



## **Town of Burlington**

### **Zoning Board of Appeals Regular Meeting Minutes**

**January 20, 2026**

**Town Senior Center Room & Zoom**

#### **1. Call to Order:**

##### **a. Attendance and Designation of Alternates:**

###### **Regular Member Attendance:**

Peter Perkins, Chair - Present

Belinda Cargill - Present

Michelle Bernetich - Present

Jeffrey Dubois - Present

Jessica McCarthy - Present

###### **Alternate Attendance:**

Laurie Arel - Present

Chris Argiropoulos - Not Present

##### **b. Public Reminder – SCAM Awareness & Town Data and/or Payment Collection Processes:**

Jerry reviewed the scam email that an applicant received that looked like it was from Planning & Zoning. It had all of the relevant information about their application in it and looked “real”. It also had a payment link for the applicant to submit their fee, which was the scam. Just keeping everyone in the loop on it.

##### **c. Act on Meeting Minutes of November 18, 2025:**

Motion made, seconded and passed unanimously with one abstention from Jeff, to approve the minutes of November 18, 2025.



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Cargill/Bernetich

#### **d. ZBA Elections for Chair, Vice-Chair & Secretary:**

Peter Perkins steps down as chair and Belinda Cargill runs the election. Chair: Peter Perkins is nominated by Laurie Arel. Peter declines the nomination and nominates Belinda Cargill. Jeff Dubois seconds that. Vote passes unanimously.

Vice Chair: Peter nominates Jeff Dubois and Laurie seconds that. Vote passes unanimously.

Secretary: Laurie nominates Michelle (Shelly) Bernetich and Peter seconds that. Vote passes unanimously.

#### **e. General Communications:**

None

### **2. Old Business:**

a. None

### **3. New Business:**

a. Email notifications for meetings/send agenda a day before. Cancellation of meeting can only happen on Monday after 4pm (24 hours' notice). Belinda will send an email Monday after 4pm as a reminder.

### **4. Public Hearing:**

a. None



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#### **5. Other Business Proper:**

- a. None

#### **6. Staff & Commission:**

- a. Continuing Education 2025 Report & Referral to the Board of Selectmen

- i. Requirements for New Members (2026) & Continuing Members (2027)

Jerry went over credits needed for new members (3 Gen & 1 Aff Housing).

Continuing Education 2025 Report & referral to the BOS. Motion to accept the report and refer to the BOS. Vote passes unanimously.  
Perkins/Dubois

Jerry shared resources for training: Town website under Boards & Commissions/P&Z or ZBA. Jerry will also put together a template for how to read a motion. He will also print the regulations for the committee.

#### **7. Adjourn:**

7:34pm Perkins/Bernetich