Chairman can make that decision for the appropriation as deemed necessary.
- Board members reviewed the Eight Point Sportsman's Club file to see the older decision.
- 6:49pm *Mr. Joseph Curtin* moved to approve the request for renewal by the Eight Point Sportsman Club for 3years beginning July 2012. Motion seconded by *Mr. Richard Hautaniemi*. Motion carried. All in favor, Yeas: 5 (*Richard Hautaniemi, Joseph Curtin, William Bird, Jeffrey Donaldson, Jerry Siver*) Nays: 0.
- Board members wanted to do further research on the property.
- Board members discussed the job description of the ZBA Administrative Assistant as drafted by Ms. Naglaa Elshamy.
- Mr. Curtin asked if the ZBA received any guidance on preparing the updated job description.
- Ms. Elshamy replied that she asked for guidance from Mr. Jamie Kelley HR, and he sent her a generalized job description for an Administrative Assistant. She added that she used it as a guideline.
- Board members had some editorial remarks on the drafted job description.
- 7:02pm *Mr. Joseph Curtin* moved to approve the drafted job description with corrections. Motion was seconded by *Mr. Richard Hautanimei*. Motion carried. All in favor, Yeas: 5 (*Richard Hautaniemi, Joseph Curtin, William Bird, Jeffrey Donaldson, Jerry Siver*) Nays: 0.
- Mr. Bird noted that he will be following up on the Muncity software and also on the Eight Point Sportsman's club.
- 7:05pm *Mr. Joseph Curtin* moved to adjourn. Motion seconded *Mr. Richard Hautaniemi*. Motion carried. All in favor, Yeas: 5 (*Richard Hautaniemi, Joseph Curtin, William Bird, Jeffrey Donaldson, Jerry Siver*) Nays: 0.

#### List of Attachments:

1. ZBA forms with suggested changes (Content Form and Instructions Form+ Checklist)
2. New Muncity Software Overview Brochure and proposal
3. Emails from Karen Pare's dated April 10, 2012 and April 12, 2012 on Muncity
4. Email from Terri Ackerman Dated April 11, 2012 on Muncity
5. Eight Point Sportsman Club Request for Renewal letter dated April 17, 2012 (Mr. Ronald Rana)
6. Email from Karen Chick dated requesting release of appropriation fund of \$1500 Dates April 20, 2012 & April 25, 2012
7. Administrative Assistant Draft job Description