

**New Hartford Zoning Board of Appeals
TOWN OF NEW HARTFORD, CONNECTICUT
REGULAR MEETING MINUTES
Wednesday, November 18, 2020 at 7:00 PM
Held Via ZOOM**

PRESENT: Chairman Mary Lou Rayno, Lew Chappel, Paul Griffin, David Jones, Alternate John Wilhelm; and Zoning Enforcement Officer Mike Lucas.

ABSENT: Bert Brander, Alternates Art Jackman and Keith Schaufler.

Chairman Mary Lou Rayno called the meeting to order at 7:05PM. Mr. Wilhelm was seated for Mr. Brander.

Prior to beginning the discussion of the business on the agenda, Ms. Rayno, Mr. Griffin, Mr. Chappel, and Mr. Wilhelm acknowledged the fifteen years of service by former Board member Scott Goff. Additionally, David Jones was introduced and welcomed as the newest Board member. Ms. Rayno reported Mr. Jones has served previously on the Planning and Zoning Commission.

1. PUBLIC HEARINGS:

None.

2. PENDING APPLICATIONS:

None.

3. NEW APPLICATIONS:

None.

4. OTHER MATTERS:

A. Review and Finalize By- Laws.

Ms. Rayno began the discussion by reviewing the amendment made in 2008 that included as part of the process for subsequent amendments a provision that "...bylaws may be amended by a majority vote of the regular voting members...". The language further requires that the amendments be reviewed at least one meeting ahead of the meeting at which a vote is taken to amend. She polled board members on whether they interpret that to mean that an amendment can only be made at a meeting when the entire board, both regular members and alternates, are present.

Ms. Rayno provided some history behind the last amendment in 2008, explaining that former Zoning Enforcement Officer Karl Nielson had advised that it was okay for a board member to convey their vote regarding bylaws amendments by an advance email. When questioned whether Mr. Lucas would agree with that, he indicated that he would.

Discussion ensued regarding the language "*regular voting members*", and whether it meant regular members, or the members present. The consensus was to remove the word, "*voting*".

The Board also agreed to change the phrasing "*review*" to "*hear and act upon*".

There was also agreement to add "*or Special Exception*" to the paragraph that allows the Board to not hear the same application within six months.

It was agreed that the only officers of the Board will be a chairman and a vice chairman and to conduct elections annually in November.

Language was modified in 9(1)(c) to read, “*furnish all required information*”. Noticing by “*certified mail*” will be changed to reflect, “*Certificate of Mailing*”.

B. Approve and Set 2021 Regular Meeting Schedule.

The Board reviewed changing the meeting dates from the third Wednesday of each month to the third Tuesday of each month.

MOTION: Mr. Chappel, Mr. Jones second, to accept the schedule as amended; unanimously approved.

MOTION: Mr. Chappel, Mr. Wilhelm second, to modify the agenda to add Election of Officers; unanimously approved.

C. Election of Officers.

MOTION: Mr. Griffin, Mr. Chappel second, to elect Mary Lou Rayno as chairman; unanimously approved.

MOTION: Ms. Rayno, Mr. Chappel second, to elect Paul Griffin as vice chairman; unanimously approved.

5. APPROVAL OF MINUTES – August 19, 2020:

The August 19, 2020 Minutes should include the following change:

In the first motion contained in the fifth paragraph on the second page, the text that follows the motion that reads, “*to approve the*”, should be stricken.

MOTION: Mr. Griffin, Mr. Chappel second, to approve the August 19, 2020 Minutes as amended; Motion passed with Ms. Rayno, Mr. Chappel, Mr. Griffin, and Mr. Wilhelm voting aye while Mr. Jones abstained.

MOTION: Mr. Griffin, Mr. Chappel second, to adjourn at 8:16PM; unanimously approved.

Respectfully submitted,
Pamela A. Colombie
Recording Secretary