

PLANNING AND ZONING COMMISSION BYLAWS SUBCOMMITTEE SPECIAL MEETING  
APRIL 29, 2009, 6:00 P.M. PAGE 1 OF 3

Comm. Barbara Plum, Comm. Les Adams, Comm. Carl Bolz,  
Comm. Ron Borelli, Comm. Deborah Kleckowski, Comm.  
Catherine Johnson

MEMBERS  
PRESENT

Comm. Richard Pelletier, Comm. James Fortuna, Comm. Quentin  
Phipps

MEMBERS  
ABSENT

Sandra Russo-Driska, Town Clerk/Moderator

STAFF

The meeting was called to order at 6:05 p.m.

ITEM 1  
CALL TO ORDER

The following correction was noted: On the last page, change  
“Sandra Hutton-Driska” to read “Sandra Russo-Driska”. On  
motion and second by Comms. Ron Borelli and Carl Bolz the  
Subcommittee approved the minutes of the April 16, 2009 special  
meeting as amended. Vote was unanimous.

ITEM 2  
APPROVAL OF  
4/16/09 MINUTES  
AS AMENDED

Under Article IV, add Section 4 Seating of the Commission  
and change “if” to “when” in the last two paragraphs. A motion  
to approve was made by Comm. Carl Bolz and seconded by  
Comm. Barbara Plum. Vote was unanimous. NOTE: discussion  
of alternate votes being counted will be held at the full workshop.  
Under Article V, Section 7, add (a), (b), and (c). Under Section  
7(a), remove “regular” in the first sentence and add “and sign”  
after “acknowledge” in the second sentence. A motion to ap-  
prove was made by Comm. Barbara Plum and seconded by  
Comm. Carl Bolz. Vote was unanimous. Under Article VI, Sec-  
tion 2, remove “appoint committees” in the second sentence.  
A motion to approve was made by Comm. Deborah Kleckowski  
and seconded by Comm. Carl Bolz. Vote was unanimous.  
Under Article VI, Section 2, move Section 4 to the end of the  
paragraph and remove “shall be a Commission member and”  
from the first sentence. A motion to approve was made by  
Comm. Deborah Kleckowski and seconded by Comm. Ron  
Borelli. Vote was unanimous. Under Article VI, Section 3,  
remove “shall be one of the Commission members and” from  
the first sentence. A motion to approve was made by Comm.  
Deborah Kleckowski and seconded by Comm. Carl Bolz.  
Vote was unanimous. Under Article VI, Section 5, re-number  
the section to 4 and change the first sentence to read as  
follows: The Secretary [shall be a Commission member and]  
takes attendance and shall read all notices, [call the vote and  
perform all other duties prescribed for that office by the Chair].  
A motion to approve was made by Comm. Carl Bolz and  
seconded by Comm. Barbara Plum. Vote was unanimous. Under  
Article VI, Section 6, re-number the section to 5 and remove

ITEM 3  
DISCUSSION  
ON ARTICLES  
VI-X

“handling funds allocated to the Commission in the Planning and Zoning budget” from the last sentence. A motion to approve was made by Comm. Carl Bolz and seconded by Comm. Barbara Plum. Vote was unanimous. Under Article VII, change the title to read “Election of Officers and Liaisons”. Under Article VII, Section 1, change to read as follows: “An annual organization meeting shall be held during the month of November **and administered by staff until such officers are elected at same meeting.** At this time, officers shall be elected and assume the duties of the office, and the **Code of Ethics and the** bylaws will be reviewed, **acknowledged, signed** and be made a part of the minutes of the meeting. **An officer must be a regular member of the Commission.** A legal quorum of the Planning and Zoning Commission, **six (6) members,** shall be present before the election of officers can take place. **In the event the organizational meeting does not occur or is cancelled, it will be held at the next regular meeting of the Commission”.** A motion to approve was made by Comm. Deborah Kleckowski and seconded by Comm. Barbara Plum. Vote was unanimous. Under Article VII, Section 2, change to read as follows: “Nominations shall be made from **the members of the Commission** [the floor] at the annual organization meeting and elections of the officers specified in Section 2 of Article X of these Bylaws shall follow immediately thereafter”. A motion to approve was made by Comm. Deborah Kleckowski and seconded by Comm. Barbara Plum. Vote was unanimous. Under Article VII, Section 3, change to read as follows: “A candidate receive 5 affirmative votes from **seated members (including alternates)** present **for that commission meeting** and voting shall be declared elected and shall serve from the annual organizational meeting in November to the next annual organizational meeting”. A motion to approve was made by Comm. Deborah Kleckowski and seconded by Comm. Barbara Plum. Vote was unanimous. NOTE: more language is being drafted to complete this section. Under Article VII, Section 4, remove “(b) the Parking Authority”, change “(c)” to “(b)” and “(d)” to “(c)”. A motion to approve was made by Comm. Deborah Kleckowski and seconded by Comm. Barbara Plum. Vote was unanimous. Under Article VIII, Section 2, change to read as follows: “**The rotation for alternates shall start based on the number of votes received.** If a regular member of the Commission is absent or is **unable to participate,** the Chair of the Commission shall designate an alternate to act, choosing alternates **from the** rotation as kept by **staff** and displayed on the agenda. If any alternate is not available in accordance with such rotation, such fact shall be recorded in the minutes of the meeting. **Rotation only changes when an alternate serves for an entire commission meeting, or if an alternate is absent at a regular commission meeting, they will go to the bottom of**

**the rotation**". A motion to approve was made by Comm. Barbara Plum and seconded by Comm. Carl Bolz. Vote was unanimous. Under Article VIII, Section 3, remove the entire section. A motion to approve was made by Comm. Deborah Kleckowski and seconded by Comm. Barbara Plum. Vote was unanimous. Under Article VIII, Section 4, remove "and ex-officio members" and underline "same materials". A motion to approve was made by Comm. Barbara Plum and seconded by Comm. Ron Borelli. Vote was unanimous. Under Article VIII, Section 5, change the first sentence to read as follows: "**Non-seated** Alternates **may** speak at Public Hearings along with **seated** Commission members. **Alternates may not contribute once the public hearing is closed**", and remove the second sentence. A motion to approve was made by Comm. Deborah Kleckowski and seconded by Comm. Carl Bolz. Vote was unanimous. Under Article VIII, Section 6, remove the entire section. A motion to approve was made by Comm. Barbara Plum and seconded by Comm. Carl Bolz. Vote was unanimous. Under Article VIII, Section 7, change "Article VIII, Section 4 of these Bylaws" to read "Article V of the Bylaws". A motion to approve was made by Comm. Barbara Plum and seconded by Comm. Ron Borelli. Vote was unanimous. Under Article IX, change to read "Article X", insert a new Article IX to read "Budget of the Commission", and renumber the remaining Articles. A motion to approve was made by Comm. Carl Bolz and seconded by Comm. Barbara Plum. Vote was unanimous. A motion to move the new Article X to a new Article XVII to the next meeting to be held on May 6, 2009 was made by Comm. Carl Bolz and seconded by Comm. Barbara Plum. Vote was unanimous.

The Subcommittee was reminded that the next meeting would be held on May 6, 2009 at 6:00 p.m. in Room 208. On motion and second by Comms. Barbara Plum and Ron Borelli the Commission adjourned the special meeting at 8:20 p.m. Vote was unanimous.

ITEM 4  
ADJOURNMENT

Respectfully submitted,

Sandra Russo-Driska  
Town Clerk/Moderator