

**Town of Montville Zoning Board of Appeals**  
**Regular Meeting Minutes – December 6, 2017**  
Town Hall – Town Council Chambers

**1. Call to Order.**

Chairman MacNeil opened the regular meeting of the Zoning Board of Appeals at 7:03 p.m.

**2. Roll Call.**

Present were Board members Douglas Adams, Richard Gladue, Robert Yuchniuk, and Chairman John MacNeil. Also present was Zoning and Wetlands Officer (“ZWO”) Liz Burdick. Board member Joseph Berardy and alternate Carl Freeman were absent.

**3. Minutes: Approve the Minutes of the September 6, 2017 Meeting.**

Chairman MacNeil continued the motion stating that there were not enough members present to act on it.

**4. Executive Session. *None***

**5. New Business:**

**A. Election of Officers.**

Motion by Board Member Adams; seconded by Board Member Gladue, to nominate Board Member John MacNeil for Chair for the ZBA. Discussion: none. **Voice vote, 4-0; all in favor. Motion carried.**

Motion by Chairman MacNeil; seconded by Board Member Yuchniuk, to nominate Board Member Douglas Adams, for Vice-chair of the ZBA. Discussion: Chairman MacNeil stated that Board Member Adams had previously been Vice-chair of the ZBA for 10 years. **Voice vote, 4-0; all in favor. Motion carried.**

**B. Adopt 2018 Meeting Schedule.**

Chairman MacNeil welcomed newly elected member Robert Yuchniuk to the Board. He then explained that the 2018 Meeting Schedule must be filed with the Town Clerk before the first of the year and that meetings are held on the first Wednesday of the month. ZBA Burdick added that when there is a particularly large application a special meeting can be scheduled.

Motion by Chairman MacNeil; seconded by Board Member Adams, to approve the 2018 Meeting Schedule, as written. Discussion: none. **Voice vote, 4-0; all in favor. Motion carried.**

**6. Public Hearings/Applications. *None***

**7. Old Business. -- *None***

**8. Other Business.**

ZWO Burdick reported on an upcoming location approval that was formerly the DOT building.

Chairman MacNeil told Board Member Yuchniuk that there was nothing that he needed to study as a member of the ZBA and that he would be coached through the process. He explained the process for the meeting stating that ZBA Burdick would read her report on the application and the applicant would then make its case. ZBA Burdick mentioned a few seminars that are held by the Southeastern Council of Governments. Board member Gladue stated that he went to the seminar last year and said the information was intense. Chairman MacNeil spoke about the importance of communication for attendance at meetings and with six (6) members now on the Board, four (4) members are needed for a quorum. ZBA Burdick spoke about public notice for a hearing that must occur two times prior to posting the meeting agenda. Board Member Adams noted he would be away for the March 7<sup>th</sup> meeting.

ZBA Burdick also reported that she and Town Planner Vlaun had been working for the past 2-3 months on a complete rewrite of the ZBA regulations. She said she wrote a new section on the ZBA that will be easier for the applicant to read and she said she would email a draft to everyone tomorrow. ZBA Burdick also said that with the assistance of the Town Engineer, the Planning Department is updating road standards in reference to site plans and subdivisions that must be approved by the Town Council. The draft of the regulations will be approved by Planning & Zoning and once done ZBA Burdick will notify the Board.

**9. Adjournment**

Motion by Board Member Gladue; seconded by Board Member Adams, to adjourn the meeting at 7:21 p.m. Discussion, none. **Voice vote, 4-0; all in favor. Motion carried.**

Respectfully submitted by:

Gloria J. Gathers  
Recording Secretary, Town of Montville

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