

TOWN OF WARREN
PLAN OF CONSERVATION & DEVELOPMENT SUBCOMMITTEE
Special Meeting Minutes
Thursday, January 28, 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 {NHCOC}

1. Call to Order

The meeting was called to order at 1:00PM by Dr. Victoria Sahadelvan Fossland

2. Set meeting schedule for the committee

Victoria, Deb and Mike agreed to meet every 2 weeks for the months of February and March. Dates for the POCD subcommittee are scheduled for Feb 11, Feb 25, Mar 11 and Mar 25 at 1:00PM via zoom videoconference.

3. Introduction of Jocelyn Ayer, Director of CT Northwest Hills Council of Governments (COG)

Jocelyn Ayer is the Community & Economic Development Director and she introduced Janell Mullen the Regional Planner. Jocelyn explained there are 21 towns which includes Warren that NWCOG works with on assistance with the regions POCD plans.

4. Discuss drafting a request for proposals {RFP} for assistance in implementing the POCD

Jocelyn advised the first step should be to focus on the top 3 priorities for the year. Based on that there will be conversation on what assistance would be needed.

Janell advised to define the scope; 1 year, 3 year, 5 year goals to see what needs improvements. Target the items whether it is small fixes or re-organization.

Victoria responded that Warren's POCD regulations were recently revised and approved just before the pandemic, but there was not a May meeting held to target a few goals.

5. Inquiry about resources available through COG

Jocelyn advised that they have examples of proposals to help assist in writing a RFP.

There is information sessions 4 times a year on specific topics regarding zoning issues which all members and the public are invited to. Training resources for P&Z commissions. There is also a 5th Thursday forum which information will be sent to the Land Use Officer.

The NWCOG shares resources between towns creating, updating or revising zoning regulations.

6. General questions from the subcommittee for Ms. Ayer

Question: Is three priorities reasonable? Answer: Need to know what they are, but three is usually enough.

Question: How to begin with the objectives and goals? Answer: Need to prioritize what you want to work on this year. Scrub to make sure zoning regulations meet State statute requirements and make sure regulations are clear.

Question: How are other towns treating their POCD plans? Answer: Keeping the POCD a living document, identify problems and possible solutions. Update tables once a year and enter comments so you know what happened. Make sure updated regulations directs back to the POCD.

Use the Land Use Officer for everything. FOIA (subcommittee can not communicate to each other except in public meeting).

Janell recommended using Survey Monkey for obtaining results amongst the P&Z commission. Victoria made a motion for Jocelyn to create the Survey Monkey survey for the P&Z commission based on our POCD goals and objectives. Mike seconded the motion, Deb approved. Victoria will forward to Jocelyn the document that she created that was shared with the P&Z on the PODC goals and objectives.

7. Review minutes of the last meeting of the P&Z POCD subcommittee {from 2019}

Victoria forward the minutes and explained where to find them on the town website for public to review.

8. Adjournment

Motioned: Victoria Sahadevan Fossland to adjourn the meeting at 2PM second by Michael Zimet, approved by Debora Ouellette

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