

**TOWN OF HADDAM
POCD IMPLEMENTATION COMMITTEE (PIC)
PUBLIC MEETING
HADDAM FIRE STATION #1
COMMUNITY ROOM
439 SAYBROOK ROAD, HIGGANUM, CT 06441
WEDNESDAY, 23 JANUARY 2019
*Subject to Approval by the Committee***

ATTENDANCE

X	Kate Anderson
X	Steven Bull, Chairman
A	Joseph Centofanti
X	Lynne Cooper
A	Raul DeBrigard
X	Patrick Pinnell
X	Gail Reynolds
X	Edward Wallor
X	Lizz Milardo, First Selectman
X	Bill Warner, Town Planner
X	Liz West Glidden, Former Town Planner
X	Bunny Hall Batzner, Recording Clerk

1. Call to Order

Mr. Bull, chairman, called the meeting to order at 6:35 p.m.

2. Pledge of Allegiance

The pledge was recited.

3. Additions/Corrections to the Agenda

Add: Item 3a. Approval of Minutes. The Committee approved the addition unanimously.

3a. Approval of Minutes

Correction to the 8 November 2018 minutes: First page, Attendance – add Patrick Pinnell and that he was not in attendance.

The Committee approved the amendment to the 8 November 2018 minutes unanimously.

4. Review of PIC Members to Town Committees Connections

The Committee reviewed and discussed the draft of the contact list for liaisons. Amendments were noted: 1) Emails for liaisons and committee contacts to be added; 2) Sustainability Committee and Infrastructure Committee to be added (noted that these two committees do not have action items at this time); 3) Mr. Bull and Ms. Anderson to be the liaisons for the Sustainability and Infrastructure Committees, respectively; 4) Contacts for the Sustainability Committee are Kristin Battistoni and Robin Munster, Co-Chairmen, and Mike Fortuna, Chairman, for the Infrastructure Committee; and 5) Health Department contact is Scott Martinson. Mrs. Milardo offered to be the liaison for the Health Dept. should Mr. De-Brigard decline. Mrs. Batzner will generate an amended list.

Discussion followed at length in regard to either the liaison's attendance at PIC meetings or the liaison selecting an alternate to attend. Noted that there are only four PIC meetings scheduled for the year.

5. Review of Initial Contact Letter

The Committee reviewed and discussed the draft contact letter. Amendments were noted and Ms. Anderson read the revised letter. Ms. Anderson stated she would extract each group's specific action items and put them within the letter. The Committee was agreeable to the revisions and Ms. Anderson will generate a new letter that reflects these revisions.

Reporting Calendar - Mr. Bull distributed a draft of a proposed annual calendar outlining a quarterly schedule the Committee should follow year after year in regard to requesting, receiving, and reviewing information from the various town groups. Discussion followed in regard to the PIC's posting of their annual report (report to be given to P&Z); what should be included in the packet - letter of introduction, list of specific action items for the group it's being sent to, and liaison contact list; and generating a second letter if a response is not received from the first letter.

Mr. Warner pointed out there are short, mid, and long term goals; and asked the Committee if they want to have each group addressed all these items at once or would they rather send only the short term goals this year. Ms. Cooper stated she believes there are a number of groups that have not looked at the POCD at all and are unaware there are items that need to be addressed. Discussion followed and all goals to be sent out.

Ms. Anderson will generate a template for each group to follow in their reporting back to the Committee.

Training – Mrs. Glidden suggested that each liaison go to their respective group(s) to explain what the POCD is and what the PIC is looking for. Mrs. Glidden recommended that the PIC liaison ask to be placed on their specific group's agenda to make their introduction and explain what the PIC is about. Mrs. Glidden noted that the POCD is on the town's website.

6. Scheduling of the Next PIC Meeting

Mr. Bull will send an email out to everyone – have the letters been sent, have you made contact, and have you scheduled your education portion. Mrs. Batzner recommended that Committee members respond only to Mr. Bull and not to the entire Committee. Mr. Bull stated the Committee will meet sometime in May.

7. Adjournment

MOTION: Ed Wallor motioned to adjourn. Lynne Cooper second. Motion carried unanimously.

The meeting was adjourned at 7:35 p.m.

Respectfully Submitted,

Bunny Hall Batzner

Bunny Hall Batzner
Recording Clerk

Next meeting: TBA.