

**TOWN OF HADDAM
POCD ADVISORY COMMITTEE
PUBLIC MEETING
TOWN OFFICE BUILDING
UPSTAIRS CONFERENCE ROOM
30 FIELD PARK DRIVE, HADDAM, CT
WEDNESDAY, 20 JANUARY 2016
UNAPPROVED MINUTES
*Subject to Approval by the Commission***

ATTENDANCE

X	Steven Bull
X	Lynne Cooper
X	Raul de Brigard
X	Jeremy DeCarli
X	Mike Fortuna
X	Paul Geraghty
X	Erik Jarboe
X	Lisa Malloy
X	Nancy Meyers
X	Patrick Pinnell
X	Gail Reynolds
X	Carmelo Rosa
X	Chris Smith
A	Tom Worthley
X	Liz West Glidden, Town Planner
X	Bunny Hall Batzner, Recording Clerk

1. Call to Order

Mrs. Glidden, Town Planner, called the meeting to order at 7:00 p.m.

2. Attendance/Introductions

Attendance was taken and introductions made.

3. Additions/Corrections to the Agenda

None.

4. Public Comments

None.

5. Review of Plan of Conservation and Development (POCD) Timeline

Mrs. Glidden reported that an updated version of the POCD needs to be available to the state by January 2018 and that she would like to have the document adopted by the town by December 2017. Mrs. Glidden also reported that she has made a Capital Plan request for funds to hire a consultant to help with the process. Mrs. Reynolds commented that the previous consultant (no longer in business) didn't do a

satisfactory job. Mrs. Glidden distributed copies of the proposed timeline for reviewing, presenting, and approving the updates to the POCD.

6. Review of Draft Request for Proposal (RFP)

Mrs. Glidden distributed copies of the draft RFP noting that Mr. Rosa had assisted with revisions to the document. Mrs. Glidden stated that she believes the POCD only needs to be updated and not rewritten. Mrs. Glidden reported that she would like to secure a consultant by March to start on the process. Mr. Fortuna suggested changing the document to a Request for Qualifications (RFQ) rather than a proposal and explained his reasoning. Mr. Pinnell agreed.

Mr. Geraghty stated that in the past 20 years there haven't been any dramatic changes, especially economically, within the town; and that the last POCD resembled POCDs in the past. Mr. Geraghty suggested the consultant be made aware of specific topics in town and asked to provide information pertaining to those topics.

Mr. Pinnell suggested that the committee should be updating the document to reflect current best practices with respect to traffic (transportation) management – noted that traffic can have an adverse effect on business development and energy (hydropower) – noted the three brooks running through Higganum Center and the cleanup of Higganum Cove.

Mrs. Reynolds stated that she would like to see agriculture recognized more than it is in the current document. Mrs. Glidden stated perhaps the committee should flesh out some ideas on ways to best enhance the existing POCD prior to sending out the RFP.

Ms. Meyer stated that outlining parameters within the RFQ would be beneficial to the consultant and would allow the town to get what they want.

Discussion followed in regard to areas that may require some special attention: 1) agriculture, 2) Brown-fields; 3) seniors and housing; and 4) infrastructure in Higganum Center and Tylerville. Mr. Fortuna stated that the POCD talks about the need for infrastructure in Higganum and Tylerville, but doesn't address a strategy to implement these types of improvements. Mr. Geraghty agreed. Mr. Pinnell noted that financing has changed and that it may be relatively easy to finance these types of improvements. Mr. Smith stated perhaps the committee needs to ask the consultant to provide a means of how to obtain the goals and have it included within the report.

Mrs. Glidden will revise the RFQ and recirculate to the committee (available by Monday, 25 January). Mrs. Glidden asked that everyone read the document and provide comments; and that those comments will be integrated into the RFP. A quick review of the draft RFP was done. Discussion followed at length in regard to the budgeted funds.

Mrs. Glidden stated that she would like to have the document on the town's website by Monday, 1 February, and let it run for 30 days. Mrs. Glidden asked the committee to offer their suggestions as to where to list the RFQ. Discussion followed.

Discussion followed in regard to how best to distribute information to the committee – Dropbox; having a subcommittee to review the RFQs – Mr. Fortuna, Mr. Rosa, Mr. Pinnell, and Mr. Joeboe; the scheduling of the next meeting; and the development of a mission statement.

The committee briefly discussed how to get the Board of Finance (BOF) on board to assist with funding on prioritized items (projects) within the POCD.

Mrs. Glidden recommended the election of officers be held at the next meeting and distributed copies of the existing POCD.

7. Approval/Correction of the Minutes

None.

8. Scheduling of Meetings

The committee will meet again on Wednesday, 16 March 2016. Meeting location and time to be announced.

9. Adjournment

The meeting was adjourned at 7:56 p.m.

Respectfully Submitted,

Bunny Hall Batzner

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Recording Clerk

The next meeting is scheduled for Wednesday 16 March 2016.