

**TOWN OF MONTVILLE  
ZONING BOARD OF APPEALS**

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**REGULAR MEETING -- PUBLIC HEARING MINUTES**

**Regular Meeting/Public Hearing  
January 02, 2025, 6:00 p.m.  
Town Council Chambers – Town Hall**

**1. Call to Order.**

Chairperson MacNeil called the regular meeting of the Zoning Board of Appeals to order at 6:05 p.m.

**2. Pledge of Allegiance.**

All stood and pledged the flag.

**3. Roll Call.**

Board Members present were Chairperson John MacNeil, Michael Butterworth, Lisa Maffeo, John Plikus and Board Alternate Arthur Montorsi. Board Member Doug Adams was absent from the meeting. A quorum of the Board was present.

ZEO Stacy Radford was also present.

Chairperson MacNeil remarked for the record on the resignation of Board Member Joseph Socha from the Board and congratulated former Board Member Douglas Adams on his return having been voted and sworn in by the Town Council.

ZEO Radford requested an amendment to the Agenda to include New Business Item 7.D, To Consider and Act on a Motion to Approve the Zoning Board of Appeals FY 2025-2026 Budget.

**Adjustment to the Agenda.**

**Motion** by Chairperson MacNeil; seconded by Board Member Butterworth to Approve the Zoning Board of Appeals FY 2025-2026 Budget. Discussion: none. **Voice Vote: 5-0-0. Motion carried.**

**4. Minutes: Approve the Minutes of the November 6, 2024, Meeting.**

**Motion** by Chairperson MacNeil; seconded by Board Alternate Montorsi to approve the ZBA Meeting Minutes of November 6, 2024. Discussion: none. **Voice Vote: 5-0-0. Motion carried.**

**5. Executive Session. -- None**

**6. Public Hearings/Discussion & Applications. -- None**

7. **New Business:**

a. Adoption of 2025 Meeting Schedule.

**Motion** by Chairperson MacNeil; seconded by Board Alternate Montorsi to approve the 2025 ZBA Meeting Schedule as follows: January 2, 2025\*, February 5, 2025, March 5, 2025, April 2, 2025, May 7, 2025, June 4, 2025, July 2, 2025, August 6, 2025, September 3, 2025, October 1, 2025, November 5, 2025, December 3, 2025 and January 7, 2026 with meetings to be held on Wednesday at 6:00 p.m. in Town Council Chambers or on Thursday if there is a holiday.\* Discussion: none. **Voice Vote: 5-0-0. Motion carried.**

b. Election of Officers.

**Nominations for Chair:** Board Member Maffeo nominated Board Member Butterworth. Board Alternate Montorsi nominated Chairperson MacNeil. Discussion: Board Member Plikus asked Chairperson MacNeil about his background for the position. The Chairman noted the current voting party affiliations of the Board but put that aside and remarked that he is apolitical. Board Member Plikus remarked that the “customer “ concerning the vote is the public. The Chairman briefly explained his work in the construction field and as a construction director, the development of gas stations, and having been asked by Planning & Zoning years ago to take on the position. Furthermore, he noted that some have used the position as a stepping stone toward other political endeavors but stated that he does not have an agenda. **Roll Call Vote for Chairperson MacNeil—MacNeil, Montorsi, Plikus. (3) Roll Call Vote for Board Member Butterworth—Butterworth, Maffeo. (2)**

**Nominations for Vice-Chair:** Chairperson MacNeil nominated Board Member Adams due to his longstanding experience on the Board. Board Member Butterworth nominated himself. Discussion: none. **Roll Call Vote for Board Member Adams—MacNeil, Montorsi.(2) Roll Call Vote for Board Member Butterworth—Butterworth, Maffeo, Plikus. (3)**

c. Update the Rules and Procedures for the Montville Zoning Board of Appeals. Chairperson MacNeil asked ZEO Radford for an explanation of the updated Board Rules and Procedures. The ZEO noted that the agenda does not follow the format on Page 3, and it was suggested that she bring the matter to the Board’s attention. Also, on Page 3 under Official Receipt Date, it was noted that Planning & Zoning Office is now the Land Use & Development Office. Furthermore, on Page 6 under Amendment of Procedures, Item 2, the word govern should be changed to “governed.” **Motion** by Chairperson MacNeil; seconded by Board Member Maffeo to accept the changes to the Zoning Board of Appeals Rules and Procedures as proposed by ZEO Radford. Discussion: ZEO Radford verified that the Board Agenda has been in the present format for the last three (3) years. **Voice Vote: 5-0-0. Motion carried.**

d. Discussion for approval of the Zoning Board of Appeals FY 2025-2026 budget. ZEO Radford remarked that the Board budget was a simple one and requested that it remains the same with no increases. There are two (2) items on the budget -- \$350 for Training/Conferences and \$500 for the Secretary. The ZEO noted that all Board Members were current with training and if additional training is required the cost would be \$60 each. The Secretary line item was over budget due to clerical errors by the Finance Department. There was not a spreadsheet prepared that showed the Board budget transactions for FY 2023-2024, per a question by Chairperson

MacNeil. ZEO Radford also noted that Training/Conference costs were low as training was done online by the Board. Chairperson MacNeil remarked that if there are applications to the Board it may push the budget over its limit.

8. **Old Business:** -- None

9. **Other Business:** -- None

10. **Adjournment**

**Motion** by Chairperson MacNeil; seconded by Board Member Butterworth to adjourn the meeting at 6:22 p.m. Discussion: none. **Voice vote: 5-0-0; all in favor. Meeting adjourned.**

Respectfully submitted by:

Gloria J. Gathers  
Recording Secretary, Town of Montville

**AN AUDIO RECORDING OF THE MEETING IS AVAILABLE ON THE  
TOWN WEBSITE.**