



# TOWN OF KILLINGLY, CT ZONING BOARD OF APPEALS

**Thursday – June 9, 2022**

**Regular Meeting – Hybrid Meeting**

**7:00 PM**

**Town Meeting Room – 2<sup>nd</sup> Floor**

**Killingly Town Hall**

**172 Main Street**

**Killingly, CT**

RECEIVED  
TOWN CLERK, KILLINGLY, CT  
2022 JUN - 9 AM 6:25  
Elysebeth M. Smith, Quisiaman.

## **AGENDA**

**Public can also view this meeting on Facebook Live.**

Go to [www.killinglyct.gov](http://www.killinglyct.gov) and click on Facebook Live at the bottom of the page.

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. CITIZEN PARTICIPATION** -- Public comment can be emailed to [publiccomment@killinglyct.gov](mailto:publiccomment@killinglyct.gov) or mailed to Town of Killingly, 172 Main Street, Killingly, CT 06239 on or before the meeting. All public comment received prior to the meeting will be posted on the Town's website [www.killinglyct.gov](http://www.killinglyct.gov).
- IV. PUBLIC HEARINGS – (Review/Discussion/Action)**
- V. UNFINISHED BUSINESS – (Review/Discussion/Action)**
- VI. NEW BUSINESS**
  - Annual Organizational Meeting
    1. Review of By-Laws (Review/Discussion/Action)
    2. Election of Officers (Review/Discussion/Action)
      - i. Meeting turned over to Staff Liaison.
      - ii. Call for nominations.
      - iii. Verify acceptance by nominees.
      - iv. Call for vote.
      - v. Meeting turned back to new Chair.
- VII. ADOPTION OF MINUTES**
  1. March 10, 2022, Regular Meeting
- VIII. CORRESPONDENCE TO THE BOARD**
- IX. COUNCIL LIAISON**
- X. ADJOURNMENT**



## BY-LAWS OF THE KILLINGLY ZONING BOARD OF APPEALS

### ARTICLE I

#### **PURPOSE AND AUTHORIZATION**

Section 8-5 of the Connecticut General Statutes (CGS) requires that any Town with a Zoning Commission must have a Zoning Board of Appeals. The Board shall have all powers and duties invested in them by Chapter 124 of the CGS, as amended, and all of its actions and proceedings, all appeals there from shall be subject to and in accordance with the provisions of such chapter 124 as amended.

The objectives and purposes of the Killingly Zoning Board of Appeals are those as set forth by ordinance in Chapter 2 Article VII, Sections 2-125 – 2-130 Reserved of the Killingly Code of Ordinances, by Section 808 of the Charter of the Town of Killingly and those powers and duties delegated to the Killingly Zoning Board of Appeals by the aforementioned ordinance.

### ARTICLE II

#### **NAME OF BOARD**

The Board shall be known as the Killingly Zoning Board of Appeals.

### ARTICLE III

#### **OFFICE OF THE BOARD**

The office of the Board shall be the Planning and Development office at the Killingly Town Hall, 172 Main Street, Killingly, CT 06239 where all Board records shall be kept. Copies of all official documents, records, maps, Board minutes, agendas, and legal notices, etc. shall be filed or recorded in the Office of the Town Clerk as required by Connecticut General Statutes.

### ARTICLE IV

#### **ORGANIZATION OF THE BOARD**

##### **Section 4.1 – Membership**

The Zoning Board of Appeals shall consist of 5 regular members and 3 alternates who are;

- A. Must be electors of the town,
- B. Must not be members of any other Boards or Commissions
- C. Must be appointed by the Town Council

##### **Section 4.2 – Terms of Office for Members / Vacancies**

Regular members of the Board shall be appointed to serve by the Town Council for terms of five (5) years. Annually the council shall appoint one member to such Board.

Alternate members shall be appointed to serve by the Town Council for terms of three (3) years.

## **BYLAWS OF THE KILLINGLY ZONING BOARD OF APPEALS**

### **Section 4.3 – Resignation**

Resignations from the Board shall be in written form and submitted to the designated town Staff, who will forward notice of such resignation to the Town Manager, Town Clerk, and the Board members. In the event of a mid-term vacancy, the Town Council shall fill vacancies on the Board for the unexpired portion of the term.

### **Section 4.4 – Removal of Members**

Removal from the Board shall be in accordance with reason and procedures as set forth in Section 811 of the Killingly Town Charter.

## **ARTICLE V**

### **OFFICERS AND THEIR DUTIES**

#### **Section 5.1 – Chair**

A chairman shall be elected annually, at the regular meeting in June, by a majority vote of the regular members of the Board, and shall serve for a calendar year or until their successor shall be elected. The chairman shall perform all duties required by law, ordinance and these rules. If there is no duly elected chairman, or in the case of their death, resignation, incapacity or absence, the vice chair shall be acting chairman. The chairman or in their absence the acting chairman, may find cause to administer oaths of those giving testimony.

#### **Section 5.2 – Vice Chair**

A vice chair shall be elected annually, at the regular meeting in June, by a majority vote of the regular members of the Board, and shall serve for a calendar year or until their successor shall be elected. The vice chair shall perform all duties required by law, ordinance and these rules. If there is no duly elected chairman, or in the case of their death, resignation, incapacity or absence, the vice chair shall be acting chairman. The chairman or in their absence the acting chairman, may find cause to administer oaths of those giving testimony.

#### **Section 5.3– Zoning Board Power and Duties**

Zoning Board of Appeals has the following powers:

1. To hear and decide appeals from decisions of the Zoning Enforcement Officer;
2. To grant variances from the application of the zoning regulations. The variance power is limited to extraordinary situations and must:
  - a. Be in harmony with the general purpose and intent of the zoning regulations;
  - b. Consider the public health, safety, convenience, welfare and property values;
  - c. Be used only with parcels having unusual conditions that cause “exceptional difficulty or unusual hardship;” and
  - d. Must not be used if the regulations provide that certain prohibited uses may not be permitted by variance; (CGS 8-6)

# BYLAWS OF THE KILLINGLY ZONING BOARD OF APPEALS

## ARTICLE VI

### ELECTION OF OFFICERS

#### **Section 6.1 – Annual Organizational Meeting**

An Annual Organizational Meeting of the Zoning Board of Appeals shall be held at the regular meeting in June of each year. At each Annual Organizational Meeting, the Board shall elect officers for a one (1) year term, review by-laws and attend to other organizational business as the Chair deems appropriate.

#### **Section 6.2 – Nomination Procedure**

A quorum must be present before the election of officers can take place. Elections of officers shall occur as follows: Nominations shall be made from the floor, beginning with nominations for Chair, and elections shall follow immediately upon the close of nominations for each office. A candidate for each office receiving a majority vote of those present shall be declared elected for one year.

## ARTICLE VII

### ADMINISTRATIVE STAFF

#### **Section 7.1 – Recording Clerk**

A Recording Clerk shall be appointed to keep the minutes of the Board and shall file those minutes in the Boards Office.

#### **Section 7.2 – Staff**

The Zoning Enforcement Officer (or his or her designee in his/her absence) shall serve as staff to the Board and shall oversee preparation of the agenda of regular and special meetings under the direction of the Chairman, prepare meeting information, provide notice of all meetings to Board members, arrange proper and legal notice of hearings and other notice requirements, attend to general correspondence of the Board and other administrative actions necessary to assist the Board in the exercise of its power, duties, and functions as prescribed by the Connecticut General Statutes and the Town Code of Ordinances.

## ARTICLE VIII

### REGULAR MEETINGS

#### **Section 8.1 – Date / Time**

Regular meetings shall be held on the second Thursday of each month at 7:00 P.M. at the Killingly Town Hall. An annual schedule of meetings will be posted each year in the Town Clerks Office in accordance with CGS 1-21.

## ARTICLE IX

### SPECIAL MEETINGS

#### **Section 9.1 – Date / Time**

Special meetings of the Board may be called by the Chairman or acting Chairman. At least forty-eight (48) hours' notice before the time set for special meeting shall be given to each member.

## **BYLAWS OF THE KILLINGLY ZONING BOARD OF APPEALS**

### **Section 9.2 – Agenda**

Only items on the agenda can be discussed during the course of a Special Meeting.

## **ARTICLE X**

### **NOTICE OF HEARINGS**

#### **Section 10.1 – Notice**

The Board shall give notice to the public of such, hearing in the manner prescribed herein.

#### **Section 10.2 – Form of Notice**

Such notice shall state the location of the building or lot and the general nature of the question involved and shall be given in the following manner:

By the publishing of a notice twice, not less than two (2) days apart; the first not more than fifteen (15) days nor less than ten (10) days before the date of such hearing, and the last not less than two (2) days before the date of such hearing in a newspaper with substantial circulation in the community. (CGS 8-7d)

The applicant shall erect or cause to have erected a sign on the premises affected by the proposed variance application at least ten (10) days prior to the public hearing on such variance.

- Signs shall be provided by the Town for each variance application;
- Sign shall be securely fastened or staked;
- The sign shall be visible from the street closest to the affect property;
- The sign must be maintained as such until the day following the public hearing.

A report from the Zoning Enforcement Officer attesting to whether the above mentioned sign was erected and maintained as required shall be made part of the record at the public hearing. Failure of an applicant to comply with this requirement may be grounds for automatic denial of the variance, with consideration being given to cases where weather conditions or acts of vandalism have destroyed a properly posted sign (Killingly Zoning Regulations 800.2.2).

#### **Section 10.3 – Request for Postponement of Hearing**

If a request for postponement of a hearing is made to the Chairman of the Board or Staff after the publication of a public notice in the newspaper, it shall be treated as a new application, including all costs.

## **ARTICLE XI**

### **QUORUM**

A quorum shall consist of four (4) members of the board for transaction of all business.

## **ARTICLE XII**

### **VOTING**

Reversals of decisions of the enforcement officer and decisions on applications for special exceptions and variances in favor of the applicant require a concurring vote of at least four Board members. A total

## **BYLAWS OF THE KILLINGLY ZONING BOARD OF APPEALS**

of five (5) board members may vote on any application. If only four (4) members of the Board are present prior to the opening of a public hearing the Chairman may extend the courtesy to the application to postpone the public hearing to the extent allowed by CGS 8-7d.

### **ARTICLE XIII**

#### **DISQUALIFICATION / RECUSAL**

No Board member shall sit in hearing or vote in passing upon any case in which he/she shall be personally interested, financially or otherwise. If a member shall be disqualified because of interest, such fact shall be noted in the record of the hearing. The Chairman of the Board shall designate an alternate from the panel of alternates, choosing alternates in rotation so that they shall act as nearly equal a number of times as possible.

### **ARTICLE XIV**

#### **INSPECTION / SITE WALK**

Whenever the Board deems it necessary to inspect premises involved in an appeal, special exception or variance, it will be treated as a Special Meeting and must adhere to all Connecticut Freedom of Information Act (FOIA) requirements.

### **ARTICLE XV**

#### **ORDER OF BUSINESS**

##### **Section 15.1 –Regular Meeting**

The order of business at regular meetings shall be substantially as follows:

1. Call to Order
2. Roll Call
3. Citizen Participation
4. Public Hearings
5. Unfinished Business
6. New Business
7. Adoption of Minutes
8. Correspondence to the Board
9. Council Liaison
10. Adjournment

##### **Section 15.2 – Special Meeting**

The order of business at special meetings shall be substantially as follows:

1. Call to Order
2. Roll Call
3. Citizen Participation
4. Public Hearings
5. Unfinished Business
6. New Business
7. Adoption of Minutes

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8. Correspondence to the Board
9. Council Liaison
10. Adjournment

\*Only items on the agenda can be discussed during the course of a special meeting.

### **Section 15.3 – Executive Sessions**

Executive Sessions are rare and must be adhere to State Statute. Executive sessions shall be open to select members of the public when so voted by a majority of the members present and voting.

## **ARTICLE XVI**

### **CONDUCT OF HEARING**

1. Any person may appear in person or by agent or attorney at the hearing. (Subject to the Provisions of Section 8-11 of the General Statutes)
2. Order of Hearing of Cases. Appeals or applications are heard in the order in which they were filed, and as shown in the call of the meeting.
  - a. The Chairman shall give a statement of the case.
  - b. The applicant or appellant shall present the argument in support of the case.
  - c. The board shall have the opportunity to question the applicant or appellant.
  - d. All those in support of the case shall be heard.
  - e. The board shall have the opportunity to question those in support of the case.
  - f. Those in objection to the case shall be heard.
  - g. The board shall have the opportunity to question those in objection to the case.
  - h. The board shall have the opportunity to question anyone who gave testimony. In the case of parts (d) and (f) of the order of hearing of cases, written communications shall be presented before oral statements are called for. To maintain orderly procedure, each side shall proceed without interruption by the other.
3. Evidentiary exhibits at a public hearing shall be received and cataloged by a Stenographer / Recording Clerk / Staff.
4. Any audio exhibits need to be played during the course of the public hearing.

## **ARTICLE XVII**

### **DECISIONS**

#### **Section 17.1 – Decisions to be made within 65 days of the Public Hearing**

The Board shall render its decision either at the termination of the hearing or may reserve decision until later. (State law, however, requires that the decision be announced within sixty five (65) days.)

#### **Section 17.2 – Form of Final Decision**

The final decision of the Board on any appeal, petition, or application shall be made by a written order duly entered and signed by the chairman, the acting chairman, secretary, or staff. Such decision shall show the reasons for the determination and may reverse or affirm, wholly or



## **BYLAWS OF THE KILLINGLY ZONING BOARD OF APPEALS**

partly, or may modify the order, requirement, decision, or determination appealed from. Such decision shall also state, in detail, any exceptional difficulty or unusual hardship upon which the appeal for variance is based.

### **Section 17.3 – Notification of Decision**

Staff shall transmit to the applicant or appellant a true and exact copy of the written order of the Board setting forth the determination or decision. Staff shall also notify other parties in interest, including the Town Clerk, the Assessor, the Zoning Commission, or Enforcement Officer. Notice of the decision shall be published before the effective date in a newspaper having general circulation in the community.

No such decision is effective until a copy is recorded in the land records of the Town Clerk (CGS 8-3d). The Town Clerk shall index the same in the grantor's index under the name of the then record owner and the record owner shall pay for such recording.

### **Section 17.4 – Majority Vote**

In order to reverse an order or decision of an officer or to grant any variance or to decide an appeal in favor of the applicant, the concurring vote of four members of the Board shall be necessary. The minutes shall indicate the vote of each member on each question. Other matters shall be decided by a majority vote, provided a quorum was present. A member who was not present at the hearing upon any matter may not vote on it, nor may any member cast an absentee vote. A vote once taken shall be final and may not be reconsidered.

### **Section 17.5 – Actions of the Board are Public Record**

Every order, requirement, decision or determination of the Board shall be immediately filed in the office of the Board and shall be public record. Any transcripts and recordings of hearings shall also be filed in the office of the Board and be made public.

## **ARTICLE XVIII**

### **HEARING TIMING AND REQUIREMENTS**

Public hearings must adhere to CGS 8-7d and any other applicable State Statues.

## **ARTICLE XIX**

### **AMENDING OF REGULATIONS**

1. These rules may be waived, amended, or revoked by the Board at any meeting. However, those required by statute or special act may not be waved.
2. Whenever the regulations are or may become inconsistent with the State laws related to zoning, such State laws shall govern.
3. Each regulation or rule and each amendment or repeal thereof and each order of the board shall immediately be filed in the office of the Board and shall be public record.

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- 4. If there are any conflicts in wording between these bylaws and the Zoning Regulations; these bylaws and the Town Charter or these bylaws and the State Statue the latter shall govern.



## TOWN OF KILLINGLY, CT ZONING BOARD OF APPEALS

**Thursday – March 10, 2022**  
**Regular Meeting – Hybrid Meeting**  
**7:00 PM**

**Town Meeting Room – 2<sup>nd</sup> Floor**  
**Killingly Town Hall**  
**172 Main Street**  
**Killingly, CT**

### MINUTES

**Public can also view this meeting on Facebook Live.**  
Go to [www.killinglyct.gov](http://www.killinglyct.gov) and click on Facebook Live at the bottom of the page.

RECEIVED  
TOWN CLERK, KILLINGLY, CT  
2022 MAR 14 AM 9:02  
Elizabeth M. Sullivan

- I. **CALL TO ORDER CALL TO ORDER** – Chair, Andrew Farner called the meeting to order at 6:59 p.m.
- II. **ROLL CALL** - David Izzo, Sr.; Lynn LaBerge (Vice-Chair); William Menghi (all present via WebEx). Andrew Farner (Chair) was present in person.

**Staff Present** – Jonathan Blake, Planner I and Zoning Enforcement Officer (in person).

**Others Present** – Peter Cunha and Rachel Houle, Applicants (via WebEx); Raymond Wood II and Ulla Tiik Barclay, Town Council Liaisons (both via WebEx); J.S. Perreault, Recording Secretary (in person).

- III. **CITIZEN PARTICIPATION** -- Public comment can be emailed to [publiccomment@killinglyct.gov](mailto:publiccomment@killinglyct.gov) or mailed to Town of Killingly, 172 Main Street, Killingly, CT 06239 on or before the meeting. All public comment received prior to the meeting will be posted on the Town's website [www.killinglyct.gov](http://www.killinglyct.gov).

Andrew Farner read the above aloud. Jonathan Blake stated that no public comment had been received and that there were no members of the public either in the audience or online.

#### IV. **PUBLIC HEARINGS – (Review/Discussion/Action)**

**If a member of the public would like to comment on the following public hearing during the meeting, please call 1-415-655-0001; Meeting Number (access code): 2631 993 3891.**  
**All calls will be answered as received. Note the meeting is also open to the public.**

Andrew Farner read the above call-in information aloud.

1. **Application #22-830 of Peter Cunha & Rachael Houle** to vary the Town of Killingly Zoning Regulations, Section 450, Table A, Min. side setback to construct a two-bay garage. Property located at 46 Pleasant View Dr; Map ID# 3071, Alt ID 54-25; Low Density Zone.

Peter Cunha and Rachel Houle were present via Webex and represented themselves. Ms. Houle explained that they would like to have a two-bay garage with a bedroom above, attached to the house. There are currently two bedrooms upstairs and they would like to add a third bedroom to that floor.

Mr. Cunha explained that they need the width of the garage to fit their two vehicles and also because of the location of the bulkhead which is why it is further away from the house. He said that the neighbor on that side of the property are not opposed to the addition near the property line.

**QUESTIONS/COMMENTS FROM STAFF:**

- Mr. Blake asked about the bedrooms.  
Mr. Cunha explained that they currently have four bedrooms in the raised ranch: two upstairs and two downstairs and would need the additional bedroom on the second floor for an additional child.
- Mr. Blake referred to the Staff Guidance (included in packets to Board Members) and commented that the width was a concern because it is a 30-foot garage and approximately 32 feet to the side setback. There is no survey. Staff recommends that a survey be done to stake out the footings, if the variance is granted, to ensure that it fits and that it is on their property. There is nothing that would permit the building to be on the neighbor's property.
- Mr. Blake asked if the shed had been removed.  
Mr. Cunha explained that it is being used for storage at this time, but it will be relocated to the backyard.

**QUESTIONS/COMMENTS FROM BOARD MEMBERS:**

- **Lynn LaBerge** stated that she is concerned about the size and whether there is enough room between the edge of the building and the property line to put up a ladder or to do maintenance on the garage.  
Mr. Blake asked the Applicants if any other size options had been considered for the two-bay garage.  
Mr. Cunha explained that they could probably make it a little smaller (four or five feet), but did not want to go any higher.  
Ms. Houle explained that they do want to be able to maintain that side of the building and that they would talk with the builder to make it work.  
Ms. LaBerge asked if it could be turned so that the garage goes toward the back of the property rather than the side.  
Mr. Cunha explained that they would not be able to do that because of the way the driveway is and that they wouldn't be able to get around and that the backyard is like a hill.
- **David Izzo** asked about septic and the bulkhead.  
Mr. Cunha stated that they are on Town sewer and that the well is in the back. The bulkhead would be built into the garage and would still be accessible.

Mr. Blake stated that garage applications are usually in two-foot increments. He explained that the ZBA not only looks at hardships, but also looks to grant the minimum variance necessary for reasonable use of the property. This is why they ask if other options had been explored.

Ms. Cunha said that he had spoken with a couple of builders and they felt that they could go a little smaller, although it would be a tight squeeze mostly because of the bulkhead. He said they could do 28 feet wide if they have to. He said that they would try to work with whatever the Board would approve.

Mr. Blake noted that assuming the two-foot side setback that was left at 30-foot wide was correct, it would now be a four-foot wide side setback. He asked if the Board had any questions or input regarding this.

- **Ms. LaBerge** asked if 28-feet is the least they could go.  
Mr. Cunha explained that it is because of access to the bulkhead and to fit the two vehicles in the garage.
- **Mr. Izzo** asked about the neighbor not having a problem with it.  
Mr. Cunha stated that they would sign stating that they don't have a problem with it.

Mr. Blake stated that a placard was put on the property as required. He said there was no one present to speak either for or against the Application.

Mr. Izzo commented that he feels that it should be slimmed down and he also was concerned for resale value.

Mr. Blake asked the Applicants if they would be looking to amend their application to 28 feet.

Mr. Cunha stated that they would probably be able to make 28 feet work.

- **Andrew Farner** asked whether the 20-foot depth would change.

Mr. Blake explained the depth isn't limited as much from the front setback. The well would trigger a B-100 application from NDDH, so it would be up to the Health Department.

Mr. Blake asked the Applicants if they would be looking to change the depth of 20 feet.

Mr. Cunha stated that they would stay with the 20-foot depth.

- **Mr. Izzo** asked if they were adding one or two bedrooms.

Mr. Cunha stated one bedroom.

Mr. Blake asked if it would connect to the rest of the house.

Mr. Cunha stated that it would so they can walk through.

Motion was made by William Menghi to close the public hearing for **Application #22-830 of Peter Cunha & Rachael Houle** to vary the Town of Killingly Zoning Regulations, Section 450, Table A, Min. side setback to construct a two-bay garage. Property located at 46 Pleasant View Dr; Map ID# 3071, Alt ID 54-25; Low Density Zone.

Second by David Izzo. No discussion.

Roll Call Vote: David Izzo – yes; Lynn LaBerge – yes; William Menghi – yes; Andrew Farner – yes.

Motion carried unanimously (4-0-0).

#### **V. UNFINISHED BUSINESS – (Review/Discussion/Action)**

1. **Application #22-830 of Peter Cunha & Rachael Houle** to vary the Town of Killingly Zoning Regulations, Section 450, Table A, Min. side setback to construct a two-bay garage. Property located at 46 Pleasant View Dr; Map ID# 3071, Alt ID 54-25; Low Density Zone.

Motion was made by William Menghi to approve **Application #22-830 of Peter Cunha & Rachael Houle** to vary the Town of Killingly Zoning Regulations, Section 450, Table A, Min. side setback to construct a two-bay garage, 20-foot deep by 28-foot wide. Property located at 46 Pleasant View Dr; Map ID# 3071, Alt ID 54-25; Low Density Zone.

Second by David Izzo.

Discussion:

Mr. Farner suggested a four-foot setback.

Ms. LaBerge suggested that the motion be amended to add that stakes be put in before the footing is done.

Mr. Blake explained that a motion can be made to amend the motion to approve (to include conditions) and that the amendment would need to be voted on, then the motion as amended would be voted on.

Motion was made by Lynn LaBerge to amend the Motion to approve **Application #22-830 of Peter Cunha & Rachael Houle** to vary the Town of Killingly Zoning Regulations, Section 450, Table A, Min. side setback to construct a two-bay garage, 20-foot deep by 28-foot wide. Property located at 46 Pleasant View Dr; Map ID#

3071, Alt ID 54-25; Low Density Zone, to include that the size of the garage be staked out, by a surveyor, before the footings are put in.

Second to the Amendment by William Menghi. No discussion.

Motion to Amend the Main Motion carried unanimously by voice vote (4-0-0).

There was no discussion.

Roll Call Vote on the Main Motion as Amended: Lynn LaBerge – yes; William Menghi – yes; David Izzo – yes; Andrew Farner – yes.

Main Motion, as Amended, carried unanimously (4-0-0).

Mr. Blake explained to the Applicants that they were approved for a 28' by 20' garage with an approximate 4-foot setback and that it will have to be staked out by a surveyor to ensure that it fits. He said that if it does not fit, it can be discussed at the Staff level to look at options. The Applicants will receive an approval letter within about a week and it will be published in the Norwich Bulletin within about 48 hours which will start the 15-day appeal period.

**VI. NEW BUSINESS – None.**

**VII. ADOPTION OF MINUTES**

1. February 10, 2022, Regular Meeting

Motion was made by David Izzo to adopt the Minutes of the Regular Meeting of February 10, 2022.

Second by Lynn LaBerge. No discussion.

Roll Call Vote: William Menghi – yes; David Izzo – yes; Lynn LaBerge – yes; Andrew Farner – yes.

Motion carried unanimously (4-0-0).

**VIII. CORRESPONDENCE TO THE BOARD**

Mr. Blake reminded the Board Members about training, with the Town Attorney, to take place on March 22<sup>nd</sup>, at 6:00 p.m., for all of the Land Use Commissions.

**IX. COUNCIL LIAISON**

Raymond Wood II reported on recent discussions/actions of the Town Council:

- Met with the EDC regarding revitalizing the Downtown area (presentation available on the website).
- Approved the Collective Bargaining Agreement with DPW.
- Approved basic financial statements.
- Authorized the Town Manager to execute a 20-year lease with VCP Realty to put solar panels on the capped landfill. This can be taxed.

**X. ADJOURNMENT**

Motion was made by Lynn LaBerge to adjourn at 7:28 p.m.

Second by William Menghi. No discussion.

Motion carried unanimously by voice vote (4-0-0).

Respectfully submitted,

J.S. Perreault  
Recording Secretary