



The Planning Commission

Town of New Fairfield

New Fairfield, Connecticut 06812

MINUTES

Regular Meeting

Monday, May 23, 2011

Town Hall Conference Room

Commissioners Present: Mrs. Cynthia Ross-Zweig, Vice Chair
Mr. Paul Bruno
Mr. Robert Murtha
Mr. Greg Porpora

Commissioners Absent: Mr. Mike Daood, Chairman

Alternates Present: None

Alternates Absent: Mr. Chris Gould
Mrs. Donna Byers

Town Officials Present: None

Call to Order: 7:37 pm

Elevation of Alternates: None

Call to Order- Vice Chairman Cynthia Ross-Zweig called the meeting to order at 7:37pm

Pledge of Allegiance

Appointment of Alternates-None

Approval of Minutes

April 25, 2011- Mr. Paul Bruno made a motion to approve the minutes of the April 25, 2011 meeting as presented. Mr. Bob Murtha seconded the motion.

Vote: 3-0-1 (Motion approved- Greg Porpora abstained)

Correspondence and Announcements- Ms. Cynthia Ross-Zweig read into the record feedback that the commission received from the Ball Pond Advisory Board and the

Library Board regarding what their respective boards would like to see in the Plan of Conservation and Development.

Public Comment- None

OLD BUSINESS- None

NEW BUSINESS- None

STANDING ITEMS

Discussion of the Plan of Conservation and Development

1. **Update on Boards/Commission Presentations**- The board went over the schedule of town boards and commission meetings that the Planning Commission members will attend to present the Plan of Conservation of Development. Boards attended so far were: The Parks & Recreation Commission (Cynthia Ross-Zweig), The Board of Education subcommittee (Paul Bruno and Cynthia Ross-Zweig), The Library Board (Greg Porpora), The Youth Commission (Greg Porpora), The Board of Selectmen (Mike Daood and Paul Bruno) and The Board of Finance (Mike Daood). The Planning Commission was well received by all the boards attended and feedback should be received within the next 30 to 45 days. Cynthia Ross-Zweig asked that if someone is unable to attend one of their scheduled boards to contact her for a replacement.

It was decided that the board members will attend meetings of other town organizations. Secretary Suzanne Kloos will research contact information of these organizations so that members can either attend these organizations or a letter can be sent on behalf of the Planning Committee regarding the Plan of Conservation and Development.

2. **Detailed Review of Phased Update Process**

The board went over the Phases for the POCD

Phase 1- Allow Public Comment

Obtain as much feedback as possible. The commission is hoping to get all the information from the town boards and commissions by June 30, 2011. Paul Bruno will compile a Facebook page in order to get more feedback.

Phase 2- Solicitation of input from Town Boards and Citizens and Consultant Info

Paul Bruno read into record an article for the *Citizen News* that will hopefully be in the May 25, 2011 edition. The board went over some changes to the article. Another part of Phase II is to recommend a consultant. Three or more bids are necessary. Cynthia Ross-Zweig and Mike Daood are working on the Legal Notice for this. A request for bids will be on the town website.

Phase 3- Introduction letter to all town residents

Cynthia Ross-Zweig will follow up with Chris Gould regarding sending out postcards to town residents.

Phase 4- Set a town workshop and feedback forum

Cynthia Ross-Zweig will go over the 2003 plan to highlight important areas. There will be a workshop set for Friday, July 22, 2011 for the Planning Commission and a meeting with the consultant is set for August 22, 2011.

Phase 5- First draft of the 2012 plan

This should be given to the outside consultant by August 25, 2011 and the consultant will present recommendations to the Planning Commission in September.

Phase 6- Solicitation of Public Input

Two dates for Public Forums will be Saturday, October 22, 2011 at 9:00am and Tuesday, October 25, 2011 at 7:00pm. The town will be notified of these forums via *Citizen News*, Alert Now, post card mailing and the town website.

Phase 7-Town Forum

Phase 8- Final draft review

Phase 9- Final draft

The final draft needs to be approved by the Board of Selectmen and then the Planning Commission has 60 days to present it to the state.

3. RFP/RFQ-Consultant Update- Legal Notice for the consultants will hopefully be in the *Citizen News* within the next couple of weeks. Three bids are necessary for this position.

MISCELLANEOUS ITEMS

- Open Alternate Position- The alternate position on the Planning Commission is still available.
- Discussion regarding working binders for Commission members- Binders for each Planning Commission member was compiled with pertinent information for the members. Binders will be kept in the mailroom at Town Hall where they will be updated by the recording secretary. There was a brief discussion about some members wanting to keep their binders with them for reference. Any members wishing to do that should let the recording secretary know she will keep their information in the Planning Commission mailbox for update at each meeting.

Adjourn – Mr. Bob Murtha made a motion to adjourn the meeting at 8:39pm. Mr. Greg Porpora seconded the motion. **Vote: 4-0-0. (Motion approved)**