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SOUTHBOROUGH, MA *BT*



**MEMO**

**To:** Southborough Town Clerk  
**From:** Jeanne Survell, Administrative Assistant *JS*  
**Date:** October 11, 2011  
**Subject:** **Zoning Board of Appeals, Rules and Regulations**

Please substitute the attached Section II article under the Zoning Board of Appeals Rules and Regulations regarding the election of the Zoning Board Chairman. The Board voted at its September 28, 2011 meeting to accept this revision. Sitting as a Board were, Chairman Matt Hurley, Regina McAuliffe, Edward Estella, Thomas Bhisitkul and Lee Bartolini. The Board voted 5-0 to accept the revision.

Please contact me if you need additional information.

Thank you

2011 OCT 11 P 12:49

*DK* SOUTHBOROUGH, MA

**SECTION II – OFFICERS AND DUTIES**

A. Chairman: A Chairman shall be elected annually no later than June 30 by majority vote of the Full Members of the Board and will serve for a twelve (12) month term from July 1 through the subsequent June 30. Should a new Chairman not be elected by June 30 of a particular year, the then-current Chairman shall continue to serve as Chairman until a successor is elected. The Chairman shall be responsible for the overall conduct of the Board's activities, including but not limited to:

- calling meetings;
- presiding at meetings and regulating their conduct; and
- authorizing purchase orders for expenditures by the Board.

The Chairman may, at his/her discretion, designate another Board member to fulfill certain of these duties.

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**SECTION II – OFFICERS AND DUTIES**

A. Chairman: A Chairman shall be elected annually no later than ~~August 31~~ June 30 by majority vote of the Full Members of the Board and will serve for a twelve (12) month term from ~~September~~ July 1 through the subsequent ~~August 31~~ June 30. Should a new Chairman not be elected by ~~August 31~~ June 30 of a particular year, the then-current Chairman shall continue to serve as Chairman until a successor is elected. The Chairman shall be responsible for the overall conduct of the Board's activities, including but not limited to:

- calling meetings;
- presiding at meetings and regulating their conduct; and
- ~~appointing sub-committees, to the extent permissible pursuant to applicable law, as he/she deems necessary, to review Board administrative issues and make recommendations to the Board for consideration and approval; and~~
- authorizing purchase orders for expenditures by the Board.

The Chairman may, at his/her discretion, designate another Board member to fulfill certain of these duties.