

Unapproved

**TOWN OF VOLUNTOWN
PLANNING AND ZONING**

JANUARY 11, 2017

The regular meeting of the Planning and Zoning Commission was called to order at 7:01 p.m. by the Chairman Carl Grenier. Members present were Arthur Neiminen, Scott Davidson, James Hutchins. Also present was Attorney Michael Carey and Zoning Officer Peter Zvingilas.

Review of Agenda: Scott Davidson made a motion to change the order of the agenda for the 824 review, Constitutional Field Stairs. Jim Hutchins seconded the motion. All in favor.

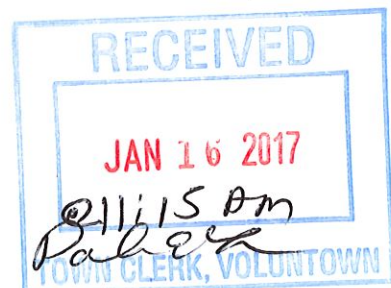
Approval of Meeting Minutes: There were no meeting minutes to approve at this time. This will be discussed at a later time during Freedom of Information Discussion.

John Faulise, Boundaries presented a 7 sheet plan set for 824 Review/ Constitutional Field stairs. Through the Recreation and Stair Committee and cooperation with Voluntown Elementary School there was a grant applied for through the State of Connecticut to create ADA access that currently does not exist between Constitution Field and Voluntown Elementary School. Plans show new relocated staircase with ADA compliant ramp that will reach approximately 12ft elevation change between the school parking lot and field itself. Stairs and ramp will have lighting. Boundaries is getting the lighting specs through Eversource and Selectman's office so lighting will blend with Main Street, the school and the field. Security cameras will be also included to be attached to the school system. Potentially a 2nd set of cameras will cover more of Constitution Field. For this project a \$176,000 Grant was requested and approved. Selectman have signed the agreement and the agreement has been approved by the Attorney General's office. Funds are available for the project and will be administered by the Department of Energy and Environmental Protection. Invitation to Bid documents are being reviewed. Project plans are also being review by Peter Zvingilas, Zoning Officer. Once authorization is received from Dave Steiger, Boundaries will give Notice to Bid. Boundaries will evaluate all submitted bids. Boundaries will present 3 lowest bidders to the Recreation Commission and Stair Committee to evaluate and make a decision. Once that is completed it will go to Board of Selectman for actual contract signing. Chairman Carl Grenier asked for clarification on who is the project manager. John Faulise stated it is the Town's project, Boundaries LLC has been retained by the Recreation Commission and Stair Committee to assist. They will oversee bidding process, actual construction and close out, with site inspection, develop punch list and work out punch list before final payment is made. Looking at a 90 day work period and to have this project completed before the fall 2017 school year.

Arthur Neiminen made a motion to recommendation to accept the 824 review to the Stairway Committee to move ahead with project. James Hutchins seconded the motion. All were in favor. So voted. No opposed. Passed motion.

ZEO Report-Zoning officer Peter Zvingilas had nothing to report.

Visitor-1 visitor, no comments.



New Business

2017 Budget

Jim Larkin present. Chairman, Carl Grenier up in the air on how to write up budget to legitimately reflect what is needed. Currently have a \$2,000 budget. Jim Larkin asked for accounting on what has currently been used. Chairman Carl Grenier does not have current accounting. Jim Larkin stated last year budget was higher by \$1,000 and every penny was used. So far a check was cut for \$600.00 for minutes recording so far this year. 2016 had \$2,000 in attorney fees. Roxanne didn't have current budget as of 2 months ago. We may already be over budget. \$2,000 could not be realistic. Chairman Carl Grenier asked Jim Larkin to give us input as to what other towns do as far as their budgets and budget preparation. Most towns go off last years what the budget happens to be. Most towns which are larger have 5,000-\$6,000 budget but with full time planner on staff. Example given was Brooklyn. Have staff doing things already that weren't part of the budget. (go outside for training classes, consulting services) Arthur Neiminen commented that we should stay with the \$2,000 budget and have a special meeting for something drastic. Scott Davidson brought up Conservation and Development and when we need to start planning for that. Jim Larkin stated it depends on how involved the commission wants to be. i.e. workshops, multiple meetings etc. We could start anywhere 8 months-2years before it is due. Carl Grenier stated as a Volunteer Board we don't have a lot of extra time. Jim Larkin stated some towns assign a separate committee under Planning & Zoning with P&Z members, with other committee members, and members of the general public or only Planning Zoning at a special meeting other than their regular meeting. Jim Larkin stated it would be a good start for the next meeting or so to start reviewing sections to see how in depth we need to be. Chairman Grenier stated he we could take 2 months or 2 years depending on how involved we are going to be. Jim Larkin stated there is at least a 6 month window with just the adoption process of a draft. Copy of POCD is online or with the town clerk. Chairman Grenier has a hard copy.

Vacancy

There is 1 vacancy on the Planning and Zoning Commission. At the December meeting, the town council passed an ordinance giving permission to fill the vacancy.

By-Laws

Jim Larkin presented examples of By-Laws from Griswold and Brooklyn to each member. Brooklyn is appointed commission and Griswold is elected. Jim Larkin said we could draft a simpler version that wouldn't conflict with the ordinance passed in the 1970's and have it reviewed by the Town Council to see if it is something the Commission would like to adopt. Chairman Carl Grenier opened the floor to comments from Commission members. Arthur Neiminen doesn't feel we need them. Scott Davidson said it would be a good idea to have them as a point of reference and for future members. We can decide as a Commission whether to have them. Jim Hutchins stated it can protect members from future lawsuits. Everyone will review the by-laws from the other towns and it was decided that it would be tabled for further discussion at the next meeting.

Old Business

Zoning and Regulation Amendments

Section 8: Supplementary Regulations.

Section 8:3 Prohibited Uses. Corrections were made as requested. Further correction was discussed for Section 6: Rural District Regulation section 6.1.12 changes to read and include applicant to demonstrate that the effects will have no adverse impact on ground water. Tag as a special exception for larger safety margin with soil conditions.

Sections 2.5 Buildable Area, Section 5 Village District Regulations, Section 5A Village Commercial Overlay District Regulations, Section 6 Rural District Regulations, Section 7 Major Development District Regulations corrections were reviewed by the Commission with no further corrections. It was discussed to bring final drafts to next meeting for final review.

Correspondence

Letter was received from town resident Neftali Soto fill the vacancy on the Planning and Zoning Commission. This will be discussed at next the meeting.

Adjournment

James Hutchins motions to end the meeting. Arthur Neiminen seconds and Chairman Carl Grenier adjourns the meeting at 8:38pm.

Respectfully Submitted,

Carl Grenier