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TOWN OF BURLINGTON

Meeting Minutes

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Minutes need to be posted within 30 days or 2 meetings of the board – Draft minutes can be posted and revised at a later date

DEPT./BOARD: Town of Burlington, Board of Appeals

DATE: February 21, 2023

TIME: 7:00 P.M.

PLACE: Town Hall Main Hearing Room, 2nd Floor, 29 Center Street

MEMBERS IN ATTENDANCE: Chairman, Charles Viveiros, Vice Chairman, Mark Burke, John Sullivan, Joe Currier, Jeremy Harrington & Jeff DiBona, Clerk. Absent: Ray Blenkhorn.

Minutes of the meeting of the Board of Appeals Burlington, MA

Chairman Charles Viveiros called the meeting to order at 7:40 p.m.

Chairman Viveiros informed the board that Mr. Minasian, applicant of the property located at 114 Cambridge Street, "Nick's Place" asked for a continuance to April 4, 2023.

Mr. Burke motioned to continue the public hearing for 114 Cambridge St. to April 4, 2023 at 7:30 p.m.

Mr. DiBona seconded the motion.

All in favor. (5-0)

Chairman Viveiros asked the board for a motion to approve the minutes from January 17, 2023 meeting.

Mr. Burke motioned to approve the minutes from the January 17, 2023 meeting.

Mr. Harrington seconded the motion.

All in favor. (5-0)

Chairman Viveiros asked the board if there was any other business matter to discuss and if not a motion to adjourn.

Mr. DiBona motioned to adjourn.





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Mr. Burke seconded the motion.

All in favor. (5-0)

Administrative Items:

1. Keeping the 7 p.m. Administrative Meetings going in the future. - **Board decided to keep the 7 p.m. Administrative meetings going in the future. All in favor. (5-0)**
2. Discussion/Decision by the board to have only one (1) signature, Chairman's signature on the variance decision forms. **Board decided to have all board members continue to sign the variance decisions and add the Chairman's addition signature onto a separate page to validate all signatures. (May be an electronic signature...)**
3. Certified mailings – if the board is going to hire an outside company to do these mailings and what the legalities are for doing so & setting up a budget & a fee structure for... **The board and the recording secretary, myself, Jennifer Cutillo, agreed to have the recording secretary process all certified mailings as of May 1, 2023, rather than having the applicants handle the certified mailings for reasons of legalities and record keeping. Amy Warfield, Town Clerk to set up online payment system for processing of all fees on Viewpoint in the near future.**
 - a. Permit fee: (\$100 – Residential & \$250 – Commercial)
 - b. Fee for abutters list = \$40.00
 - c. Certified mailings cost (set up a fee structure) – Perhaps would need further discussions & meetings with Amy & Kirsten to get these up and running? – **New fee language to include "whatever the postage rate/cost is @ time of mailing times the number of abutters on the abutter's list to be mailed.**

Chairman Viveiros motioned to accept two decisions for keeping the administrative meeting at 7 p.m. & to keep the current ZBA members on the variance decision form and add the Chairman's name to a separate page for validation purposes (can be signed electronically)

Mark Burke seconded.

All in favor. (5-0)

