

DRAFT – NOT YET APPROVED

TOWN OF EAST KINGSTON ZONING BOARD OF ADJUSTMENT

MEETING MINUTES

April 23, 2026

Pound School
41 Depot Road
East Kingston, New Hampshire

Tim Allen, Chair
Ed Robbins, Vice Chair
7:00PM

AGENDA

Election of Officers

Annual Review of Documents

Board Members present: Tim Allen – Chair, Dave Ciardelli, Frank Collamore, Nate Maher, Jeff Miller – Alternate, and Ed Robbins – Vice Chair. Absent: Paul Falman – Alternate.

Mrs. Belcher opened the meeting at 7:01pm with the roll call.

ELECTION OF OFFICERS

Mrs. Belcher announced the process for nominating a chairman: any voting member can nominate – no second is required. Upon final nominations, board members will cast their vote by show of hands.

Chairmanship – Mr. Ciardelli nominated Tim Allen as Chair. Mr. Allen accepted the nomination and noted his willingness to serve as Chair for another year. A call for additional nominations was made. With no other nominations from the floor, members voted for the single candidate by show of hand 6-0-0 in favor of Mr. Allen as Chairman. The voting tally reflects alternate member Miller was in favor of Mr. Allen as Chairman. Mrs. Belcher declared Mr. Allen the Chairman of the Zoning Board for the ensuing year's appointment and then turned the meeting over to him to facilitate the election of Vice Chair.

Vice Chairmanship – Chairman Allen opened the floor for nominations of Vice Chair. Mr. Maher nominated Ed Robbins as Vice Chair (Mr. Robbins accepted the nomination). With no other nominations from the floor, members voted for the single candidate by show of hands 6-0-0 in favor of Mr. Robbins. The voting tally reflects alternate member Miller was in favor of Mr. Robbins as Vice Chair. Chairman Allen declared Mr. Robbins the Vice Chairman of the Zoning Board for the ensuing year's appointment.

REVIEW OF RULES OF PROCEDURE

Mrs. Belcher noted that the state passed a new law last year whereby a Zoning Board of Adjustment member who also serves on the Planning Board must recuse him/herself from voting on matters previously decided or pending before the Planning Board. The intent of the law is to prohibit a Zoning Board member from voting twice, in two different capacities, on a single matter. She also noted that it has been the practice of Chairman Allen to recuse himself in such cases. The board reviewed this language back in October and moved it forward for final review and adoption tonight.

Discussion ensued on scenarios whereby a board member would recuse him/herself.

MOTION: Chairman Allen motioned to adopt the changes to the Rules of Procedure as outlined in section 3.0; seconded by Vice Chair Robbins. With no further discussion the motion passed 5-0-0.

REVIEW OF APPLICATION FEES

Mrs. Belcher noted that the Planning Board updated their abutter fees to align with anticipated postage increases (\$12) and recommended the Zoning Board do the same. She further noted that with the removal of the ADU special exception fees from the fee schedule, the board may want to increase the special exception application fees to align

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with the other ZBA application fees. She provided an overview of the administrative services covered by each application fee (application review, communications with the applicant, public hearing preparation, notices of decisions, findings of fact, and recordings at the Registry of Deeds).

Board members also noted the application fees for Planning Board applications.

MOTION: Vice Chair Allen motioned to increase the special exception fees to \$300; seconded by Mr. Maher. With no further discussion the motion passed 5-0-0.

MOTION: Chairman Allen motioned to increase the abutter fees to \$12 and approve the new fee schedule as presented; seconded by Vice Chair Robbins. With no further discussion the motion passed 5-0-0.

APPROVAL OF MINUTES

Board members reviewed the minutes from October 30, 2025.

MOTION: Chairman Allen motioned to approve the October 30, 2025 minutes as drafted and presented; seconded by Mr. Ciardelli. With no further discussion the motion passed 5-0-0.

With no other business before the board,

MOTION: Chairman Allen motioned to adjourn; seconded by Mr. Maher. With no further discussion the motion passed 5-0-0 and the meeting adjourned at 7:17pm.

Respectfully submitted,

Catherine Belcher

Land Board Secretary

Minutes approved _____.