



City of Somerville  
**ZONING BOARD OF APPEALS**  
City Hall 3<sup>rd</sup> Floor, 93 Highland Avenue, Somerville MA 02143

**16 APRIL 2025 MEETING MINUTES**

This meeting was conducted via remote participation on Zoom.

| NAME            | TITLE       | STATUS         | ARRIVED |
|-----------------|-------------|----------------|---------|
| Susan Fontano   | Chair       | <i>Present</i> |         |
| Anne Brockelman | Vice-Chair  | <i>Present</i> |         |
| Ann Fullerton   | Member      | <i>Absent</i>  |         |
| Zachary Zaremba | Member      | <i>Present</i> |         |
| Brian Cook      | Alt. Member | <i>Present</i> |         |
| Sisia Daglian   | Alt. Member | <i>Absent</i>  |         |

City staff present: Emily Hutchings (Planning, Preservation, & Zoning); Kit Luster (Planning, Preservation, & Zoning)

The meeting was called to order at 6:03pm and adjourned at 7:01pm.

*Member Cook sat as the Acting Clerk.*

**GENERAL BUSINESS: Meeting Minutes**

Following a motion by Member Cook, seconded by Member Zaremba, the Board voted unanimously (4-0) to approve the 19 March 2025 meeting minutes, as corrected.

**PUBLIC HEARING: 76-78 Powder House Boulevard (ZP24-000029)**

*(continued from 15 January 2025)*

Following a motion by Member Cook, seconded by Member Zaremba, the Board voted unanimously (4-0) to continue the hearing for 76-78 Powder House Boulevard (ZP24-000029), to 14 May 2025.

**RESULT:**

**CONTINUED**

**OTHER BUSINESS: Discussion of the Clerk's Responsibilities**

Staff reviewed the Clerk's current responsibilities, including the primary role, solely to read public notices at meetings prior to the opening of a public hearing. More recently, the Clerk has typically made motions to approve or deny applications and been responsible for making the findings and providing those motions as well. This is not necessarily the normal role for a Clerk, as motions can be made by any Board/Committee member. The Clerk should not have this sole responsibility.

Member Cook agreed to continue filling the temporary Clerk role for the Board, while it seeks an additional member, as long as Board members can take turns with crafting the draft motions.

It was agreed that the recording of this meeting would be sent to the Board members absent this evening. Also, the Board agreed to take up this agenda item again at a future meeting for further discussion.

*NOTICE: These minutes constitute a summary of the votes and key discussions at this meeting. To review a full recording, please contact the Planning, Preservation & Zoning Division at [ZoningBoard@somervillema.gov](mailto:ZoningBoard@somervillema.gov)*