

**TOWN OF POMFRET  
ZONING BOARD OF APPEALS  
REGULAR MEETING MINUTES  
THURSDAY, OCTOBER 23, 2008 AT 7:00 PM  
POMFRET TOWN HALL**

In Attendance: Board Members James Robbins, Gary Kendall, Richard Galante, Liz Cartier

- I. **REGULAR MEETING** - Meeting opened at 7:10 PM by J. Robbins
  1. **Seat Alternates** – Quorum present, no alternates to be seated.
  2. **Citizen’s Comments** - None
  3. **Items to Add to Agenda** - None
  4. **Approve Minutes of September 15, 2008** – G. Kendall moved to approve minutes of Sept. 15, 2008. R. Galante seconded. J. Robbins stated that page 2, current business should be changed to reflect 150 ‘square’ feet and not ‘more than’ 15 feet in height. All in favor of approving minutes with amendments.
  
- II. **CURRENT BUSINESS**
  1. **Consideration and Possible Action to Amend ZBA Application Procedure to Require Certified Mail Notice to Abutters** – Discussion regarding adding the requirement of sending notice of the variance application or appeal to abutters by certified mail receipt. It was agreed to add the following to application requirements and instructions to: General Instructions, paragraph 3; Line by line instructions as a new item 7, and referencing record of notice to page 1 of the application, item 7:

**Before a public hearing is held on any application for a variance or appeal from decision of the Zoning Enforcement Officer, the applicant shall present proof (in the form of certified mail return receipts with the assessor’s abutters list) that notice has been mailed to each of the property owners of contiguous or abutting parcels, including parcels across the street. Such ownership and mailing addresses shall be based on current records of the Tax Assessor, and the notices shall be mailed by certified mail, return receipt requested, not less than 10 nor more than 30 days before the public hearing.**

Liz Cartier moved to approve the agreed upon language as discussed. J. Robbins seconded. All in favor. A completed draft will be available for review at the next meeting.
  
- III. **NEW BUSINESS**
  1. Correspondence – None

**V. OTHER BUSINESS**

1. Agenda items for next meeting – Consideration of Application requiring Certified Notice to Abutters. Consideration and possible approval of 2009 Board Meeting Schedule.
2. Citizen's Comments - None

**VI. ADJOURNMENT** – R. Galante moved to adjourn. L. Cartier seconded. Meeting adjourned at 8:20 PM.

Respectfully submitted,  
Bonnie Ryan, clerk

Date approved \_\_\_\_\_