

**TOWN OF POMFRET
ZONING BOARD OF APPEALS
REGULAR MEETING MINUTES
MONDAY, DECEMBER 21, 2015 AT 7:00 PM
POMFRET SENIOR CENTER**

Present: Chairman James Robbins; Richard Galante, member; Elizabeth Cartier, member; Earl Semmelrock, member; and Robert Andrews, Jr., alternate. Absent: Debra Thompson, alternate; Staff: James Rabbitt, AICP; and Ryan Brais, ZEO.

Chairman Jim Robbins opened the meeting at 7:02 pm.

I. REGULAR MEETING

- A. Roll Call – taken and noted.
- B. Seat Alternate(s) – seat R. Andrews for D. Smutnick
- C. Citizen's Comments - none
- D. Items to Add to the Agenda – thank you letters to D. Smutnick, R. Coduri, and A. Gardner
- E. Approve Minutes of February 19, 2015– E. Cartier made a motion to approve the minutes as submitted. R. Galante seconded the motion and it was approved unanimously.

II. NEW BUSINESS

- A. Correspondence – none

III. CURRENT BUSINESS.

- A. Election of officers – E. Cartier nominated J. Robbins as Chair and R. Galante as Vice Chair. R. Andrews seconded the motion. J. Robbins nominated E. Cartier as Secretary. E. Semmelrock seconded the motion. A vote was taken on both nominations and they were approved unanimously.

R. Galante then asked should the clerk be unavailable for a meeting, would the clerk get the necessary materials and recording equipment to the board secretary prior to the meeting. The clerk said she would contact the secretary to pick up the items at the Town Hall in the clerk's office.

- B. Discussion and possible approval of 2016 meeting schedule – R. Andrews made a motion to approve the schedule. E. Semmelrock seconded the motion. J. Robbins said he will be unavailable for meetings scheduled for March 21 and September 19. R. Galante said he is also unavailable for the September 19 meeting. He said he thought it would be good to set a new date for the September meeting seeing both the Chair and Vice Chair would be unavailable. After discussion, it was decided to change the date to September 26, 2015.

Motion was made to approve the amended schedule. It was approved unanimously.

- C. Overview of variance/appeal process – J. Robbins discussed different variances (size, shape, topography) that have come before the board, some which were approved and others denied. Appeal process was also discussed.
- D. Discussion of thank you letters to D. Smutnick, R. Coduri, and A. Gardner. J. Robbins will draft those letters and get them to the clerk. The clerk is to draft a letter to the Selectmen to please appoint a member for D. Smutnick and an alternate to replace R. Coduri. J. Robbins made a motion that he would like the Selectmen to consider A. Gardner to be appointed to fill/replace one of the resigned positions. E. Semmelrock seconded the motion and it was approved unanimously.

IV. OTHER BUSINESS

- A. Agenda items for next meeting – we will definitely need to meet in February for the budget discussion; have clerk send R. Andrews and E. Semmelrock the current budget via e-mail
- B. Citizen's Comments – none

- V. **ADJOURNMENT** – R. Andrews made the motion to adjourn. E. Semmelrock seconded the motion and it was approved unanimously. The meeting adjourned at 7:45 pm.

Respectfully submitted,

Lynn L. Krajewski, Clerk

Date approved: _____