

ZBA PANDEMIC PROCEDURES

1. Publish new guidelines on the Town Website regarding procedures for the general public and applicants.
2. Direct all applicants that their packet must contain a summary of the relief they are seeking and why it should be granted, including expert affidavits if deemed necessary or required as a matter of law. Cases already filed and in line would need to be augmented with the additional submissions.
3. Advise applicants that their application will not be deemed complete or heard unless this information is in the packet.- Minor residential applications could be triaged to determine if added info is needed. If so, a letter would be sent but more likely than not it would be uploaded to the Cloud.
4. The packet for each application would then be uploaded to the Cloud ten days before the hearing - this would be accessible to both Board Members and the general public. Applicants or their counsel would have to do a mail notification to anyone within the Notice radius with an affidavit of service to the Board with written advice concerning these interim modified procedures.
5. The public would have ten days' time from the date of the additional mail Notice to submit written comments to the Board.
6. Upon receipt of the comments from the public the matter would be marked "fully submitted".
7. All comments from the public would be added to the record by adding them to the Cloud as well. If comments contained a question to be answered the applicant would be directed to do so by the board if appropriate to determine the application
8. Once fully submitted the "hearing" would consist of a conference call or web conference with only Board Members and counsel on the line. No applicant or counsel and no general public. Both applicant and the public would of course have the right to listen.
9. The videographer would be stationed at Town Hall and would simply record the proceeding by dialing into the conference call and carrying the audio on speaker and making a video and audio recording with a sign: " ZBA HEARING 3/26/20" up on the dais.
10. Discussion among Board Members would be limited and a vote taken recorded by Mr Bennett as counsel.
11. Filing of decisions would be done in the ordinary course of business in the office of the Clerk and there will be no second vote on the verbiage of the decisions.
12. The ZBA Court reporter would create a transcript remotely from the broadcast