

TOWN OF WARREN  
PLAN OF CONSERVATION & DEVELOPMENT SUBCOMMITTEE  
Special Meeting Minutes  
Thursday, February 11, 2021 - 1:00PM  
Via Zoom videoconference

**Present:** Vice-Chair: Dr. Victoria Sahadelvan Fossland, Alternate Members: Debora Ouellette, Michael Zimet. Jocelyn Ayer and Janell Mullen from Northwest Hills Council of Governments {NHCOG}

**1. Call to Order**

The meeting was called to order at 1:03PM by Dr. Victoria Sahadelvan Fossland

**2. Approval of Minutes**

Victoria motioned to approve the minutes from the January 28, 2021 Special meeting of the POCD subcommittee meeting second by Mike.

**3. Meeting schedule**

The date of the next POCD subcommittee was changed from Feb 25 at 1:00pm to Feb 26 at 1:00pm. The next meetings are scheduled for Mar 11 and Mar 25 at 1:00PM via zoom videoconference.

**4. Input through survey of Planning & Zoning Commission members-review responses to date**

Jocelyn received 6 surveys back and there are 11 members, so she felt that we need to have more responses back to have a better idea on our top 3 priorities. She is going to send out the survey link again and ask that it be completed. We will review the results at the next meeting on Feb 26.

**5. Next steps**

Review the survey results with Jocelyn and with her assistance she can provide guidance in the next steps with focusing on our 3 top priorities for the year.

Victoria stated that we need some training on basics such as administrative items, protocol, agendas, etc. Since we are a commission with new members and not a lot of experience. Janell suggested the P&Z commission participate in training sessions that are offered to commissions. Mike made the motion to add trainings to the agenda, second by Deb. Both Jocelyn and Janell spoke about an all-day training on March 6 that may be helpful to commission members, it is geared toward Land Use officials providing good basic training and it is associated with the CT Bar Association. There is a fee of \$40.00 for the training that Jocelyn said some towns are covering the cost.

There is a list of trainings and workshops for P&Z that is sent to the Land Use officers to distribute to the commissions. Jocelyn is going to also include Victoria on the communication as well and Victoria is allowed to forward it to the commission members.

Mike brought up the topic of the use of personal devices such as email communications for town business. He asked Jocelyn if towns set up emails for commission members. She responded that towns typically do not set up emails and reminded us that we are not allowed to communicate with each other outside of our meeting. Items of discussion should be put on the agenda and discussed at meetings.

**6. Opportunity for public comment**

Victoria opened the meeting for public comment and there was no public comment.

**7. Adjournment**

Motioned: Michael Zimet second by Deb Ouellette, Victoria Sahadevan Fossland adjourn the meeting at 1:57PM

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