

**TOWN OF HADDAM
POCD IMPLEMENTATION COMMITTEE (PIC)
PUBLIC MEETING
HADDAM FIRE STATION #1
COMMUNITY ROOM
439 SAYBROOK ROAD, HIGGANUM, CT 06441
THURSDAY, 8 NOVEMBER 2018**

ATTENDANCE

X	Kate Anderson
X	Steven Bull, Chairman
A	Joseph Centofanti
X	Lynne Cooper
A	Raul DeBrigard
X	Gail Reynolds
X	Edward Wallor
A	Lizz Milardo, First Selectman
X	Bunny Hall Batzner, Recording Clerk

1. Call to Order

Mr. Bull called the meeting to order at 6:30 p.m.

2. Pledge of Allegiance

The pledge was recited.

3. Additions/Corrections to the Agenda

There were no additions or corrections to the agenda.

4. Introduction of Members

Brief introductions were made. Robin Munster, EDC Coordinator and Sustainability Committee, was present in place of Lizz Milardo, First Selectman.

5. Review of the Charge of the "PIC"

The Committee discussed what the charge of the PIC is – monitoring the implementation of the POCD and specifically, now each committee/board/commission is progressing with their action items.

6. Implementation Plan

Mr. Bull distributed a draft meeting calendar – committee to meet quarterly; and what will be done during those meetings will be put forth by Mr. Bull, as chairman.

Mr. Bull also distributed a sample implementation letter and reported that he would like the letter to go to the chairman of each committee introducing the liaison, outlining the action items, and notifying them that the PIC will need a report as to where the committee stands with each item. Ms. Cooper suggested the letter come from the PIC via Mr. Bull as chairman. The letter will serve as the PIC's introduction to the various committees as to what they are trying to do and each liaison will need to review their respective committee's action items. Mr. Bull asked Ms. Cooper if she would like to draft a better format of the letter with Ms. Cooper stating the letter is already well formatted but suggested one minor addition – the name

of the liaison. Discussion followed in regard to outlining each action item, what the PIC's expectations are, and an explanation as to why there needs to be a response. Mrs. Reynolds asked that it be made clear that this is something that must be done annually. Mr. Bull stated this should be noted in the letter. Ms. Anderson will draft a letter for review by the PIC at their next meeting.

Mrs. Munster stated the Sustainability Committee should be responsible for the Transfer Station and Kristin Battistoni would be the contact. Mr. Bull stated the liaison should be someone from the PIC.

Mr. Bull reviewed page 81 and 83 of the POCD. Mrs. Reynolds asked if there was an electronic copy of the POCD to update the document. Ms. Cooper stated she didn't believe the PIC could change the document as it was adopted by a town meeting; however, an Addendum may need to be created. Mr. Wallor agreed. Mrs. Batzner stated any changes agreed upon by the PIC would be a part of their annual report. A brief discussion followed in regard to the TS identifier (means Town Selectmen) and whether the Sustainability Committee should receive an introduction letter (determined they should with it being noted there are no action items at this time).

Liaisons - Patrick Pinnell – Buildings Committee; Lizz Milardo – Board of Selectmen and Town Planner; Ed Wallor – P&Z and ARC; Gail Reynolds – Conservation; Steve Bull – PIC and Sustainability Committee; Lynne Cooper – Brainerd Memorial Library Board and Historical Society; Kate Anderson – EDC and Park and Rec; Joe Centofanti – Board of Finance; Raul DeBrigard – Health Dept.; Bunny Batzner – Public Works. Mrs. Batzner to send out a contact information sheet for the various committees/liaisons.

Scheduling of Future Meetings - Discussion followed in regard to the scheduling of future meetings. The Committee agreed to meet on Wednesday, 23 January 2019, 6:30 p.m., Community Room, Fire Station #1. Mrs. Batzner will confirm that the meeting location is available. At the January meeting, the Committee will lock in their next meeting date(s).

Training – Mr. Bull reported the PIC is charged with developing and administering a brief training session on the POCD delivered to each new committee/board/commission member, town staff, or local elected official. Mr. Bull stated it's important to keep the document alive. Mrs. Munster stated the town will be getting another town planner and perhaps this is a job he/she could handle. Mr. Wallor suggested Liz Glidden do the first training session and will ask Mrs. Glidden if she would be interested in doing so.

Mrs. Reynolds thanked Mr. Bull for being the chairman as he did a wonderful job while POCD chairman.

7. Adjournment

MOTION: Ed Wallor moved to adjourn. Gail Reynolds second. Motion carried unanimously.

The meeting was adjourned at 7:29 p.m.

Respectfully Submitted,

Bunny Hall Batzner

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Recording Clerk

The next meeting is scheduled for Wednesday, 23 January 2019.