Members Present: K. Gubner, K. Fazzone, A. Chiaramonte, and J. Bonner

Members Absent: W. Jones, and Alternates D. Raines and V. Gentile

Also: C. Branson, Board Administrative Clerk

Audience: None

Call to Order: Chair K. Gubner Called the Meeting to Order at 7:23 pm.

Discussion of ZBA By-Laws, last updated 2009:

The Board reviewed the existing ZBA By-Laws, last amended in 2009. Discussion regarding the following proposed amendments to these three sections took place. Amendments: New: shown in bold italics, Removed: shown with a line through. The Board will continue discussion of proposed amendments at the next scheduled Regular Meeting.

1. **AMEND:** ARTICLE VI-
   Regular Members and Alternate Members and Their Duties
   Section 1.
   Regular members of the Zoning Board of Appeals shall be those duly elected to the position or appointed by the Board of Selectmen until the next regular election to fill the remainder of an unexpired term.

2. **REMOVE:** ARTICLE VIII-
   Meetings
   Section 9. Unless otherwise specified, ROBERTS’ RULES OF ORDER, AMENDED, shall govern the proceedings at all public hearings and meetings of the board.

3. **AMEND:** ARTICLE XIII-
   Effective Date
   Adopted July 10, 1984, amended October 5, 2009 last amended XX/XX/XXXX in accordance with the provisions of Article XIII above.

Approval of Minutes:

ZBA Minutes of October 1, 2019 Meeting:

A. Chiaramonte Moved to Approve the ZBA Regular Meeting Minutes of October 1, 2019, with amendment.

Seconded by: J. Bonner

Vote: For: Unanimous

Approval of ZBA 2020 Schedule of Meetings:

J. Bonner Moved to Approve the ZBA 2020 Schedule of Meetings with amendment to the July meeting date, changing from July 7 to July 14, 2020.

Seconded by: A. Chiaramonte

Vote: For: Unanimous

Adjournment: J. Bonner Adjournd the Meeting at 7:46 pm.

Respectfully submitted by:

Christine Branson, Administrative Clerk
November 6, 2019

APPROVED AS FINAL AT THE DECEMBER 3, 2019 MEETING