

**2014 Plan of Conservation and Development Subcommittee
Special Meeting Minutes
January 7, 2013**

The 2014 Plan of Conservation and Development Subcommittee of the Planning and Zoning Commission held its January 7, 2013 Special Meeting at 7:00PM at the Stonington Police Department Meeting Room at 173 South Broad Street, Pawcatuck, CT. Attending were members Wendy Bury, Bob Birmingham, Walter Grant, Jim Kelley, Sara Lathrop, Bill Lyman, Robert Mohr and John Prue. Member Alisa Morrison was absent. Town Planner Keith A. Brynes was also in attendance.

The meeting was called to order at 7:00PM.

Mr. Kelley motioned to continue meeting without electing officers. Motion seconded by Mr. Prue and approved 7-1. Roll call: Ms. Bury – approve, Mr. Grant – approve, Mr. Kelley – approve, Ms. Lathrop – approve, Mr. Lyman – approve, Mr. Mohr, approve, Mr. Prue – approve, Mr. Birmingham – deny.

Mr. Kelley motioned to approve the minutes of the 12/3/12 meeting; seconded by Mr. Birmingham. The motion was approved unanimously.

Mr. Kelley motioned to approve the minutes of the 11/9/12 meeting; seconded by Mr. Birmingham. The motion was approved unanimously.

Ms. Bury discussed the amount of questionnaire responses received so far (over 600). The Subcommittee discussed the appropriate length of time to keep the questionnaire opened. Consensus was to keep it opened and try to find other local groups who can get the questionnaire out to their members or email lists in order to get more input. Due to the tight timeframe, the Subcommittee cannot wait until all responses are in to begin work on the plan. Ms. Bury has a list of local non-profit organizations that can be contacted. Mr. Kelley will draft a letter for groups without email. POCD funds can be utilized for this purpose at an approximate cost of \$35. Mr. Brynes will contact the Chief of Police regarding emailing first responders.

A press release can be sent out in a about a month to encourage more responses. The Subcommittee discussed whether to include preliminary results in such a press release in order to spark people's interest. Mr. Prue motioned to not include data regarding responses in the reminder; motion seconded by Mr. Lyman. The motion was approved unanimously.

The Subcommittee discussed analyzing the questionnaire's open ended questions. Ms. Bury will begin work on categorizing responses with Mr. Grant to assist. Mr. Brynes distributed a draft timeline for completion of the POCD by June 2014. Due to the notification requirements in the CT General Statutes a final draft would have to be sent to the state by approximately January 2014. Mr. Lyman suggested meeting twice a month due to the substantial work involved. Mr. Lyman will develop a schedule of topics for the next several meetings as a guide.

Consensus of the Subcommittee was to use part of the 1st meeting of every month to try and receive input from commission chairs or members related to a certain topic (Affordable Housing, etc). The 2nd meeting of the month would be used to work on the goals and strategies related to that topic. Discussion with other commission chairs should be approximately 30 minutes. Subcommittee members who were previously assigned different POCD chapters or topics will work on revising those goals and strategies and discuss them with the Subcommittee. That "team captain" will begin work on that chapter's internal text outside of the meetings.

Due to the holiday, the next meeting is tentatively scheduled for Tuesday, January 22, 2013 at a location to be determined. Mr. Brynes will check on the availability of wireless projection in the Police Station meeting room and will distribute a draft 2013 meeting schedule.

Mr. Birmingham recommended electing officers at the next meeting and nominated Ms. Lathrop as chair and Ms. Bury as vice chair. The Subcommittee discussed the need to map protected open space in town with the definitions in the Open Space Plan as a guide.

Mr. Kelley motioned to adjourn the meeting; seconded by Mr. Birmingham. The meeting was adjourned at 8:55PM

Respectfully submitted,



Keith A. Brynes, Town Planner