



**MINUTES
ZONING BOARD OF APPEALS
REGULAR MEETING
February 26, 2024
7:00 PM - Council Chambers**

<https://www.youtube.com/watch?v=oOow0Kgmm2A>

1. CALL TO ORDER

Chair Andrew Urbanowicz called the meeting to order at 7:00 PM.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Present: Chair Andrew Urbanowicz, Commissioners, Mary Ann Turner, Richard Stroiney, Charles Mastroberti, Matthew Despard and Christine DeBonee

Also, Present: Director of Planning, Laurie Whitten and Recording Secretary, Sandie Barone

4. FIRE EVACUATION ANNOUNCEMENT

-Announced

5. TOWN ATTORNEY REPORT

A. December 26, 2023

-Reviewed

B. January 22, 2024

-Reviewed

C. February 1, 2024

-Reviewed

6. OLD BUSINESS

-None

7. NEW BUSINESS

A. Election of Officers

Motion: Commissioner Mary Ann Turner made a motion to nominate Andrew Urbanowicz as Chair, seconded by Commissioner Richard Stroiney.

UPON A SHOW OF HANDS VOTE, the Chair declared the motion approved. Yes: Commissioner Turner, Stroiney, Mastroberti, Despard No: None Abstain: Urbanowicz.

Motion: Commissioner Mary Ann Turner made a motion to nominate Richard Stroiney as Vice Chair, seconded by Chair Urbanowicz.

UPON A SHOW OF HANDS VOTE, the Chair declared the motion approved. Yes: Chair Urbanowicz, Commissioners Turner, Mastroberti, Despard No: None Abstain: Stroiney

Motion: Chair Urbanowicz made a motion to nominate Mary Ann Turner as secretary, seconded by Commissioner Mastroberti.

UPON A SHOW OF HANDS VOTE, the Chair declared the motion approved. Yes: Chair Urbanowicz, Commissioners Stroiney, Mastroberti, Despard No: None Abstain: Turner

B. Review of Bylaws

Director Whitten discussed the new software, Civic Clerk. The items that are listed in the bylaws will be reflected on the agenda in the Civic Clerk. The Director and Commissioners discussed bylaw items for the agenda and the order in which they will be in. They also discussed the list of amendments on page 14 of the bylaws.

MOTION by: Commissioner Turner, seconded: Commissioner Stroiney to approve the changes made to the bylaws.

UPON A SHOW OF HANDS VOTE, the Chair declared the motion approved. Yes: Commissioners. Urbanowicz, Stroiney, Turner, Mastroberti, and Despard No: None Abstain: None.

8. MINUTES OF PRECEDING MEETINGS

- December 18, 2023

MOTION by: Commissioner Turner, seconded: Commissioner Mastroberti to approve the minutes from December 18, 2023.

UPON A SHOW OF HANDS VOTE, the Chair declared the motion approved. Yes: Commissioners, Urbanowicz, Stroiney, Turner, Mastroberti, No: None Abstain: Despard and DeBonee

9. CORRESPONDENCE/STAFF REPORT

Director Whitten said there will be some training on Civic Clerk. Matt Davis has given his resignation. He will be working closer to home. Ms. Whitten handed out "What is Legally Required" paperwork for the Commissioners to read. These pages are taken from a book that planners use, and it gives useful information for boards and commissions on procedures, requirements and rules.

10. OTHER BUSINESS

Commissioner Turner thanked Kelly Davis for her years of service on the board.

Commissioner Turner discussed K-7.

11. ADJOURNMENT

MOTION by: Mary Ann Turner, seconded: Richard Stroiney to adjourn.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared the motion adopted unanimously, and the meeting stood adjourned at 7:20 pm.

Respectfully submitted,

Mary Ann Turner
Secretary

Sandie Barone
Recording Secretary