



The Planning Commission

Town of New Fairfield

New Fairfield, Connecticut 06812

MINUTES

Regular Meeting

Monday March 26, 2018

Town Hall Conference Room

4 Brush Hill Road

New Fairfield, CT 06812

7:30 pm

Commissioners Present: Ms. Cynthia Ross-Zweig – Chair
Mr. Ernie Lehman – Vice Chair

Commissioners Absent: Mr. Peter Greco
Mr. Cory Neumann
Mr. Patrick Hearty

Alternates Present: Mrs. Carolyn Rowan
Mr. Jeff Morell
Mr. Gregory Williams

Alternates Absent: None

Guests Present: None

Town Officials Present: None

Call to Order: 7:32 pm

Pledge of Allegiance

Elevate Alternates

Mr. Lehman motioned to elevate Carolyn Rowan, Gregory Williams and Jeff Morell to full voting members. Ms. Ross-Zweig seconded the motion. **Vote 2-0-0 (Motion Approved)**

Approval of Minutes

Mr. Lehman motioned to approve the minutes of the February 26th meeting. Mr. Morell seconded the motion. **Vote 5-0-0 (Motion Approved)**

Mrs. Rowan motioned to approve the minutes of the March 19th meeting. Mr. Lehman seconded the motion. **Vote 5-0-0 (Motion Approved)**

Ms. Ross-Zweig noted that the minutes from the January meeting were presently unavailable due to the resignation of the secretary Ms. Lawlor.

Correspondence/Announcement:

Ms. Ross-Zweig announced that the secretary Ms. Lawlor needed to resign due to obligations of a new full time job.

Ms. Ross-Zweig advised that there is a letter related to the Quail Ridge subdivision that we should address under that agenda item for Old Business.

Ms. Ross-Zweig advised that she emailed the commission members information about two informational webinars for education purposes. Members confirmed receipt.

Public Comment:

None

Old Business:

Re-Subdivision Quail Ridge – Ms. Ross-Zweig advised the letter of agreement has been drafted and sent to developer but has not yet been executed/returned. Mr. Lehman thought he had a copy already, reviewed the document and confirmed that was not the case, it was a different letter. Mr. Morrell confirmed land has already been cleared at the site but that is not a problem for us. Ms. Ross-Zweig forwarded a blank copy of the letter of financial agreement to the commission members via email.

Land Use Workshop – Discussed the value of the land use workshop held March 19. The consensus of those present was that it was very helpful to the attendees.

New Business:

Resignation of the PC secretary – Ms. Ross-Zweig advised that the notice seeking applicants to fill the position is being setup. The position requires approximately 10-12/hours of work per month combined between the two boards and she believes compensation starts somewhere around \$18/hour. Separately, Ms. Ross-Zweig confirmed that the letters to other commissions requesting a joint POCD workshop were not sent out prior to the secretary's resignation. She will take care of sending these.

FOI Workshop – Mr. Lehman advised he and Mr. Morrell attended the recent FOI workshop and found it helpful. It reinforced many of the Planning Commission's rules/behaviors.

Standing Items:

Open Subdivision Log – Mr. Lehman found a copy in his file, therefore there is no longer a need to contact Kirsten Bennett O'Rourke for one. Copy was provided to Mrs. Rowan who has agreed to maintain it going forward.

POCD Workshop Proposal – Ms. Ross-Zweig will take care of sending the letter to other commissions proposing one as Ms. Lawlor was not able to do so before her resignation.

Adjournment:

Mr. Williams motioned to adjourn the meeting at 8:27pm. Mr. Lehman seconded the motion.

Vote 5-0-0 (Motion Approved)

Respectfully Submitted,

Gregory E. Williams