

Meeting Minutes
Killingworth Zoning Board of Appeals
Monday, November 17, 2025 at 7:00 PM
Killingworth Town Office Building
323 Route 81, Killingworth/Remote Access

Commission Members in Attendance: Brian Young (Chair), Ben Charney, Mark McCormick, Cheryl Fine

Commission Members Not in Attendance: Bill Joyce (Alternate), Graig Judge, Bruce E. Dodson (Alternate)

Staff in Attendance: Linda Kieft-Robitaille (ZEO/Via Remote), Jamie Sciascia (Via Remote)

Visitors: Cinny MacGonagale

Called to Order: The Meeting was Called to Order at 7:08 p.m. by Brian Young, Chair.

Chairman Young and the Board briefly discussed ongoing quorum challenges, with the current requirement of four votes for quorum proving difficult to meet consistently. While there was a suggestion to change the quorum requirement to a simple majority of attendees, Ms. Kieft-Robitaille noted that state statute and the Board's charter likely prevent such a change, as the Board is required to have five members and three alternates. The Board discussed whether an alternate can fill a position not voted on by the town and deferred for legal advice.

Chairman Young further reported that Bruce Dodson, an alternate member, has been less active in recent meetings due to personal reasons. Mark McCormick will follow up with Town Clerk Mooney to clarify Mr. Dodson's availability moving forward and determine whether a temporary or permanent replacement is necessary. Mr. McCormick will consult with First Selectman Couture regarding how to fill the open position, which may be related to the unposted position, and to verify other related requirements for full time members and alternates.

Discussion and Appointment of New Chairman:

Chairman Young noted that he would continue leading the meeting and has until midnight at which point his position would end and the new board configuration would take effect. As discussed above, Young noted that one board seat remained unfilled because the minority party had not nominated a candidate, and the Board will seek guidance on the next steps. The Board then discussed nominations for a new Chairman, and a motion was made to proceed with the selection.

Ben Charney *Moved* and Cheryl Fine *Seconded* a motion to nominate Mark McCormick, as the new Chairman, of the Zoning Board of Appeals effective November 18, 2025.

Ben Charney *Moved* that he will continue to serve as Vice President and preside over the next Zoning Board of Appeals meeting.

Motion unanimously passed [4-0-0].

Approval of 2026 Meeting Schedule:

Clerk Sciascia reviewed the draft 2026 Meeting Schedule with the Board noting the two Holidays that fall on a Monday which is their normal meeting date. After Board discussion, there was no changes and a motion was brought forth to accept the Meeting Schedule. Sciascia will send the Board the final version and will also post with Town Clerk Mooney accordingly.

Ben Charney *Moved* and Mark McCormick *Seconded* a motion to approve the Zoning Board of Appeals 2026 Meeting Schedule as presented.

Motion unanimously passed [4-0-0].

Chairman Young acknowledged receipt of Clerk Sciascia's email regarding materials provided to new members and confirmed that there are none; however, the Board discussed zoning information, noting that while the zoning book is available, it's not always necessary to have it on hand, as the focus is on understanding relevant zoning for specific cases. Mr. Charney reported about a four hour land use course in which he will send the information to Mr. McCormick, Ms. MacGonagle, and Ms. Fine.

Chairman Young noted that he still needed to provide Mr. McCormick with the Board's legal counsel contact information as well as a full list of current members contact information. Members agreed to coordinate with Ms. Kieft-Robattiale and Town Clerk Mooney to confirm these administrative details. Young noted that the Winter months are typically quiet, with little activity expected until Spring, and that most correspondence arrives through a physical mailbox that must be checked periodically, mainly for bills or attorney communications. Brief discussion followed regarding an ongoing litigation matter involving the Planning & Zoning Commission and ZBA, with Chairman Young explaining that the cases were being consolidated and no depositions were anticipated.

The Board thanked Chairman Young for his service.

Adjournment:

Mark McCormick *Moved* and Cheryl Fine *Seconded* a motion to adjourn the meeting at approximately 7:27 p.m.

Motion unanimously passed [4-0-0].

Respectfully Submitted,

Jamie Sciascia
Clerk