



# PROPOSED MEETING AGENDA

140 Worcester Street, West Boylston, Massachusetts 01583

In accordance with the provisions of MGL 30A §§ 18-25

<b>Zoning Board of Appeals</b>	<b>Tuesday, February 13, 2018</b>
Board / Committee Name	Date of Notice
<b>Town Offices, 140 Worcester St., West Boylston, MA</b>	<b><u>SELECTMEN'S MEETING ROOM, SECOND FLOOR</u></b>
Meeting Place	Conference Room Number or Location
<b>Thursday, February 15, 2018, 7:00 pm</b>	<b>Toby S. Goldstein, Secretary</b>
Date / Time of Meeting	Clerk or Board Member Signature
<b>Meeting CANCELLED or POSTPONED to:</b>	<b>Date of Cancellation or Postponement</b>

Notices and Agendas are to be posted 48 hours in advance of the meetings, excluding Saturdays, Sundays and legal holidays. Please note the hours of operation at the Town Clerk's Office to ensure that this posting will satisfy this requirement.

This is the current list of topics that the Chair reasonably anticipates will be discussed at this meeting.

Est. Start Time	TOPIC
7:05	Public Hearing, Amendment of ZBA Fee Schedule
7:15	Informal Discussion, Natasha Maunsell, Regarding Her Property at 62 Central Street
7:30	Public Hearing, West Boylston Municipal Lighting Plant, Petition for Special Permit, 225 Shrewsbury St., West Boylston
8:00	Public Hearing, Girl Scouts of Central and Western MA, Petition for Variance for Parking in Front of Property, Century Drive, West Boylston
8:15	Public Hearing, Girl Scouts of Central and Western MA, Petition for Variance for Retaining Wall, Century Drive, West Boylston

## OTHER BUSINESS:

- Roll Call/Approval of Minutes from prior meeting – December 6, 2017 (Executive Session), January 18, 2018
- Update by Building Inspector on 92 North Main Street (Construction, Lottery, Possible Cash Bond-Needed Before Final Certificate of Occupancy Can Be Issued)
- Declaration of Covenant for Home Occupation Use Form
- Review ZBA Forms
- Update on Accessory Apartment Bylaw
- Update on Aquifer Zoning Bylaw
- Cost Certification for Afra Terrace
- Discuss Changing Policy on Mailings Where Petitioner Will Be Responsible for Sending Out Abutters' Notices by Certified Mail
- Miscellaneous Mail and Paperwork Needing Signatures

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Future Agenda Items/ZBA Reports-Drew Petition for Special Permit, 107 Central St, and Shaw Petition  
for Special Permit, 339 Maple Street  
Any Information Not Received By Board Prior to 48 Hrs. Before Meeting-THIS INFORMATION CANNOT BE ACTED  
UPON THIS EVENING  
Next Scheduled ZBA Meeting – Thursday, March 15, 2018  
Motion to Adjourn

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Save this file as Year-Month-Day-Name of Committee-Agenda [Example: 2017-10-15-ZBA Agenda.docx]  
Convert the Word file to PDF (File, Export, Create PDF/XPF Document) and forward to the town Clerk's Office.

Town Clerk: [TownClerk@WestBoylston-MA.gov](mailto:TownClerk@WestBoylston-MA.gov)

## COMMENTS REGARDING COMPOSITION AND USE

### ASSUMPTIONS

- The Meeting Agenda Template should be uniform from Board-to-Board or Committee-to-Committee
- The template should be reasonably straightforward in appearance so that readers can become accustomed to finding topical data (Committee Name; date of event; Agenda Topics) in the same place for each viewing and/or each Committee/Board
- The template should be easy to use, especially for persons not familiar with the Word conventions or by one who is not a skilled typist
- Filled in templates should be able to "translate" well to .pdf format for Web Posting
- The Town Logo will appear only on the first page, no matter how large this document becomes.

### SOURCE DOCUMENTS

- Parks Commission Agenda, March 2, 2017
- Facilities Implementation & Strategic Planning Committee Agenda, April 12, 2017
- 2017 Appointed and Elected Officials Handbook

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## **ATTRIBUTES AND OPERATIONS**

- 1) This is a WORD document presented as a standardized template in table format, but with the “grid” of the table not visible except as a guide. Normal WORD typing conventions will apply. **See Illustration 1, below.**
- 2) Format:
  - Calibri 10 Font (non-serif)
  - 1. Single spacing 1.0
  - 2. Spaces before and after paragraphs have been deleted
- 3) In the Heading section, the user fills in ABOVE the shaded title cell
- 4) In the AGENDA section, the user simply types as in a normal Word document. The typing will wrap as required.
- 5) All cells are indented from the left margin
- 6) To add additional rows for data entry, place the cursor in any location within the body (lower portion) of the template. From the formatting ribbon at the top of the page, select the “Home” Tab followed by “Layout” and then choose “Insert Above” or “Insert Below” the appropriate number of additional rows desired. **See Illustration 2, below.**
- 7) To delete extra rows, first highlight all the “extra rows” (hold shift and scroll down to include all the extra rows you wish to be rid of) and then follow the instructions in 6), except choose Delete – Delete Rows.

When the template is opened, this is what it looks like, with the lightly-shaded dotted lines. These are only for guidance for the typist, and will disappear when the final version is printed.



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Est.  
Start  
Time

## AGENDA

### TOPIC

Approval of Minutes from prior meeting

Treasurer's Report and/or financial approvals

Illustration 1

How to modify the Table (add or delete rows)

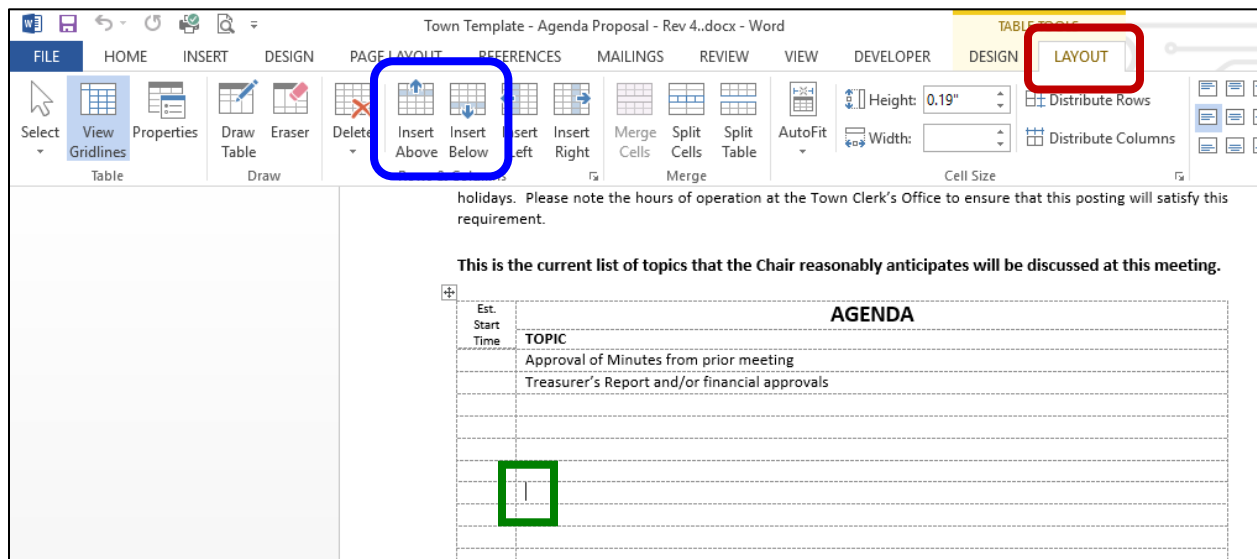


Illustration 2

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