



The Planning Commission

Town of New Fairfield
New Fairfield, Connecticut 06812

Planning Commission Town of New Fairfield
Regular Meeting – Minutes
Monday January 23, 2023 @ 7:30pm
Community Room @ 33 Route 37
New Fairfield Conference Room
New Fairfield CT

Commissioners: Ms. Cynthia Ross-Zweig, Chair
Mr. Cory Neumann, Vice Chair/Secretary
Mr. Ernie Lehman
Mr. Jeff Morrell - absent
Ms. Kristen Bennett O'Rourke – present)

Alternates: Mr. Dylan White
Mr. Patrick Callahan
Ms. Olivia Micca

Guests: Wayne Skelly
Chris Elkow

Call to Order: 7:30 pm

ELEVATION OF ALTERNATES

Mr. Cory Neumann made a motion to elevate Mr. Patrick Callahan and Mr. Dylan White to voting commissioners for the meeting. Mr. Ernie Lehman seconded the motion. **(3-0-0) Motion approved.**

Ms. Kristen Bennett O'Rourke arrived after the elevation of the alternates. She abstained from voting for the entirety of the meeting.

Mr. Ernie Lehman made a motion to move the Old Business item Barnbrook up to be discussed following public comment. Patrick Callahan seconded the motion. **(5-0-0) Motion approved.**

APPROVAL OF THE MINUTES

Mr. Cory Neumann made a motion to approve the minutes from the December 12, 2022 meeting. Mr. Ernie Lehman seconded the motion. **(5-0-0) Motion approved.**

CORRESPONDENCE/ANNOUNCEMENTS

Budget – none

Ms. Cynthia Ross-Zweig stated that a request was received from the Board of Selectmen for an estimate of the hours needed for the year for the recording secretary. This will be submitted keeping in mind hours needed for the POCD, new workshops, special meetings, regular meetings, file maintenance etc.

PUBLIC COMMENT

none

OLD BUSINESS

Barn Brook

Correspondence from Antonio Iadarola, the town engineer, was read into the record by Mr. Cory Neumann (see enclosure).

Mr. Frnie Lehman made a motion for a positive referral to recommend a First Bond Reduction in the amount of \$430,197.90 on Fairview Dr. Barnbrook Phase III Resubdivision of Lot 12 based upon the court approved resolution. Dylan White seconded the motion. **(5-0-0) Motion approved.**

Ms. Cynthia Ross-Zweig stated that a positive recommendation letter will be sent to the Board of Selectmen.

NEW BUSINESS

Final Bond Release Warren's Hill

Mr. Cory Neumann, read a letter from the Town Engineer, Tony Iadarola (see enclosure) to release the \$20,000 maintenance bond.

Mr. Patrick Callahan made a positive referral to recommend a Final Bond Release in the amount of \$20,000 on Warren's Hill Subdivision, 4 Sawmill Road, New Fairfield CT. This referral was made based upon recommendations of the town engineer, Antonio Iadarola. Mr. Cory Neumann seconded the motion **(5-0-0) Motion approved.**

Ms. Cynthia Ross-Zweig stated that a positive recommendation letter will be sent to the Board of Selectmen.

3 Spruce Ridge Dr – Lot Line Adjustment

Chris Elkow was present to represent applicants Joseph and Christina Guffee, the owners of the property. The application was presented and viewed by all of the board members. Chris Elkow stated that the Guffee's own both 3 & 5 Spruce Ridge Drive and that they want to put in a pool. The proposal is to take equal portions of Lot 14-R and Lot 13-R and swap them so that the pool will fit on one lot. Ms. Cynthia Ross-Zweig asked if abutting properties had been notified. Mr. Chris Elkow stated that he was not advised that abutting properties had to be notified.

Ms. Cynthia Ross-Zweig went over the list of items needed to verify that all items had been submitted and completed.

Mr. Cory Neumann made a motion to approve the Lot Line Revision for 3 & 5 Spruce Ridge Drive. Mr. Patrick Callahan seconded the motion. **(5-0-0) Motion approved.**

OLD BUSINESS

POCD

Ms. Cynthia Ross-Zweig was not able to attend the Board of Finance Meeting. Mr. Ernie Lehman made a presentation at the beginning of the Board of Finance meeting on behalf of the Planning Commission. The motion was denied by the Board of Finance for the request of funds for the POCD. Ms. Cynthia Ross-Zweig stated that in the meeting it was stated that the Planning Commission didn't budget the funds. The alternative is to go back to the Board of Selectmen to reconsider giving the monies before budget time since this is a statutory requirement. Ms. Cynthia Ross-Zweig stated that the POCD has been in the budget since December 21, 2021. Consultants were sent over with recommendations to the Board of Selectmen. There is a special meeting on January 31, 2023 with the Board of Selectmen on budget. Ms. Cynthia Ross-Zweig suggested that the board attend with the intent of letting the Board of Selectmen know the importance and need of moving forward on the POCD. Mr. Ernie Lehman stated that right now there is \$10,000 in the Planning Commission budget for the POCD and that this amount of money is not enough to move forward on the POCD. Mr. Ernie Lehman stated he does not think that getting money out of the surplus is feasible as the town thinks that there are other needs that are more pressing. Mr. Cory Neumann stated that at the budget hearing in addition to the \$6,000 there was \$50,000 the request for the POCD. Mr. Cory Neumann stated that he fielded a lot of questions. There was support at the hearing for \$50,000 above the current budget. He stated that the longer we wait puts the chance of the fee increasing. A discussion was held on when the POCD should be completed by. The current POCD expires September 19, 2024. Once the current POCD expires then if we do not have a new one in effect then an out-of-compliance notification would be received from the OPM. At that time the steps taken would have to be given so as to not be considered ineligible for certain grants. Ms. Cynthia Ross-Zweig thinks that a letter is warranted and that the request should be for the entire amount and not a partial amount. Mr. Ernie Lehman stated that we may need to request a partial payment of the requested amount. Ms. Cynthia Ross-Zweig stated that the POCD in the past hasn't had to ask for partial amounts. Mr. Ernie Lehman stated that the Board of Finance is looking at the big dollar amount and that other needs are having an effect on what is or is not being approved. Mr. Patrick Callahan stated that it doesn't make sense to rush it as this is a statutory requirement. Ms. Kiersten Bennett O'Rourke questioned if it is too much for the POCD to be done in-house. Mr. Ernie Lehman stated that the POCD requires expertise beyond what we currently have such as a Town Planner. Ms. Cynthia Ross-Zweig stated that the POCD is outdated since it is 10 years old. Mr. Cory Neumann stated that a comment was made to that due to the current POCD being so outdated that the need is to get a current POCD in place and then look at someone who could have a paid salary for the POCD and it would be completed over a four-to-five-year timeframe. Ms. Kiersten Bennett O'Rourke stated that there are two parts to the POCD. There is the demographical data which is hard to get and then there is the town needs which are addressed by meetings, workshops, and meetings with all of the town boards and commissions. Mr. Ernie Lehman reached out to Planimetrics on January 13, 2023 to Glenn Chalder who is the president to see if the bid submitted on June 2, 2022 was still valid. Planimetrics stated that they were ready to pull to bid at the end of December but he waited until January. Mr. Ernie Lehman asked if he would be willing to extend the bid. Mr. Glenn Chalder wanted to know if they were the preferred bidder. Mr. Ernie Lehman advised Planimetrics that they were the preferred company. The Planimetrics bid is still valid with stipulations of extending the length of time to complete the POCD. All of the board members will need to attend the January 30, 2023 meeting and be

prepared to state the need for the funds and emphasize that the budgeting for the POCD was discussed in last year's meetings.

STANDING ITEMS

Subdivision Log – no update

ADDITIONAL ITEMS

none

ADJOURNMENT

Mr. Cory Neumann made a motion to adjourn the meeting at 8:15 pm. Mr. Dylan White seconded the motion. (5-0-0) **All in favor**

Attachment

Barnbrook Letter from Antonio Iadarola
Warren Hill Letter from Antonio Iadarola

Respectfully submitted
Dana Ulibarri
January 26, 2023

Received by email on 01/26/2023 @ 9:25 a.m.
by Chrystie M. Bontempo, Asst. Town Clerk, New Fairfield



TOWN OF NEW FAIR FIELD

PUBLIC WORKS DEPARTMENT ENGINEERING DIVISION

4 Brush Hill Road
New Fairfield, CT
06812-2619

TOWN ENGINEER

Antonio Iadarola, P.E.

December 15, 2022

Planning Commission
4 Brush Hill Road
New Fairfield, CT 06812

RE: First Bond Reduction
Farview Dr.
Barnbrook Phase III
Resubdivision of Lot 12

Dear Commission Members:

The developer has requested a bond reduction for the work he was bonded to perform on the new road associated with the resubdivision of Lot 12. I recently inspected the paving of the road and the installation of curbs.

The history on this bond is as follows; Bond was originally set for \$645,296.85. The first bond reduction requested is actually governed by The Stipulation To Settle Agreement issued into orders by Danbury Superior Court on November 22, 2022.

That agreement which has the commission's Amended Resolution of Approval attached to it, stipulates that after the road is built with all required drainage and first course of pavement is placed the 2/3 of the bond totaling \$430,197.90 will be released.

At this time, based on my inspection, I can certify that the road is in a condition to comply with the stipulations for the first bond reduction. The Commission could release that amount stipulated in the agreement, if the commission wishes to do so. Please note that I am not certifying the amount of the bond release like I typically do with bonds due to the fact that the agreement controls that amount.

Should the Commission approve this bond reduction, please forward a letter to the First Selectman so that the Board of Selectman can take final action to reduce the bond.

If you have any questions, please contact me.

Sincerely,

Tony Iadarola

Antonio Iadarola, P.E.

cc: First Selectman

BUILDING & GROUNDS DIVISION ♦ ENGINEERING ♦ HIGHWAY DIVISION ♦ RECYCLING DIVISION ♦ VEHICLE
MAINTENANCE

OFFICE LOCATION: TOWN GARAGE 188 ROUTE 37, NEW FAIRFIELD, CONNECTICUT 06812

PHONE: (203) 312-5628 ♦ FAX: (203) 312-5678



TOWN OF NEW FAIRFIELD
PUBLIC WORKS DEPARTMENT
ENGINEERING DIVISION
4 Brush Hill Road
New Fairfield, CT
06812-2619

TOWN ENGINEER
Antonio Iadarola, P.E.

January 11, 2023

Planning Commission
4 Brush Hill Road
New Fairfield, CT 06812

RE: FINAL Bond Release for
Warrens's Hill Subdivision
4 Sawmill Rd.

Dear Chairman and Commission Members:

The developer of the above noted subdivision has requested a Final Bond Release for this project.

I have conducted a final inspection for this project and the developer has made some minor repairs to the public improvements. I can recommend that the existing maintenance bond in the amount of \$20,000.00 (that he provided separately), be released.

Should you concur with my recommendation and approve the release of the \$20,000.00 maintenance bond, please send a letter to the Board of Selectman indicating your approval so that they can take action on this request.

If you have any questions, please contact me.

Sincerely,

Tony Iadarola

Antonio Iadarola, P.E.

cc: First Selectman
Highway Department

BUILDING & GROUNDS DIVISION ♦ ENGINEERING ♦ HIGHWAY DIVISION ♦ RECYCLING DIVISION ♦ VEHICLE
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