

**Town of Chaplin, Connecticut  
Zoning Board of Appeals**

**Minutes of November 18, 2015**

*These unapproved Zoning Board of Appeals meeting minutes are forwarded to the Chaplin Town Clerk in a draft format. These minutes are unofficial until they have been read and approved by a majority vote of the Board. Should edits be necessary, they will be made at the next regularly scheduled meeting, voted upon and noted in the meeting minutes.*

**1. Call to Order**

Susan Peifer-Chairman called the meeting to order at 7:05PM.

**2. Roll Call, Seating of Alternates**

Members Present: Regular members- Susan Peifer-Chairman, Lisa Courcier – Secretary, Doug Cates and Alternate- Kitty LeShay. K. LeShay was seated for Rosalie Gifford.

**3. Approval of Minutes**

**a. 22 April 2015 Regular Meeting** Motion made by S. Peifer, to approve the minutes of the April 22,, 2015 regular meeting with the correction to 3.a. to read: “Motion passed; Peifer, Courcier, Gifford: Aye; Weingart: Abstain. Motion to approve April minutes seconded by L. Courcier, passed unanimously.

**4. Old Business     None**

**5. New Business**

**a. Election of Officers for 2016**     Motion by K. LeShay to elect S. Peifer as Chairman, W. Jenkins as Vice-Chairman and L. Courcier as Secretary. D. Cates seconded. Motion passed unanimously.

**b. Approve 2016 Meeting Calendar, Time & Location**     Motion by D. Cates to approve the 2016 calendar as presented: to meet at 7:00 PM in the Chaplin Library Conference room the 4<sup>th</sup> Wednesday of the month except in November & December when it would be the 3<sup>rd</sup> Wednesday. K. LeShay seconded, motion passed unanimously.

**c. Performance review of the ZBA Clerk** No action taken.

**d. 2016-2017 Budget** S. Peifer presented a budget for 2016-2017 with a bottom line of \$2,453. L. Courcier moved to approve the budget, D. Cates seconded. Members discussed several line items that were cut to reduce the budget \$200 from the previous year's budget. Motion passed unanimously.

**e. New member information packet** S. Peifer & L. Courcier put together a packet of material that should be helpful to new members including ZBA procedure and duties, the By-Laws, ZBA state statute and advice from CLEAR. These were distributed at the meeting.

**6. Citizens Having New Business Before the ZBA** None

**7. Correspondence** None

**8. Other** None

**9. Items *Pro re nata*** Peifer wrote the ZBA report for the Chaplin Annual Report and submitted it in a timely manner. Some discussion of meeting notices and procedures with the two new members.

**10. Adjournment**

Motion by K. LeShay and seconded by Lisa Courcier to adjourn the meeting. The meeting was adjourned at 7:35PM. Passed unanimously

*Respectfully Submitted,*

*Susan Peifer, Chairman*

*Chaplin ZBA*