

The regular monthly meeting of the City Planning Board was held on August 17, 2011, in the City Council Chambers in the City Hall Annex at 7:00 p.m.

Present at the meeting were Members Shurtleff (City Council Representative), Foss, and Gross. Mr. Henninger of the City Planning Division was also present.

Acting Clerk, Stephen Henninger, called the meeting to order at 7:00 p.m. Mr. Henninger advised that a quorum would not be possible this evening and in the absence of the Chair and Vice-Chair, a Chair Pro-Tem would need to be elected.

Mr. Gross made the motion for the Clerk cast one ballot for Carol Foss to be Chair Pro-Tem for the meeting. Councilor Shurtleff seconded the motion. Mr. Henninger noted that no other nominations were forthcoming and called for the vote. The Board unanimously approved the motion.

The Chair Pro-Tem called the meeting to order and asked if there was a quorum for the meeting. Mr. Henninger advised that five members are needed for a quorum, and one other member had a conflict but could make it if needed; however, a fourth member would still not have made a quorum. Mr. Gross noted that we have two vacancies on the Board that should be filled. The Chair Pro-Tem then recessed the meeting until 7:30 p.m. in absence of a quorum, as called for in the Planning Board Rules.

At 7:32 p.m. the Chair Pro-Tem called the meeting to order. Mr. Gross made a motion to recess the meeting until Wednesday, August 24, at 7:00 p.m. in the City Council Chamber at 37 Green Street. Mr. Shurtleff seconded. The motion passed unanimously.

A TRUE RECORD ATTEST:

Stephen L. Henninger  
Acting Clerk

djm