

**TOWN OF WARREN**  
**PLAN OF CONSERVATION & DEVELOPMENT SUBCOMMITTEE**  
**Special Meeting Minutes**  
**Monday, June 25, 2018 - 7:00PM**  
**Warren Town Hall – 50 Cemetery Road**

**PRESENT:** Susan Bates, Howard Lethbridge; ZEO Stacey Sefcik; Secretary, Brenda Zampaglione  
**ABSENT:** John Papp, Kelly Tobin

**1. CALL TO ORDER.**

The meeting was called to order at 7:05 PM. All members were present and seated for the meeting. The proceedings were digitally recorded, and copies are available in the Land Use Office.

**2. APPROVAL OF MINUTES:**

The members to table review of the minutes from the April 23, 2018 meeting to July 9, 2018.

**3. DISCUSSION WITH JOCELYN AYER OF NORTHWEST HILLS COUNCIL OF GOVERNEMENTS:**

Members welcomed Jocelyn Ayer of Northwest Hills Council of Governments to the meeting.

Ms. Ayer started by discussing a timeline for the Committee to consider. Ms. Ayer gave the Subcommittee a graph detailing the timeline of what should be done and when it should be done.

Steering Committee meetings were scheduled and specific topics for the forums were discussed. The Committee want to include school related/demographics, affordable housing/attracting young families to Warren, town center/home based businesses, agriculture/tourism. Ms. Ayer and Ms. Sefcik will work on the topic bullets. Ms. Sefcik will also work with the Subcommittee to come up with a bullet list of trends. Ms. Ayer suggested that the Town offer free babysitting during these meetings in order to get more residents with families to attend. Committee will look into babysitting options.

Ms. Ayer also discussed the community survey and gave a draft survey to Subcommittee members to consider. Discussion ensued on changing a few of the survey questions in a way which will reflect the specific needs of Warren. Ms. Ayer will edit and present Ms. Sefcik with an updated draft for review. The survey will be sent to residents electronically via e-newsletter in addition to adding a direct link on the town website. Paper versions of the survey will be placed at Town Hall and the library for those who will not receive it electronically. Surveys will be sent out by late July in order to analyze responses for an August report.

Ms. Sefcik will also send the draft survey to Planning and Zoning Committee members for their input and/or additions.

Ms. Ayer suggested having a contest to get more responses from the residents i.e., have residents enter a Warren photo contest for the cover of the new POCD booklet. Prize could be simple, Amazon gift card, possible Warren memorabilia, a gift certificate for a local business. Ms. Ayer suggested sending a flyer home with school children in September to garner more interest.

Ms. Ayer also suggested that the Subcommittee send out a postcard to inform residents of the Community Forum with Glenn Chadler in September. The postcard can be bulk mailed or possibly, mailed out with the current tax bills. Ms. Sefcik will check with the Tax Collector on timing for the drop date of tax bills. A photo from our website can be used on the postcard. Ms. Ayer will help in the design of the postcard.

Ms. Ayer then distributed a document to the Subcommittee with the results of the Housing survey that was done recently. The Subcommittee reviewed the results. The Subcommittee then asked Ms. Ayer to add the first 3 questions on the Housing survey to the POCD survey. This will be done in hope of getting more residents to respond (over 10% of Town responded to Housing survey at 192 surveys were received from residents).

**4. OTHER BUSINESS PROPER TO COME BEFORE THE SUBCOMMITTEE:**

None to discuss.

**7. ADJOURNMENT:**

The Subcommittee agreed to adjourn the meeting at 8:56 PM, unanimously.

**Respectfully submitted,**

*Brenda Zampaglione*

**Brenda Zampaglione  
Land Use Secretary**