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PLAN OF CONSERVATION AND DEVELOPMENT IMPLEMENTATION COMMITTEE

Regular Meeting Minutes

December 6, 2018

Present: Claire Frisbie, Angela Hammond, Frederick Knous, Chair; Sharon Peters, Thomas Malecky, alternate; Frank Winiski, alternate (non-voting)

Absent: Wayne Martin

Others Present: Ralph Zampano-BOS, Bernice Zampano, Parks & Recreation, Elwin Guild, EDC

1. Chairman Call Meeting to Order

Chairman Frederick Knous called the meeting to order at 7:02 p.m. in the First Floor Conference Room in Town Hall, located at 33 East Main Street, Portland, Connecticut.

2. Approval of Minutes

Chairman Frederick Knous entertained a motion to approve the September 13, 2018 meeting minutes. A motion to approve the September 13, 2018 meeting minutes was made by Sharon Peters, seconded by Claire Frisbie. Vote Five yes votes (Frisbie, Hammond, Knous, Peters, Malecky). Motion carried.

A motion to approve the October 4, 2018 meeting minutes was made by Sharon Peters seconded by Angela Hammond. Four yes votes (Frisbie, Hammond, Knous, Malecky). Motion carried.

3. Discuss Future Scheduling of Town Officials

Chairman Knous introduced discussion about town commissions/officials that should be included in discussion of the five priority items. Ralph Zampano noted that a meeting schedule of the town beautification group has not established yet. Angela Hammond suggested that the Elmcrest group could be expanded to include the Hart Jarvis house. Elwin Guild stated that progress is being made on the Elmcrest project planning, but it hinges on DOT approval.

Chairman Knous noted the importance of establishing a meeting schedule that doesn't conflict with other commission and group schedules (e.g., PZ, Complete Streets, RT 17 BC, BOS). Several committee members expressed the opinion that Complete Streets would be a good group to be involved in future meetings. It was determined that PZ and Complete Streets would be scheduled for the January meeting, location TBD.

4. Establish 2019 Calendar

Chairman Knous stated that the BOS suggested that the committee should meet 2-4 times a year, although the committee consensus is that they should meet more often. He presented a list of suggested meeting dates on the last Monday of each month (with the exception in May due to the Memorial Day holiday which would be held on the third Monday, May 20) and no meetings scheduled for July, August, and December. He asked the committee for input regarding the dates. A motion to accept the meeting dates as presented was made by Frank Winiski, second by Tom Malecky. Five yes votes (Frisbie, Hammond, Knous, Peters, Malecky). Motion carried.

5. Review the 2016-2026 Plan of Conservation & Development

Chairman Knous introduced discussion about the Plan of Conservation & Development and noted the need to have a working document to track progress of various initiatives. It was determined that the board clerk would create a separate document (in Excel) that could serve as a working document for that purpose.

A1: Strengthen the Town Center

Chairman Knous noted that Design and Review is mentioned frequently in the section and therefore should be included. Elwin Guild stated that the town has a contract (with Anchor Engineering) to provide assistance regarding the historic district). The feeling of the EDC is that there is a need for the consulting by a credible organization to assist with guidelines (e.g., signs, awnings), site review, etc. PZ would be the leader.

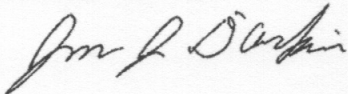
Action Item: Invite PZ and Complete Streets to January 28, 2019 meeting

6. Public Comment: None

7. Adjourn Meeting

Chairman Knous entertained a motion for adjournment. Sharon Peters made motion to adjourn the meeting, motion seconded by Frank Winiski. The meeting adjourned at 8:50 p.m.

Respectfully submitted,



Jon D'Arpino, Recording Clerk
December 9, 2018

CC: Frederick Knous, Angela Hammond