

Stonington Planning Board  
Minutes 11/19/2020

PRESENT: Renee Sewall, Anna Goff, Diana Turner, Ben Jackson, Roger Bergen  
PUBLIC: Evelyn Duncan, Judy Jenkins CEO

Item 1: Update of Shoreline Ordinance

DEP is requiring an update; they have sent us a sample draft with notes for the Boards study. Most involve setback issues. Unfortunately the State has mandated the changes already which is not a common thing to have happened.

Because the meeting was via Zoom it was difficult for Jenkins to explain the changes and for the Board to understand the notes sent. Turner requested that Jenkins provide the Board with printed hard copies with highlighted sections of greater importance to us and also note if there are sections where the draft is more stringent than our present ordinance.

Jenkins will do this when she is in the office on Tuesday and Board members can pick them up for their study.

Sewall will set up another meeting after the Board has had time to look at the draft and compare it to our ordinance.

Meeting adjourned at 6:45PM

Respectively submitted

Evelyn Duncan  
Secretary

PASSED BY ZOOM

GOFF, JACKSON + SEWALL

VOTE 3-0

## STONINGTON PLANNING BOARD BY-LAWS

### I. Membership

The Stonington Planning Board consists of five (5) regular members and two (2) alternate members. These seven (7) individuals comprise the membership of the Board. Appointment terms are (3) years on a staggered basis.

### II. Officers and their Duties

- A. The officers of the Planning Board shall consist of a Chair and Vice-Chair. The Secretary, a paid position, shall serve at the pleasure of the selectman.
- B. The Chair shall preside at all meetings and hearings of the Planning Board; shall appoint members to the Standing Committees or Special Committees approved by the Board; designate Alternate members to vote when a Regular member is unable to act because of interest, absence or any other reason satisfactory to the Chair; call special meetings and speak for the Board on policy matters. The Chair has full voting privileges on all matters before the Board.
- C. The Vice-Chair shall act for the Chair in his or her absence.
- D. The Secretary shall keep the minutes and records of the Board and also maintain a file in the town hall. The CEO and or the Chair shall prepare agendas for regular and special meetings. The Chair shall provide notice of meetings to Board members and attend to correspondence of the Board.
- E. All records shall be deemed public and may be available at reasonable times.
- F. Officers shall be elected at the first regular meeting held in March of each year and shall serve for one year with eligibility for re-election.

### III. Meetings

- A. Regular meetings will be held on the third Thursday of every month at 6:30 PM in the Town Hall or a designated location.
- B. No meeting of the Board shall be held without a quorum. A quorum consists of three (3) members or alternate members with voting status.

- C. Special meetings may be called by the Chair. It shall be the duty of the Chair to call such a meeting when requested to do so by a majority of the members of the Board. The notice of such a meeting shall specify the purpose of such a meeting and no other business may be considered except by unanimous consent of the Board.
- D. All meetings at which official action is taken shall be open to the general public.
- E. Meetings will be publicized in a local newspaper for 2 weeks prior to the regular meeting as a public notice.

IV. Responsibilities of Members

- A. It is the responsibility of members to attend meetings, serve on committees when appointed by the Chair, participate, and vote on proper business of the Board.
- B. Alternate members shall attend all meetings and participate in proceedings but will vote only if designated by the Chair to sit for a regular member.
- C. More than three (3) unexcused absences in a twelve (12) month period will be cause for requesting the Board of Selectman to rescind the appointment.
- D. Members shall not make official statements for the Board except when authorized by vote of the Board.

V. Order of Business

- A. Action on minutes of previous meetings
- B. Communications
- C. Reports
- D. Old Business
- E. New business
- F. Order of Business may be changed at the discretion of the Chair

VI. Committees

Special committees may be appointed from/by the Board for purposes and terms, of which the Board approves.

VII. Amendments

These by-laws may be amended by no less than three (3) affirmative votes.