

**Town of Otisfield  
Board of Appeals Meeting  
Town Office  
July 25, 2017**

**1. Call to Order:** The meeting was called to order at 6:00 PM.

**2. Attendance:** Members present were: Chair- Janet Douglass, Vice Chair - Don Verrill, Recording Secretary - Sharon Matthews, Anne Pastore & Alternate - Brendan Bedell (Absent - Marianne Izzo-Morin).

Tanya Taft – Secretary

**3. Quorum:** Board had a quorum.

**4. Secretary's Report:**

A. Meeting Minutes from April 20, 2017. \*Motion to accept minutes. DV/SM – Unanimous.

**5. Discussion & Comments from Public:**

A. None.

**6. Administrative Appeal**

A. None.

**7. Appeal for a variance**

A. None.

**8. Discussion and comments from Board:**

A. Election of Officer's . TT will update website.

1. Chair – \*Motion for Don Verrill. JD/AP – Unanimous.
2. Vice Chair - \*Motion for Janet Douglass. DV/AP – Unanimous.
3. Recording Secretary - \*Motion for Brendan Bedell. DV/SM – Unanimous.

B. Sharon Matthews term expires in June, 2021, but because of work and personal commitments, she is resigning from this Board effective immediately. Everyone thanked Sharon for being part of this Board. AP will put the word out that we are looking for volunteers. Everyone welcomed new member Brendan Bedell and because of SM leaving discussed moving him up as voting member. \*Motion to move up Brendan Bedell as a voting member. JD/DV – Unanimous. TT will update website.

**9. Miscellaneous:**

A. *Board of Appeals Ordinance.* Verbiage that was voted on and changed at last meeting went before the Town Attorney Phil Saucier and was then voted on and approved at Town Meeting.

**10. Upcoming Dates:**

A. Board of Appeal Meeting: Board will meet as needed.

**11. Adjournment:**

With no further business, the meeting was adjourned at 6:15 PM. AP/DV- Unanimous.

Respectfully submitted,

Tanya Taft, Secretary.

Approved by:

*Don Verrill -Chair*, Otisfield Board of Appeals

Approved on: 08.21.18