



**APPROVED**

**Town Of Voluntown  
Planning and Zoning Commission  
Voluntown Town Hall  
Wednesday December 13, 2017  
Meeting Minutes**

Chairman Davidson called the meeting to order at 7:02PM.

**Members Present:** Scott Davidson, Carl Grenier, David Nieminen, Alternate Bob Panko. Also present were ZEO Pete Zvingilas and 1<sup>st</sup> Selectman Tracey Hanson.

Alternate Bob Panko was seated as full member.

**Approval of minutes November 8, 2017:** David Nieminen made a motion to approve the minutes without any changes. Carl seconded the motion. All in favor. Motion carried.

**Additions to the Agenda:** A letter of immediate resignation dated December 13, 2017 from member Arthur Nieminen was read by Chairman Davidson. The vacancy for his seat on the Commission will be posted on the town website and in town hall.

**Citizens Comments:** 1 citizen was present, but had no comments.

**New Business: Plan of Conservation and Development (POCD)** Chairman Davidson spoke with Jim Larkin, NECCOG and John (?) at meeting and Commission has 2 years to get POCD done and that the Commission should start looking at it now and decide if the Commission wants NECCOG to take a look as well. A full rewrite was done in 2010 and cost between \$8,000-\$9,000. An update would cost anywhere from \$500-\$2500. Carl Grenier asked if there was a copy available electronically. Chairman Davidson responded that there is an electronic copy available on the website and Kerry Tetreault's town laptop. Carl discussed how changes could be done at a minimal cost and to make it more business friendly, which First Selectman Hanson agreed with, but should be done in a responsible way. Chairman Davidson reiterated that he feels the Commission should read it over and make a decision if there should be an in house subcommittee. 1<sup>st</sup> Selectman Hanson stated that Griswold had a subcommittee that included residents. 1<sup>st</sup> Selectman Hanson also stated that it would be to the Commission's advantage to do an advisory now and get Economic Development involved along with other committees. Current POCD is good until 2020. Next month the Commission will decide if there will be a subcommittee, and whether or not to get NECCOG involved or POCD could be done in workshops.

Discussion of Jobs: Officers, Secretary/Clerk, ZEO, Attorney and Planner. Received the job description of the ZEO from the Selectman's office. It is unclear whether description was done by the Planning & Zoning Commission or by the Board of Selectman. It is stamped that

it was approved at a special P&Z meeting dated June 2, 1999. The Commission more than likely had some input. Chairman Davidson stated that Commission should look over job description and decide whether it needs any changes.

**Secretary/Clerk:** Chairman Davidson is doing many tasks that should be done by secretary/clerk. Kerry Tetreault will take care of minutes and agendas. Chairman Davidson feels there should be someone within town hall, preferably from the ZEO's office to accept applications, ads etc. Since they have to be done in a certain amount of time. Discussion began with Pete Zvingilas, Tracy Hanson and the Commission. Pete Zvingilas brought up the previous Town Clerk and how she always took care of admin items for P&Z Commission. Discussion continued about her employment history and her duties. Current Assistant Town Clerk has done some things, but doesn't have the time. She is already assisting with the ZEO and Assessor Office. It was mentioned to maybe increase her hours, but Selectman Hanson told the Commission that the Assistant Town Clerk position is a union position and is part-time. Selectman Hanson stated that NECOGG is working with town hall to have job descriptions for every individual so they know what is expected of them. Selectman Hanson suggested the ZEO to make a list of what comes out of his office and P&Z to make a list of what admin they require so it can be determined who will be responsible for each item. Discussion continued and David Nieminen asked if anyone has asked the current Town Clerk if she would be willing to do the extra work for P&Z since the previous Town Clerk used to take care of it. Chairman Davidson responded that she is not interested. Discussion finished up with the above recommendation for ZEO and P&Z to make a list of what exactly they need.

It was discussed whether the Commission will keep Attorney Carey. Selectman Hanson stated that Attorney Carey is with the town for this year and probably next year. Commission shared their experiences with Attorney Carey with Selectman Hanson.

Commission moved on to the position of Planner. Chairman Davidson stated the funds aren't there to support the position. Selectman Hanson said she would bring it up with NECCOG and find out what other towns are doing. Discussion continued about NECCOG, how they work, their funding and other towns' involvement.

**Set Dates of Meetings:** Entire Commission was in favor of having 2018 meetings on the 2<sup>nd</sup> Wednesday of the Month with a time change from 7:00PM to 7:30PM.

**Election of Officers:** David Nieminen made a motion to nominate Scott Davidson for Chairman. Bob Panko seconded the motion. All in favor.

Scott Davidson made a motion to nominate David Nieminen for Vice Chairman. Carl seconded the motion. All in favor.

David Nieminen made a motion to nominate Carl Grenier for Secretary. Scott Davidson seconded the motion. All in favor. Election of Officers completed.

**General Discussion: Distribution of Packets:** Commission members were pleased to receive the agenda and last month's minutes in the mail a week before the meeting. It was

decided this will happen each month. Any additional hand-outs/maps will be made available at town hall for pick up.

Commission also discussed a deadline for submitting applications no later than 1 week prior to the monthly meeting. This will be posted on the town website and in town hall.

**ZEO Report:** Pete Zvingilas discussed that the site plan is not up to compliance for the stairs to Constitution Field since the lighting had not been installed. Pete issued a conditional CO contingent on the Stair Committee coming before Planning & Zoning Commission with a modified site plan to eliminate the lights.

**Adjournment:** Carl Grenier made a motion to adjourn the meeting. Bob Panko seconded the motion. Meeting adjourned at 7:58PM.

A handwritten signature in blue ink, appearing to read "Scott Davidson", is written above the printed name.

Scott Davidson, Chairman