

Harpers Ferry Board of Zoning Appeals  
Administrative Meeting – February 7, 2022

Meeting Minutes

**Location:** Town Hall and livestreamed on Town of Harpers Ferry YouTube Page

**Call to order and attendees** - The meeting was called to order by Chair Dave Simmons at 5:30 pm.

SEAT 1 (term ends January 1, 2024): David Simmons – PRESENT and leading meeting

SEAT 2 (term ends January 1, 2025): Chad Gauthier - PRESENT

SEAT 3 (term ends January 1, 2025): Lynn Pechuekonis – PRESENT, recording minutes

SEAT 4 (term ends January 1, 2023): Ed Wheelless - PRESENT

SEAT 5 (term ends January 1, 2023): VACANT

ALTERNATE 1 (term ends March 1, 2024): VACANT

ALTERNATE 2 (term ends March 1, 2025): VACANT

ALTERNATE 3 (term ends March 1, 2023): VACANT

**Approval of Agenda** – Chad Gauthier moved to accept the agenda for the meeting; Lynn Pechuekonis seconded. Passed with Chad, Lynn, and David Simmons approving, Ed Wheelless abstaining.

**Approval of minutes** – Lynn moved to accept the minutes of the hearing on January 10, 2022. Chad seconded. Passed with Chad, Lynn, and David approving, Ed abstaining.

**2022 Officers** – Officers were nominated as follows:

- Ed nominated David for Chair; Lynn seconded
- Chad nominated Ed for Vice Chair, David seconded
- Chad nominated Lynn for Secretary, David seconded.

The slate of officers was approved unanimously.

**Town budget request** – After discussion, David moved to inform town officials that we have no budget requests this year; Ed seconded. Unanimously approved.

**Discussion regarding Town permit process** – David reported on a possible source for consulting to improve the permit process and to answer process questions by Town staff as they arise. No action needed.

**Adjournment** – At 5:55 pm Lynn moved to adjourn, seconded by Chad; approved unanimously.

Minutes submitted by Lynn Pechuekonis.