

**TOWN OF SALEM  
PLANNING & ZONING COMMISSION  
REGULAR MEETING MINUTES  
TUESDAY, APRIL 26, 2016 – 7:00 P.M.  
SALEM TOWN OFFICE BUILDING – Conference Room 2**

**PRESENT**

Gloria Fogarty, Chair  
Joseph Duncan, Vice-Chair  
Vernon Smith, Secretary  
Ron Bouchard  
Ron Labonte  
Ruth Savalle  
Eric Wenzel  
John Gadbois, Alternate  
Jennifer Lindo-Dashnaw, Alternate  
David Miller, Alternate

**ABSENT**

*none*

**ALSO PRESENT**

Town Planner Richard Serra

**CALL TO ORDER:**

Chairperson Fogarty called the meeting to order at 7:00 p.m.

**PUBLIC HEARING:** *None*

**PETITIONERS:** *None*

**APPROVAL OF MINUTES OF PREVIOUS MEETING(S):**

Regular Meeting Minutes: April 19, 2016 – *item tabled*

**OLD BUSINESS:**

Discuss age restricted /elderly forms of housing as allowed by the zoning regulations  
*Item Tabled until May meeting*

**NEW BUSINESS:**

Attorney Steven E. Byrne – Presentation on Commission procedures  
Atty. Byrne presented, reviewed, and discussed the procedures of the Planning & Zoning Commission with the Commissioners. Discussion included the guidelines, FOI (Freedom of Information), Executive Sessions, Quorums, actual and perceived Conflicts of Interest, Notices, discussion of an application(s) outside of the Commission meetings and/or public hearings, and By-Laws vs. State Statutes vs. Town's Regulations/Procedures. Also discussed were the handling of interventions, community residences/private facilities, and the importance of

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allowing for public commentary as well as discussions between the Commissioners prior to any final votes/decisions.

The Commissioners thanked Atty. Byrne for attending the meeting and taking the time to review and discuss the Commission's procedures.

**ENFORCEMENT OFFICER'S REPORT/INLAND WETLANDS AND CONSERVATION COMMISSION REPORT:**

ZEO Report

Zoning/Wetlands Officer's Report for March 2016 was distributed to and reviewed by the Commission.

Town Planner Report - *none*

**CORRESPONDENCE:** *none*

**PLUS DELTAS:**

The Commissioners thanked Chairman Fogarty for arranging the presentation with Atty. Byrne.

**ADJOURNMENT:**

**M/S/C: Labonte/Smith, to adjourn the meeting at 8:25 p.m. Discussion: None. Voice vote, 7-0, all in favor. Meeting Adjourned.**

Respectfully Submitted by:

Agnes Miyuki, Recording Secretary for the Town of Salem