

FILED Dec 6, 2012
AT 2:40 P.M.

**East Lyme Planning Commission
Regular Meeting Minutes of
December 4, 2012**

Lesley A. Blais
TOWN CLERK

Present: Brian Schuch, Chairman; Rita Palazzo, Joan Bengtson, Frank Balantic, Carolyn Nee and Ernie Covino

Also Present: Catherine Ladd, Sami Yousuf and Francine Schwartz, alternates

Also Present: Gary A. Goeschel, II, Director of Planning

CALL TO ORDER. - Chairman Schuch called the December 4, 2012 East Lyme Planning Commission Meeting to order at 7:03 p.m.

PLEDGE OF ALLEGIANCE. The Pledge of Allegiance was observed.

Commission member Ernie Covino arrived.

I. ADDITIONS TO THE AGENDA. There were no additions to the Agenda.

II. PUBLIC DELEGATIONS. There was no discussion at this time from those present.

III. ELECTION OF OFFICERS. In lieu of the Ex-Officio's absence, Mr. Schuch handed the meeting over to Mr. Goeschel to run the meeting for the purpose of conducting the Election of Officers. Mr. Goeschel opened the nominations for the position of Chairman of the East Lyme Planning Commission for 2013.

MOTION (1): Ms. Palazzo moved to nominate Brian Schuch as Chairman of the East Lyme Planning Commission for 2013. Seconded by Ms. Bengtson. (6-0) Unanimous.

There were no other nominations.

MOTION (2): Mr. Balantic moved to close nominations for Chairman of the East Lyme Planning Commission for 2013. Seconded by Ms. Nee. (6-0) Unanimous.

A vote was taken and Mr. Schuch was unanimously elected Chairman.

Mr. Goeschel returned the meeting back over to Chairman Schuch. Mr. Schuch opened the nominations for Secretary of the East Lyme Planning Commission for 2013.

MOTION (3): Mr. Covino moved to nominate Frank Balantic as Secretary of the East Lyme Planning Commission for 2013. Seconded by Ms. Bengtson. (6-0) Unanimous.

There were no other nominations.

MOTION (4): Mr. Covino moved to close nominations for Secretary of the East Lyme Planning Commission for 2013. Seconded by Ms. Nee. (6-0) Unanimous.

A vote was taken and Mr. Balantic was unanimously elected Secretary.

IV. APPROVAL OF MINUTES.

A. Minutes of November 20, 2012 Regular Meeting.

MOTION (5): Ms. Palazzo moved to approve the November 20, 2012 Regular Meeting Minutes, as presented. Seconded by Mr. Covino. Ms. Bengtson abstained from voting. (5-0-1) Motion carried.

V. ZONING REFERRALS. There were no zoning referrals.

VI. OTHER BUSINESS

A. New Business.

- a. Budget Review FY 2013/2014.** Mr. Goeschel distributed copies of the proposed Planning Department budget for 2013/2014. It was merged with this Commission's budget. He compared this year's budget with the fiscal year 2012/2013 budget.

Mr. Goeschel was asked to explain the GIS line item. He indicated it covers the GIS Mapping Website, data development, and support services provided by the Town's GIS vendor Tighe & Bond. He indicated that after Hurricane Sandy, Mr. Formica asked department heads how we may be able to continue to improve communications between departments and various agencies. Mr. Goeschel suggested GIS is a solution that can enhance communications. Based on an informal quote he received from the Town's vendor, it was estimated that this functionality could be deployed Town wide for eleven to fifteen thousand dollars.

Mr. Goeschel reported having requested a part time position for a special event and social media coordinator. This item was removed from last year's budget.

Ms. Nee asked if the line item for Professional Conventions/Conferences was for Commission members and staff? Mr. Goeschel replied it is. She asked what is a typical cost of a multi-day seminar? Mr. Goeschel replied approximately \$250. Mr. Goeschel indicated in an effort to save on costs we tend to attend local seminars offered by organizations such as CCM.

Ms. Palazzo asked if a Commission member is not reelected, can the Commissioner's Handbook that staff prepared, be recycled to the new Commission members to save on printing costs. Mr. Goeschel replied it is.

Mr. Balantic referred to the Social Media position. Mr. Goeschel replied this position would have come under Personnel Services.

Mr. Balantic referred to line item 200 Services-Contracted/Operating. Mr. Goeschel stated this is for the GIS services we contract for. We are obligated to pay for certain services such as web-hosting, and software maintenance. Mr. Balantic asked if the cost of \$11,000 for Town wide GIS implementation was a onetime cost? Mr. Goeschel replied it would be a one time cost for hardware and on the development of the application. Mr. Balantic felt some of these costs would be recurring. Mr. Goeschel referred to an article which showed significant savings. Mr. Goeschel felt the potential return on the Town's investment could be significant. Mr. Schuch felt other departments in town could also benefit from it.

Mr. Covino asked if some unforeseen development occurs mid-year is there a contingency fund? Mr. Goeschel replied there is.

MOTION (6): Ms. Nee moved to forward the East Lyme Planning Commission budget for 2013/14 in the amount of \$700 to the Board of Selectmen. Seconded by Mr. Covino. (6-0) Unanimous.

B. Old Business

a. Discussion of updates to the Plan of Conservation and Development. Mr. Schuch and Mr. Goeschel discussed today a proposed timeline for 2013 POCD updates, information on recent updates to the POCD, and the procedure on how the POCD is updated were distributed.

Mr. Schuch reported the Commission is working on a second draft of Chapter 2 and 8. This draft will be sent to the Board of Selectmen and SECCOG when finalized. They will have 65 days to review it. Mr. Goeschel would like to have a final document by October 2013.

Mr. Goeschel reported every ten years state statute requires that the POCD be updated. If it is not done the Town would lose eligibility for state grant funds. In 2009 the Planning Commission updated and approved the POCD but, not every chapter received attention. The Commission added a Mission Statement and Vision based on the work that was done as part of the LUV study. Mr. Goeschel indicated the POCD never had either and it would be a good idea to periodically review the mission and vision statement.

Mr. Goeschel stated by the end of the year we need to have Chapter 2 in a final draft form. We will work on Chapter 7 in January. In February we will work on Chapter 4.

Mr. Goeschel added the goal is to make the POCD a tool that is easily read. It needs to have clarity and kept as brief as possible.

Ms. Nee agreed to work on the proposed timeline.

X. REPORTS

A. Chairman. Mr. Schuch thanked the Commission for re-electing him as Chairman.

B. Ex-Officio. Ms. Cheeseman was unable to be present and there was no report.

C. Zoning Representative

- a. 12/6 Brian Schuch.** Mr. Schuch will be attending the Zoning Commission's Dec 6th Meeting.
- b. 2013 Zoning Liaison Schedule.** Zoning Regular Meeting Schedule for 2013 was distributed.
- c. Regional Planning Representative-Brian Schuch.** There was no discussion on this matter.
- d. Sub-Committees.**
 - 1. Sustainable Development and Climate Adaptation Subcommittee.**
Ms. Schwartz reported the subcommittee hasn't met in awhile and needs to start moving ahead.
- f. Staff/Communications.** Mr. Goeschel indicated he would keep an eye out for any correspondence regarding the date of the next Regional Planning meeting.

Adjournment

**MOTION (7): Ms. Nee moved to adjourn the East Lyme
Planning Commission Meeting of December
4, 2012 at 8:00 p.m. Seconded by Ms. Bengtson.
(6-0) Unanimous.**

Respectfully submitted,

**Frances Gheri
Substitute Recording Secretary**