



# Halifax Zoning Board of Appeals Meeting Minutes Monday, January 11, 2021

The Halifax Zoning Board of Appeals held a public hearing on Monday, January 11, 2021 via Zoom hosted by Town Administrator Charlie Seelig with all Board members in attendance: Chairman Robert Gaynor, Vice Chairman Kozhaya Nessralla, Clerk Peter Parcellin, Members Gerald Joy and Alternate Member Dan Borsari. Member Robert Durgin is absent.

Chairman Gaynor calls the meeting to order at 7:04pm and reprises the audience that this public hearing/meeting is being recorded. He also explains the procedure and the protocol at the public hearings.

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## Appointments

• **7:00pm – Hearing (continued) – Pet #927 – Matt Grosschedle, Outback Engineering, 0 Walnut St – Special Permit for Horse Barn**  
*Applicant Matt Grosschedle requested a continuance to February 8, 2021 via email and will submit Letter of Extension.*

## Meeting Minutes

**M/Joy, S/Nessralla. Unanimously approved (5-0-0) by voice vote** to accept Meeting Minutes for December 14, 2020 as presented.

**M/Parcellin, S/Joy. Unanimously approved (5-0-0) by voice vote** to accept Meeting Minutes for December 16, 2020 as presented.

## Discussion

**ZBA Document Request Policy/Procedure – requests by any individual, including ZBA members, for ZBA documents/files be handled by completing a request form for staff assistance and documentation purposes**

Chairman doesn't feel it's right for anyone, whether they are elected officials, members, public, etc. to have access to the ZBA files in the ZBA/Planning/Conservation office including the file closet and suggests the office and closet be locked. He adds if someone needs to view a file, ask for the file and view with supervision of a Regulatory secretary. If copies of a file are requested, that becomes a written request for Public Document. Nessralla suggests the same system for both requests – to view and for copies. Secretary suggests a simple sign in/sign out form for requesting files. Seelig states that a written request/form isn't legally required for viewing files, however the Town can create the document and keep a log of files being viewed and by whom as a regular practice. The Board is being proactive, especially during pandemic when some are working remotely. Joy states that there should be a logbook and that he is surprised there isn't one. Chairman states that viewing a file should be during business hours only. If there is no one working in the ZBA office one could go to the Building Department to ask secretary for help and for monitoring. Parcellin states that it's perfectly reasonable to keep a log of anyone requesting files for viewing which can only be done during normal business hours and be supervised while reviewing those files. Nessralla states there should be a ledger for everyone to sign in and out when requesting to view files.

Chairman reads his notes:

1. Secretary, Chairman and Seelig will work to create a form/log
2. Supervision of person reviewing files
3. Reviewed files should not be removed from office
4. Normal business hours only
5. Doors to office and file closet remain locked

**M/Parcellin, S/Nessralla. Unanimously voted (5-0-0) by voice vote** to implement a log for supervised reviewing of ZBA files during normal business hours and ensure that storage files in office are locked when unattended.

Alan Dias, Chairman of Board of Health, informs the Chairman that the Board of Health uses a form for file review requests and offers to send this form to ZBA secretary as a starting point.

## Other Business

• **40B Comprehensive Permit – Country Club Estates – Petition #920 – January 13, 2021 7pm via Zoom**  
• **2020 Annual Report**

Chairman reads report into record.

**M/Parcellin, S/Joy. Unanimously voted (5-0-0) by voice vote** to accept the ZBA 2020 Annual Report into record.

### Correspondence

Board reviews all mail.

- 12/15/20 – Email from BOH Co-Chairman Alan Dias with comments on Pet #920, CC Estates 40B
- 12/16/20 – Email from Bracken Engineering with attached Withdrawal Form – Pet #930, 8 Hilda Lane
- 12/17/20 – Email from Paul Cusson, Delphic Associates for a 30-day extension to Pet #920, CC Estates 40B
- 12/17/20 – Email from Kerri Butler with 8 Hilda Lane concerns
- 12/22/20 – Letter from BOH agent Bob Valery to Cled’s Tree Service, 450 Industrial Drive
- 12/23, 12/30/20, 1/5/21 – Emails from Outback Engineering with ZBA extension form, prior septic plan and Form A plan which were submitted to BOH and PB – Pet #928, 0 Walnut Street
- 1/5/21 – Email with attached revised plan from Silva Engineering – Pet #920, CC Estates 40B
- 1/5/21 – Email from Building Department - 293 Oak Street stop work order for unpermitted renovations and denial letter
- 1/5/21 – Email from PB Chairman Alan Dias w/ comments and attached site plans for CC Estates and O’Reilly’s (330 Plymouth St)
- 1/6/21 – Email from Pat Brennan/Amory Engineers with response to Silva revised plan – Pet #920

### Adjourn:

**M/Joy, S/Parcellin. Unanimously voted (5-0-0) to adjourn the meeting at 7:38pm.**

### Documents:

1. Agenda for 1/11/21
2. Meeting Minutes for 12/14/2020 and 12/16/2020
3. 2020 Annual Report
4. Correspondence

Respectfully submitted,

Date: 2/8/2021



Robert Gaynor, Chairman  
Kozhaya Nessralla, Vice Chairman  
Zoning Board of Appeals