

TOWN OF WARREN
PLAN OF CONSERVATION & DEVELOPMENT SUBCOMMITTEE
Special Meeting Minutes
Monday, April 23, 2018 - 7:00PM
Warren Town Hall – 50 Cemetery Road

PRESENT: Susan Bates, Howard Lethbridge, John Papp, Kelly Tobin; ZEO Stacey Sefcik.
ABSENT: None.

1. CALL TO ORDER.

The special meeting was called to order at 7:00PM. All members were present and seated for the meeting. The proceedings were digitally recorded, and copies are available in the Land Use Office.

2. SETTING OF REGULAR MEETING SCHEDULE FOR 2018:

The members reviewed a draft meeting schedule for the remainder of 2018. Tentative meeting dates that fell on federal holidays were listed in red; Ms. Sefcik asked if the members wished to schedule alternate dates. After a brief discussion they agreed to adopt the meeting schedule as written, with no meetings to be held on or the week of the dates written in red. If additional meetings were necessary, a special meeting could be arranged.

MOTION Mr. Papp, second Mr. Lethbridge, to adopt the 2018 Regular Meeting Schedule as written, with no meetings to be held on or the week of the federal holidays written in red; unanimously approved.

3. OVERVIEW OF POCD UPDATE PROCESS:

Members reviewed a document prepared by Ms. Sefcik entitled "Town of Warren 2019 Plan of Conservation and Development Update" which detailed the statutory authority and requirements for an updated Plan of Conservation and Development every 10 years, as well as suggested dates by which the draft document should be forwarded to the Board of Selectmen and the Regional Council of Governments. The adoption process was reviewed.

Members discussed the need for community involvement in the creation of the document, as well as in the implementation stages once the document is adopted. The Committee requested that Ms. Sefcik put information on the Town's website regarding the POCD process, preferably on its own page rather than on the P&Z page, in an effort to keep residents apprised of the subcommittee's progress. It was also discussed that inviting stakeholders to the subcommittee meetings would be a helpful way to get their input as to priorities and goals. For instance, when discussing natural resources such as the lake, it would be a good idea to invite a representative of the Lake Waramaug Taskforce.

Members also discussed the creation of a POCD Implementation Committee as a part of this update, so that all stakeholders would meet periodically on the goals identified in the POCD document.

4. REVIEW OF CURRENT 2009 PLAN OF CONSERVATION AND DEVELOPMENT:

Members then reviewed as a group the various sections of the POCD and had preliminary discussions regarding the various topics listed. It was agreed that *Chapter One – Introduction* could be updated by the Subcommittee. Members discussed obtaining assistance updating *Chapter Two – Conditions and Trends*. Ms. Sefcik suggested that this was an area where the subcommittee could work with Jocelyn Ayer from the Northwest Hills Council of Governments (NHCOG), as she had a great deal of data resources from which to draw.

Chapter Three – Enhance the Town Center was discussed at length. The Subcommittee agreed that this remained a high priority for inclusion in the POCD, and several members expressed the belief that residents would also consider this a high priority. Ms. Sefcik suggesting having Jocelyn Ayer involved in this section of the document, as she had a great deal of experience working with other towns in the region improving their center areas. Given that some of the challenges in this area pertained to septic availability, it was suggested that a representative from Torrington Area Health District also be invited.

Chapter Four – Preserve Rural Character was then discussed. Each of the subsections were discussed, with agreement that a meeting should be held with farmers in the town, the Lake Waramaug Taskforce, the two Land Trusts in Town, and the Town Assessor regarding any desired updates with regard to taxation of dedicated open space areas.

Chapter Five – Guide Residential Development At this time, the subcommittee extensively discussed the need for Affordable Housing and the recent informational meeting held by the Warren Affordable Housing Committee. Members agreed that the Affordable Housing Committee should be invited to one of their discussion meetings.

At this time, the subcommittee discussed *Chapter Six – Support Community Needs*. Members noted that there were several goals discussed in the 2009 document that had been met, such as the completion of the new Town Hall and the renovation of the old Town Hall. It was suggested that the group contact the Town's Recreation Director, Fire Company, and Public Works staff in order to verify whether any updates were necessary in this section. The Public Works Department and Board of Selectmen would also be contacted in order to determine whether any transportation-related topics needed to be addressed. With regard to such topics as stormwater drainage, the subcommittee members discussed meeting with Sean Hayden of the Lake Waramaug Taskforce and possibly with members of the Inland Wetlands Commission. Mr. Papp strongly suggested a meeting dedicated to telecommunications issues in Town and improving broadband access.

Chapter Seven – Future Land Use Plan was briefly reviewed. Ms. Sefcik noted that this and other maps would have to also be reviewed. The evaluation of consistency with the State and Regional POCDs would be performed by the NHCOC, so Ms. Ayer would again be involved in this area of the document. *Chapter Eight – Implementation* was reviewed, and members again briefly discussed the creation of an implementation committee for the Town, in order to ensure the goals in the document were actually achieved. *Chapter Nine – Conclusion* could be updated by the subcommittee.

5. PRELIMINARY DISCUSSION REGARDING POSSIBLE COLLABORATION WITH THE NORTHWEST HILLS COUNCIL OF GOVERNMENTS.

The subcommittee agreed to have Ms. Sefcik contact the Northwest Hills Council of Governments for scheduling Ms. Ayer's attendance at subcommittee meetings regarding demographics and the town center.

6. PRELIMINARY DISCUSSION REGARDING SCHEDULING OF COMMUNITY ISSUES FORUM:

Members discussed the Community Issues Forum at length. Publicity of the event was also discussed. The subcommittee agreed that there was not enough time before the summer in order to publicize the event, and it was agreed that holding it over the summer would likely not generate sufficient attendance. Ultimately, the subcommittee decided that the best time would be mid-September through mid-October.

MOTION Mr. Lethbridge, second Mr. Papp, to authorize Ms. Sefcik to contact Glenn Chalder of Planimetrics to obtain a quote for his services in running the Community Issues Forum and preparing a summary report; unanimously approved.

7. ADJOURNMENT:

MOTION: Mr. Lethbridge, second Ms. Bates, to adjourn the meeting at 9:00 PM; unanimously approved.

Respectfully submitted,

Stacey M. Sefcik, CZEO
Zoning Enforcement Officer