

**POC&D COMMITTEE
SUBCOMMITTEE OF P & Z
MINUTES
DECEMBER 17, 2008**

Present
Frank Abetti
Gloria Fogarty
Sue Spang

Absent
Kevin Lyden

Guests
None

F. Abetti called the meeting to order at 7:30

- 1) **Approve minutes**
M/S/C (Abetti/Fogarty) to approve minutes from December 1, 2008 as presented. Vote: Approved Unanimously

- 2) **Presentation of timeline to P & Z**
F. Abetti reported on the P & Z meeting update of the POC&D. He presented a timeline for completion of the POC&D(See File Copy). He stated it was met with approval from P & Z and he was requested to come to the next meeting with an estimate of funding needed for the POC&D, and provide quarterly updates.

- 3) **Section Leads**
F. Abetti updated the committee of the confirmed section leads;
Natural Resources-Tom Butcher
Municipal Infrastructure-Kevin Lyden
Archeological and Historic-Bill Schultz
Recreation/Programs-Sue Spang
EDC-Dana Abetti
Village Center-Dana Abetti
Community Character-Frank Abetti

Regionalism, Agricultural Resources, and Housing are under consideration by possible section leads.

- 4) **Upcoming Section Lead Meeting**
 - a) **Date**
The Committee has tentatively scheduled the first section lead meeting for January 21.

b) Agenda

What is the POC&D
Why do we need a POC&D
What is the goal?

Review timeline

Describe the roles and responsibilities of the section leads
Provide tools and support needed to help leads do their job,
i.e. reading materials, list of focus groups, how to identify
SME's (subject matter experts) and gather information
objectively. (Associated Boards and Commissions need to
be the first stop for section leads)

c) Materials for meeting

2002 POC&D, accompanying survey, Open Space Plan,
Previous EDC plan, Town Center Plan, Build-out Analysis,
Municipal Land Use Plan, SE CT POC&D, COG POC&D,
other Towns POC&D, and any other relative document.

5) **Funding**

The P&Z Commission needs approximate cost for conducting the POC&D
for the upcoming budget session. They requested the committee put some
figures together for presentation to the Board of Finance. Some of the
expected costs are as follows;

- Survey
- Copying costs
- Possible consultant fees
- Possible update of build out analysis
- Possibly Town Planner time
- Possibly software to publish final copy
- (check with CCM for funding the POC&D)

6) **Other**

Assignments

Frank-Talk to Linda Schroeder, George Ziegra, T.J. Butcher, review EDC
plan, discuss the build out analysis with Dick Asafaylo, talk to First
Selectman about copying cost.

Gloria-acquire summary of 8 Mile River Management Plan, make 15
copies of other town's POC&D and break out relevant sections for section
leads.

Sue-look for previous survey info and make copies of town generated
plans and relevant internal documents, (previously listed).

Ideas

- Survey-should be electronic, targeted mailer to senior citizens using voter registration data, have the computers at the library available to persons with out computers to be able to fill out the survey.
- Possible taping of focus group meetings.
- Design a template for sections heads to follow
- Create an ownership/interdependency chart.

7) **Adjournment**

M/S/C (Spang/Abetti) to adjourn at 9:15. Vote: Unanimous

Respectfully Submitted

Sue Spang