

**TOWN OF SALEM
PLANNING & ZONING COMMISSION
REGULAR MEETING MINUTES
TUESDAY, APRIL 26, 2022 – 7:00 P.M.
SALEM TOWN HALL – CONFERENCE ROOM 1**

PRESENT

Vernon Smith, Chair
Carl S. Fontneau
Diba Khan-Bureau
Jennifer Lindo
Walter Volberg
Gary Closius, Alternate (*seated*)
Steven Shelley, Alternate (*seated*)

ABSENT

Thomas Reith
John Gadbois, Vice Chairman
Dave Knopf, Alternate

ALSO PRESENT

Town Planner Justin LaFountain

1. CALL TO ORDER

Chairman Smith called the meeting to order at 7:02 p.m.

Commissioners Closius and Shelley were seated for Commissioners Reith and Gadbois, respectively.

2. PLEDGE OF ALLEGIANCE

3. PUBLIC COMMENT: *none*

4. PUBLIC HEARING: *none*

5. APPROVAL OF MINUTES OF PREVIOUS MEETING(S):

a. Regular Meeting Minutes: April 12, 2022

M/S/C: Khan-Bureau/Closius, to approve the Planning & Zoning Commission Regular Meeting Minutes of April 12, 2022. Discussion: None . Voice vote, 5-0-2. Voting in Favor: Commissioners Closius, Fontneau, Khan-Bureau, Lindo, and Smith. Voting in Opposition: None. Voting in Abstention: Commissioners Shelley and Volberg.

7. NEW BUSINESS – *none*

6. OLD BUSINESS

a. Plan of Conservation and Development (POCD)

Goals/Action Steps

Commissioner Fontneau reminded the Commission of the priority levels:

Priority 1: one to three years

Priority 2: four to six years

Priority 3: seven to nine years

Discussion ensued regarding whether the various departments should be consulted regarding the prioritization of the Goal/Action Steps. Commissioner Shelley recommended the possibility of changing the term, “priority”, to better designate the Goal/Action item as an order of accomplishment rather than an order of precedence. The Commissioners suggested the following alternative terms: task/timeframe, completion/category, and recommended timeframe.

Chapter 7 – Town Infrastructure and Services (Commissioner Lindo)

The Commissioners reviewed the revised chapter which includes their suggestions from their last meeting. The Commission reviewed the Goals/Action Steps and agreed upon the following edits:

Goal	Action Step	Responsible Party	Priority
Update the review of uses and future needs for Town Owned Buildings and Property	<ol style="list-style-type: none"> 1. Update the existing MLUP (2010) for changes from 2010 to 2022 2. Form a committee with wide interest stakeholders 3. Receive biannual reports from 2010 to 2022 4. Assess uses and needs, <i>as detailed in the MLUP</i> 5. Attach updated MLUP to 2022 POCD as appendix 	<ol style="list-style-type: none"> 1. PZC/BOS 2. PCZ BOS 3. BOS 4. PZC/BOS 5. PZC 	1
Increase support for mandated reporting by Planning and Zoning Commission	PZC and BOS to recommend creation of special fund to provide added staff or consulting support for 10-year cycle POCD, 5-year Cycle Affordable Housing Plan, 10-year cycle MLUP at \$5,000 per budget year	PZC/BOS	1
Provide annual report to BOS	<ol style="list-style-type: none"> 1. Provide status of POCD recommendations to BOS in Annual Report <i>every three (3) years</i> 2. <i>PZC Chair to request quarterly updates of the POCD Action Steps</i> 	PZC	<i>1 to 3</i>
Enhance library services in response to survey respondents	Explore improvements/actions to improve library services	BOS/Library Board	<i>1 to 3</i>

Goal	Action Step	Responsible Party	Priority
Enhance services at the transfer station in response to survey respondents	BOS to consider exploring improvements to transfer station services. 1. Additional recycling separating glass from paper 2. Increased hours of operation for working families 3. Compost/mulch area 4. Curbside pickup 5. Facilitate and reduce costs of disposal While the Town of Salem does host Amnesty Days, residents find it costly and difficult to dispose of bulky items.	BOS/Public Works	1 to 3
Promote Hazardous Waste disposal	Promote and educate residents about appropriate hazardous waste disposal and bulky item disposal	BOS/PW	1 to 3
Enhance viable industrial growth with along industrial corridor	Promote and explore grant funding for extension of three-phase electrical service to the industrial parcels which are located along West Road near Route 11, and do not have access to this type of electricity.	BOS/ EDC	1 to 3
Emergency shelter for extreme power outages for medically necessary residents	Explore feasibility of equipping town buildings with generators <i>emergency power sources</i> to provide power during extended outages for: 1. Daytime charging 2. Heating/cooling station 3. 24-hour life medically necessary preservation of life devices	BOS/EMS	1 to 3
Conduct engineering study to identify specific problem areas of traffic congestion and safety and identify cost of improvements and viability of sidewalks	Explore grant opportunities for an engineering study of local roads for traffic congestion and safety; consider improvements and sidewalks	BOS/PW	3 to 6
Provide a well-equipped accessible Emergency Operations Center	Provide an accessible Either renovate or move the current location of the EOC and provide appropriate communications equipment for EMS/Fire/Fire Police/PW and field partners during manmade or natural disasters	BOS/EMS	1 to 3

Goal	Action Step	Responsible Party	Priority
Promote energy efficiency in Town buildings	Explore grant options and increase energy efficiency when Town buildings are renovated or constructed	BOS/ <i>PW</i>	<i>1 to 3</i>
Promote use of the Everbridge system for town-wide communication	Promote sign up for Everbridge through mailings or Wednesday folders at the school, senior center – teach seniors how to get update on phone, etc.	BOS/EMS	<i>1 to 3</i>

Chapter 3 – Natural Resources (Commissioners Khan-Bureau and Lindo)

The Commission reviewed the revised version that includes the Commissioner’s discussions and Commissioners Closius and Fontneau’s comments. They are waiting to receive additional information to complete the chapter. Commissioner Fontneau suggested investigating whether the Town has a Local Road Ordinance and, if so, review the Ordinance in relation to stormwater, including which version of the Stormwater Management Plan is being utilized.

Extensive discussion was held regarding the following Goal/Action Step and the following edits were agreed upon:

Goal: Eightmile River Watershed Management Plan
 Action Step: 2. Stakeholder investigation into *modification of minimum* buffer width and agricultural expansions, tree canopy, etc.
 Responsible Party: IWCC/*PZC*

The Commissioners will review the Priorities of the Goal/Action Steps when the final revision of the Chapter is completed.

Chapter 4 – Agriculture & Forestry (Commissioners Khan-Bureau and Lindo)

Commissioners Khan-Bureau and Lindo are continuing to work on the chapter. They recently received the necessary information to complete the chapter. A draft will be completed by their next Regular Meeting.

Salem Land Calculations – The Commission reviewed the Salem Land Calculations provided by Town Planner LaFountain.

8. ZONING ENFORCEMENT OFFICER’S REPORT/INLAND WETLANDS AND CONSERVATION COMMISSION REPORT – *none*

Commissioner Fontneau reported that he attended and made a public comment during a recent Zoning Board of Appeals meeting in Lyme. The Board’s discussion included a

violation of the Eightmile River Watershed Corridor in which a farmer cut trees located within the 100' buffer zone.

9. TOWN PLANNER REPORT

Town Planner LaFountain reminded the Commissioners that their next Regular Meeting will consist of two (2) Public Hearings regarding the Salem Volunteer Fire Company signage and a proposed three-family dwelling to be located at 116 Old Colchester Road. An application was also received from *Statewide Pawn* located at 1 New London Road for a modification to the original site plan, allowing the outdoor placement of merchandise. He is waiting to receive additional details to complete the application.

10. CORRESPONDENCE – *none*

11. PUBLIC COMMENT – *none*

12. PLUS DELTAS

Commissioner Khan-Bureau stated that the Commissioners have been provided with copies of the documents received at the Connecticut Federation of Planning and Zoning Agencies' Annual Conference. The information includes legislation affecting planning & zoning law – some of which should be addressed in their regulations.

13. ADJOURNMENT

M/S/C: Shelley/Lindo, to adjourn the meeting at 8:45 p.m. Discussion: None. Voice vote, 7-0, all in favor.

Respectfully Submitted by:

Agnes T. Miyuki, Recording Secretary for the Town of Salem