

Glastenbury Planning Commission/DRB Minutes *DRAFT*

September 26, 2022

Attending: Board Members Jerry Mattison, Interim Chair and Mike White. Also attending, Zoning Administrator Catherine Bryars. Meeting minutes recorded by Mike White.

Absent: Mike Gardner

This meeting was held by Zoom. The meeting was called to order by Chair JM at 7:09pm. The agenda was reviewed and no changes were made. No board member had a conflict with any item on the agenda.

Minutes of August 22, 2022: A motion made by MW to approve the minutes and seconded by JM. JM clarified that during the 8-22-22 meeting he had reported that a of the wing walls on one of the bridges on Glastenbury Road had been repaired by the state, rather than, as the draft minutes indicated, that a box culvert had been replaced. The minutes were approved unanimously with this change.

Public Comments: No members of the public were present.

Supervisor's Report: Rickey Harrington, Town Supervisor, was not present and had not previously submitted any comments.

Zoning Administrator Report: Zoning Administrator Catherine Bryars was present but had nothing to report.

Chair Position Status: MW suggested waiting until all members of the board were present to select a chair. MW made a motion to appoint JM as Interim Chair through to the next meeting. JM seconded and the motion was approved unanimously.

Review Planning/Zoning Commission procedures, tasks, meetings going forward: JM asked whether we should continue to meet every month. CB recommended the board continue to have a regularly scheduled meeting. This saves from having to schedule and warn special meetings and saves the expense of the warning. CB indicated that when there are no agenda items, a meeting can be cancelled. CB confirmed that meeting agendas for regular meetings are required to be posted 48 hours in advance and that would be the time when the meeting could be cancelled. CB is not aware of any special procedure or requirements to cancel a meeting. MW voiced support for keeping the existing regular meeting schedule and cancelling when there was nothing on the agenda. Discussion ensued about when to develop an agenda and make the decision to cancel a meeting. It was decided to try to get an agenda or notice of cancellation to BCRC on or before the Thursday in advance of the Monday meeting. JM indicated some of the board's task could be done by single members outside of regular meetings. CB reminded the board to follow open meeting laws, and provided the link to the Secretary of State's 2019 open meeting law guide.

JM questioned whether the board should be expanded to five members. MW indicated he hadn't thought of that idea before this meeting and would need to think about it more but was content with the three-member format. He worried increasing the size of the board may create additional scheduling conflicts. JM indicated having a larger board would allow for work to continue if one board member was missing, whereas if one member is missing from a three-person board work may be delayed. MW pointed out that board member Mike Gardner has missed several meetings this year and the board should confirm his availability and check to see if a different meeting time would help his attendance. JM volunteered to follow up with MG to check.

Other Business: MW asked about the BCRC's review of the new Town Plan. CB reported that the plan had been approved by the BCRC board earlier in the month.

The next meeting will be Monday, October 24, 2022 at 7pm.

Meeting adjourned at 7:44pm with a motion made by MW, seconded by JM and unanimously approved.

Respectfully submitted, Mike White