



**Board of Appeals**  
**Joint Meeting with the Planning Board**  
Town Hall • 40 Center Street • Fairhaven, MA 02719

**MEETING MINUTES**

DATE AND TIME: Tuesday November 21, 2023, at 6:00 p.m.  
MEETING: Joint training session with the Planning Board

**I. DISCUSSION**

1. The Joint Training Session with the Planning Board lead by Town Counsel on the roles and responsibilities of the respective boards began at 6:06 PM.

The Planning Board members in attendance were Cathy Melanson, Jessica Fidalgo, Diane Tommasetti, and Patrick Carr.

The Zoning Board members in attendance were Peg Cook, Andrew Romano, Daryl Manchester, and Patrick Carr.

While the meeting was not also held via Zoom, the Board members were informed that the meeting would be recorded and the PowerPoint presentation would be forwarded to all members.

The staff members in attendance were Town Administrator Angie Lopes Ellison, Planning and Economic Development Director Paul DiGiuseppe, Building Commissioner Randy Bassett, and Recording Secretary, Stephanie Fidalgo.

Town Counsel Attorney Heather White, covered the following topics - Authority/Jurisdiction, Types of Matters, Operations of Boards, Open Meeting Law, Public Records, and Ethics. Attorney White referenced both local bylaws and state laws and guidelines that define the roles and responsibilities of the respective boards.

Board members and staff members alike were allowed to ask questions on the different topics listed. There were a few additional discussions on other matters they needed clarification on, such as accessory dwelling units, variance guidelines and procedures, site plan review, and potential bylaw revisions.

## **II. ADJOURNMENT**

The meeting ended at 7:32 PM

Respectfully submitted,  
Stephanie A. Fidalgo  
Recording Secretary,  
Board of Appeals

*Approved – December 5, 2023*