

TOWN OF THORNTON

Zoning Board of Adjustment

Approved on: 28 Mar 24
ZBA Initials: JMM
Rec'd by Town Clerk on: 4/2/24
Town Clerk Initials: ACUR

ZONING BOARD OF ADJUSTMENT MEETING MINUTES

February 22, 2024

WELCOME:

Chairman Joe Monti (via Zoom) welcomed the members.

Mr. Monti asked Mr. Sobolewski to facilitate the meeting.

CALL TO ORDER BY CHAIR:

Mr. Sobolewski called the meeting to order at 6:00 p.m. with the Pledge of Allegiance.

ROLL CALL BY CHAIRMAN:

Mr. Sobolewski completed the roll call.

The following members were present: Chairman Joseph Monti (via Zoom), Alan Rawson, Jerry Sobolewski, Alternate Roger Robidoux, Board Assistant Kerrin Randall

The following members were absent: Vice-Chairman Maureen Patti, Joan Marshall

Others Present: None

Others Present on Zoom (names are as they appeared): None

Mr. Sobolewski sat Mr. Robidoux as a voting member in place of Ms. Marshall

REVIEW/APPROVAL OF MINUTES:

MOTION: "To accept the Minutes of the November 20, 2023 meeting as presented."

Motion: R. Robidoux

Second: A. Rawson

Discussion: None

Roll Call Vote: J. Monti – yes, J. Sobolewski – yes, R. Robidoux – yes, A. Rawson – yes

Motion Passes: 4 – Yes, 0 – No, 0 – Abstained

OTHER BUSINESS:

Review/Update Rules of Procedure for 2024

Mr. Monti reviewed that the Rules of Procedure (ROP) are reviewed annually in March, and he would like the Board to review and make notes on any sections they feel need to be revisited for discussion at the March 28, 2024 meeting.

Mr. Rawson stated that the ROP was gone over in great detail last year, and he cannot think of anything at this time that needs to be revisited.

Mr. Monti commented that he has two (2) items he would like to review for addition into the ROP. He stated that currently the ZBA has an informal agreement to send draft minutes of their meetings to the BOS and Planning Board; he would like that practice formally added into the ROP. Mr. Monti stated he would also like to look at the retention timeline of meeting materials that are posted on the ZBA website.

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Ms. Randall clarified that there currently is no agreement to send draft minutes of ZBA meetings to the other Boards, and that the BOS is the only Board that receives draft minutes; they requested that both the Planning and Zoning Boards send them.

Ms. Randall stated that there is also language in the ROP that addresses the retention timeline for meeting materials on the website, and Mr. Monti stated he would like to revisit the topic. Mr. Monti stated he would like to have all meeting materials archived on the website for the public to review, rather than them having to come into the Town Hall to review a file.

Mr. Monti asked if paper copies of files would still need to be kept if all files were available online, and Ms. Randall stated she will look into that for the next meeting.

Update on Right to Know (RTK) Ombudsman Filing

Mr. Monti stated that all materials pertaining to the RTK filing has been uploaded to the iPads for review. He briefly went over the timeline of proceedings that are to occur within the next few months, and that the Board will be kept updated following the scheduled meetings.

Draft Meeting Minutes Request of Other Boards

Mr. Monti stated that he would like to be proactive and send draft minutes from ZBA meetings to the Planning Board and BOS; this will ensure that the other boards are aware of the topics being discussed at the ZBA. Mr. Monti stated he would also like to ask that the Planning Board and BOS reciprocate and send draft minutes of their meetings to the ZBA.

MOTION: "To send draft minutes of the ZBA to the Planning Board and BOS, and request that draft minutes of Planning Board and BOS meetings be sent to the ZBA."

Motion: J. Monti

Second: J. Sobolewski

Discussion: Mr. Rawson asked what the background for this request was and Mr. Monti stated it is about transparency among all boards.

Mr. Monti stated that he feels it would be beneficial to all Boards to be aware of what is being discussed during meetings.

Ms. Randall clarified that draft minutes of any meeting are sent upon request to anyone wishing to view them, and Mr. Monti stated that it will be easier for all Boards if draft minutes are sent without having to request them.

Roll Call Vote: J. Monti – yes, J. Sobolewski – yes, R. Robidoux – yes, A. Rawson – yes

Motion Passes: 4 – Yes, 0 – No, 0 – Abstained

ADJOURNMENT:

MOTION: "To adjourn at 6:35 p.m."

Motion: A. Rawson

Second: R. Robidoux

Discussion: None

Roll Call Vote: J. Monti – yes, J. Sobolewski – yes, R. Robidoux – yes, A. Rawson – yes

Motion Passes: 4 – Yes, 0 – No, 0 – Abstained

Respectfully submitted,
Kerrin Randall
Zoning Board Assistant