

Subject **Request from ZBA Secretary**  
From <habitate8@yahoo.com>,  
windsorsupervisor@echoes.net  
To <windsorsupervisor@echoes.net>,  
Date 09.22.2014 13:14

The logo for Adams Cable Service, featuring the text "ADAMS CABLE SERVICE" in a white, sans-serif font on a dark blue rectangular background.

Dear Carolyn,

I am writing to request compensation for the work I do to prepare letters, legal notices and other documents before and after public hearings as Secretary for the Town of Windsor Zoning Board of Appeals. I currently am not compensated at all for work done outside of our monthly meetings. For public hearings, I need to write and mail out numerous letters; the last two hearings required 40 letters each. In addition; there are legal notices, public hearing minutes (In addition to the regular meeting minutes), and several documents regarding decisions of the Board, that have to be written and sent out, as well as submitted to the newspaper and web administrator and posted on the bulletin board at the Town Hall. Pre and post public hearing preparation averages 6 to 8 hours. I currently receive \$35 for attending the monthly meetings and for any required training that I attend, just \$5 more than the regular Board members that just attend the meetings and training and are not required to do anything else. It is my understanding that the previous ZBA Secretary did not write and submit meeting minutes of any kind and only sent out letters regarding public hearings to the immediate surrounding neighbors of the involved property, instead of to all property owners within 500 feet in all directions, as is required.

Sincerely,  
Heather Gordon, ZBA Secretary  
Town of Windsor