

PLANNING AND ZONING COMMISSION'S  
MUNICIPAL LAND USE PLAN COMMITTEE  
Meeting Date: February 24, 2010

MINUTES

PRESENT: Karen Buckley, Chairman  
Don Bourdeau, Public Works Director/Fire Marshal  
Mary Ann Chinatti, Town Planner/ZEO/WEO  
Jim Fogarty, Selectman  
Dan Kung, Chairman, Board of Education  
Gene Maiorano, Chief, Salem Vol. Fire Dept.  
Jim Savalle, Chief, Gardner Lake Vol. Fire Dept.  
Gary Walter, member, Planning & Zoning Commission  
Kevin Lyden, First Selectman

ABSENT: Bob Appleby, Recreation Commission  
Hugh E. McKenney, Chairman, Planning and Zoning Commission

GUESTS: None

**CALL TO ORDER**

Chairman Buckley called the meeting to order at 7:02 pm.

**INTRODUCTION OF GUESTS**

No guests were present at this meeting. Chairman Buckley welcomed Gary Walter as a new member of the MLUP Committee.

**NEW BUSINESS**

Chairman's Report: Direction to the MLUPC

Chairman Buckley reported on her search for direction about the contents of a Municipal Land Use Plan. She discovered that there is no specific direction from the state of Connecticut to produce a MLUP. Rather, the direction is to produce a Plan of Conservation and Development (POC&D) every ten years and include in it direction about municipal land use. In Salem it has been the practice to produce a MLUP and treat it as an appendix to the POC&D.

The Chairman also reported searching the CT constitution, CT statutes, and Town of Salem charter for clues to the obligations of government which might feed into our MLUP. She concluded that these documents focused on the powers, rather than the obligations, of government and provided little direction to our committee's mission. She distributed copies of related excerpts from the statutes and from the Town Charter.

The Committee's conclusion was that we are free to define an approach and a plan tailored to Salem's particular assets and needs.

## Discussion: Phase Four Process

Phase Four of our project, following earlier data-gathering phases, is the development of the plan itself. We decided to first define the structure of the plan, and then to determine our process for creating it.

After a very useful discussion we decided to produce a plan that would include the following sections:

- Present Assets This will be a two-part section which describes the land and infrastructure which presently comprise the Town's municipal property. Within the "Land" part, there will be a brief narrative description of each parcel and within the "Infrastructure" part there will be a brief description of each building and its condition. We will attempt to quantify property value, insured value and dimensions wherever possible. The appendix to this section will include, but not be limited to, copies of the assessors' street cards.
- Needs/Desires This section will identify and describe problems which were discovered in the data-gathering process.
- Possible Solutions This section will provide possible solutions.
- Financials This section will attempt to forecast the relative costs of possible solutions. We have not reached agreement about the depth of financial analysis that might be done in this section, and we expect our understanding of that to evolve as we move through the previous three sections.

We decided that prior to our next meeting we will produce first drafts of "Present Assets" and "Needs/Desires" and we decided to divide up the writing of the sections as follows:

Kevin Lyden	Town Office Building
Jim Fogarty	Center School Historical Society Old Library Transfer Station
Dan Kung	Salem School
Gene Maiorano	Salem Volunteer Fire Company
Jim Savalle	Gardner Lake Fire Company
Don Bourdeau	Town Garages, Salt Shed
Bob Appleby	Recreation Commission structures
Karen Buckley	New Library Needs/Desires
Mary Ann Chinatti	Land descriptions

We agreed that each of us would e-mail our drafts to the other members by March 17. The chairman will assemble them all into one document prior to the meeting of March 24.

## **OLD BUSINESS**

### Maps/Deed Restrictions

Mary Ann Chinatti distributed copies of the land inventory, maps of properties on the land inventory, and descriptions of deed restrictions for those properties which are encumbered in that way. These exhibits are nearly complete. Mary Ann will fill in some missing information and will add a few other properties which have come to be owned by the Town by means other than traditional acquisition. All of these exhibits are candidates to be appendices in the final MLUP.

### Physical Assessments

Jim Fogarty distributed two documents he had written describing the conditions of Center School and Salem School. The Committee liked these write-ups and thought they provided a good model for the descriptions which we will write in the "Present Assets" section described above.

### Project Plan: Assess Progress

Chairman Buckley distributed copies of the project plan status. At this point there are only two outstanding items on the Interview list—for the Transfer Station and the Historical Society. She expects to finish those soon.

## **NEXT STEPS:**

All members complete writing assignments and e-mail them by March 17

Finish interviews.

Finish land inventory.

Our next meeting is scheduled for March 24. The chairman asked that for the foreseeable future the members hold open the fourth Wednesday of each month.

## **APPROVAL OF MINUTES**

M/S/C (Fogarty/Lyden) to approve the minutes of the meeting of 1/27/10.

## **ADJOURNMENT**

M/S/C (Fogarty/Maiorano) to adjourn the meeting at 9:00 pm.

Respectfully submitted,  
Karen Buckley, Chair, Municipal Land Use Plan Committee