**November 22, 2019**

Quorum present: Tina Karlsson, chair; Jabe Beal, vice chair; Ray Gardner, Mark Nelson, Dennis Bertucci. Clerk Peg Smith. Public present: Tony Bertucci.

Tina called the meeting to order at 6:38. Tina called for a motion to approve the December 13, 2018 minutes. Ray so moved, Mark seconded, and all approved.

***Vote on 2020 Regular Meeting Schedule***

Jabe moved regular business meetings (as needed) to the **third Tuesday** of the month at 7 p.m. Dennis seconded, and all approved.

***Review of Powers and Duties***

Tina brought everyone’s attention to Section 304 of the Zoning Ordinance. There were eight powers and duties stipulated: the first three refer to making recommendations to the TC or PC on changes to be considered.

Dennis moved to adjourn, Jabe seconded, all approved. Tina adjourned the meeting at 7:19 p.m.

Peg Smith, BoA Clerk Date