



TOWN OF HUDSON

Building Board of Appeals



12 School Street • Hudson, New Hampshire 03051

1. Call to Order

The May 25, 2023 meeting of the Building Board of Appeals was called to order at 7: 02p.m in the Board of Selectmen Meeting Room Town Hall, by Board member Jeff Emanuelson.

2. Attendance

Present – All members of the Building Board of Appeals - Jeff Emanuelson, Tim Malley, Michael Lawlor

3. New Business:

A. Election of Officers

Motion by Tim Malley, seconded by Michael Lawlor to appoint Jeff Emanuelson as Chairman of the Building Board of Appeals. Motion carried 3-0.

Motion by Michael Lawlor, seconded by Jeff Emanuelson to appoint Tim Malley as Vice-Chairman. Motion Carried 3-0.

Motion by Tim Malley, seconded by Jeff Emanuelson to appoint Michael Lawlor as Secretary. Carried 3-0.

B. Adoption of procedures

The Board reviewed the Rules of Procedure as the Chairman briefly read through. The group agreed that where this is a three person Board a meeting should only be considered official if all three members are present. The Rules of Procedure will be updated to reflect this.

C. Discussion of Application Fee

Mr. Malley explained that any fee would have to be approved by the Board of Selectmen. All agreed to recommend an Application Fee of \$200 to the Board of Selectmen, for approval.

Mr. Emanuelson continued the review of the proposed Rules of Procedure. Seeing no further comments from the Board a motion was made by Tim Malley and seconded by

Michael Lawlor, to approve the Rules of Procedure as amended this evening. Motion carried 3-0.

4. Other Business

Mr. Emanuelson explained that the application process is modified from the Zoning Board of Adjustment, as their application requires much of the same information. The Board agreed that the Application Form for the Building Board of Appeals was adequate and just in need of the Board of Selectmen approval of the Application Fee. Mr. Malley made a motion, seconded by Mr. Lawlor to accept the Application Form once the fee is approved by the Board of Selectmen. Motion carried 3-0. Mr. Malley then said that once the fee is approved the updated form will be posted on the Building Board of Appeals webpage.

5. Adjournment/Scheduling of next meeting

At this time there was no need to schedule a future meeting. Motion to adjourn at 7:09p.m. by Tim Malley, seconded by Michael Lawlor. Motion carried 3-0.

Recorded by HCTV. Transcribed by Jill Laffin, Executive Assistant to the Board of Selectmen

Jeff Emanuelson, Chairman

Tim Malley, Vice-Chairman

Michael Lawlor, Secretary