

**Town of Voluntown**  
**Planning and Zoning Commission**  
**Voluntown Town Hall**  
**Wednesday January 10, 2018**  
**Meeting Minutes**

Chairman Davidson called the meeting to order at 7:32PM

**Members Present:** Scott Davidson, David Nieminen, Carl Grenier, Tom Sweet and Alternate Max Hallowell. Also present were ZEO Pete Zvingilas

**Seating of Alternates:** Max Hallowell was seated as a full voting member.

**Approval of the minutes from December 13, 2017 meeting:** David Nieminen made a motion to approve the minutes without any changes. Carl Grenier seconded the motion. All in favor. Motion carried.

**Additions to Agenda:** None

**Citizens Comments:** None

**Old Business: 8-24 Stair Modification Application.** *At this time (7:33PM) Chairman Scott Davidson recused himself from the discussion due to involvement with recreation committee. He asked Vice Chairman David Nieminen to take over running the meeting and Chairman Davidson left the meeting room.* John Faulise, Boundaries LLC is present and has a modified plan. At this time, Mr. Faulise showed the plans to the Commission. The only change was on sheet 4-note 10 was added which is the only change to the plans. Stating the lighting will be installed if and when funding is available. 2 alternates were bid on. 1. Lighting to match the lights on Main Street and 2. Less expensive option to match the school. The obstacle with some of the funding on this project was a result of some changes of mindset at the DEP regarding the Grant Administration. When grant was initially applied for there was an indication from DEP that the project was not going to be a rate job based on the fact that it was going to be new construction which has a threshold of \$400,000. After further review and consideration it was decided the project was an alteration not new construction and the alteration threshold is \$100,000. It was made a rate job and added 20-30% to construction cost. The project ended up short on funding and could not add some of the alternates that were planned, specifically the lighting. Lighting cost could range between \$15,000-\$35,000 depending on what style of lighting goes in. If lighting is done in the future it won't be a prevailing wage job. The town can bid and get pricing to get lights in for a lot less money. Lights are not a building requirement. ZEO Pete Zvingilas can issue a certification of completion with plan modification.

Carl Grenier made a motion to approve the modification to the 8-24 review to accept the plans with no lighting until a future date. Tom Sweet seconded the motion. All in favor. Motion carried.

**At 7:40 PM Chairman Davidson stepped back in and resumed the meeting.**

Discussion of Plan of Conservation and Development (POCD) : Go back to original and do a survey. Use survey and compiled data as part of report. ZEO Zvingilas discussed what town of Griswold did by forming a subcommittee with various members from different boards, processed all the data and had Town Planner put package together. Will take a lot of volunteers that are willing to take the time and be committed to project. Back in 2010 David Nieminen was part of the POCD and said NECCOG did most of the project. NECCOG will charge \$500-\$1500 for a rewrite. Several board members agreed that NECCOG should do the rewrite. It is considered capital recurring expense and not part of our regular yearly budget. Carl Grenier suggested P&Z do the survey, doesn't feel they couldn't find people that would commit etc. Chairman Davidson stated he and the majority of the Commission do not want to head a subcommittee and work with NECCOG. He stated to Carl, if he was willing to do that, he would set that up. David Nieminen suggested commission talk to member Bob Panko, who was absent for the meeting. He might be interested in doing some of the leg work. It was decided to table further discussion until next month and to have Jim Larkin from NECCOG attend February meeting.

**Discussion of Job Description:** No discussion on ZEO job description. A job description was done for Kerry Tetreault current recording secretary. Commission had a discussion last month about their clerical needs for town hall. 1<sup>st</sup> Selectman Hanson asked for a written job description which was submitted to her. If Commission agrees, Kerry will come in the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday each month from 6pm-8pm and take care of Commission's clerical requirements, do minutes, accept applications etc. Hours will work out to about 5 hours a month. Commission was in agreement to have Kerry step in to the position since she is already doing most everything that was listed on the job description. Current ZEO job description was approved by P&Z Commission. No changes or modifications needed.

**New Business:** Letters for open positions, discussion and possible action. Letters were received from Patricia Wray (Democrat), Mark Ledoux (Undeclared) and Neftali Soto (Undeclared). 2 positions need to be filled. One full seated member 2 year term (Democrat or Independent) to be filled by vacancy left by Arthur Nieminen and a 2 year alternate position (Republican or Independent).

Mark Ledoux gave some background about himself to the Commission. Has the time and desire to dedicate to the P&Z Commission, he is currently retired. Neftali Soto also gave some background to the Commission, he is a licensed professional engineer and currently working for town of Waterford. Has been a resident for 37 years.

Patricia Wray was on the P&Z Commission for the past 2 years as an alternate.

Carl Grenier made a motion to accept Neftali Soto as a full voting member. Max Hallowell seconded the motion. All in favor. Motion carried.

Carl Grenier made a motion to accept Mark Ledoux to fill the alternate position. Tom Sweet seconded the motion. All in favor. Motion carried.

Both candidates need to be sworn in by the Town Clerk before they can be seated.

**Correspondence:** Email from 1<sup>st</sup> Selectman Tracey Hanson that was printed out for each member. Training in North Stonington. Carl Grenier will go on January 20<sup>th</sup>. Other correspondence was 8-24 Review for Stairs from Rec Committee

**ZEO Report:** Nothing to report. Rewriting Groton blight ordinance will mirror most of it for Voluntown. It will be geared toward rental properties.

**General Discussion:** 2017-2018 Budget and 2018-2019 Budget 2017-2018 A lot of budget went to attorney fees, the Norwich Bulletin, recording secretary. (Currently have used 60% of this year's budget)

Chairman Davidson asked Commission if anything needed to be changed for next year (2018-2019). POCD can be removed. Will leave attorney fees a little high, just in case. Included postage, office supplies. A new filing cabinet is needed. Commission was in agreement with how budgets were written.

Attorney Michael Carey contacted Chairman Davidson to see if the Commission needed anything from him

**Adjournment:** David Nieminen made a motion to adjourn the meeting. Carl Grenier seconded the motion. All in favor motion carried. Meeting adjourned at 8:20PM. Next regular meeting is February 14, 2018 at 7:30PM Voluntown Town Hall.

Scott Davidson, Chairman