

Norwich PC Minutes -8/8/23

Members Present: Ernie Ciccotelli, Vince Crow, Jeff Goodrich, Stuart Richards, Jaan Laaspere, Bob Pape, Kris Clement

Public: Lisa Close, Linda Gray, Nancy Osgood

Meeting Opened: 6:36 pm

1. Approve Agenda:

Goodrich moved, seconded by Ciccotelli, to approve the agenda.

Motion passed 7-0

2. Public Comment on items not on the agenda

None

3. Correspondence

Richards encouraged that anyone interested should sign up for dunk tank at the upcoming town fair.

4. Chair Report

a. PC Budget

Laaspere stated the annual budget allocated for Planning and Zoning is approximately \$160,000. Considering that the Zoning Director position is currently vacant, that leaves approximately \$8,000 a month of the budget unused.

He further stated that because of the timing of the fiscal year and auditing process, any surplus from the previous year would not be available until an undetermined future date.

b. P&Z files and maps

Laaspere stated that staff is continuing to organize and locate the planning and zoning files of the previous zoning director.

Goodrich recommended accessing the previous zoning director's email which would provide access to more pertinent files.

c. AHSC Planning Grant

Laaspere stated that the AHSC is delaying the application for the planning grant regarding the site on New Boston until the next cycle due to lack of bandwidth of staff and the town manager.

Goodrich stated that in the past the town has had a robust record of volunteer citizens engaging with grant projects and the SB should utilize that.

Richards stated that he hopes that the PC looks closely at the line items in order to be realistic about the cost and to potentially reduce the cost.

5. Planning Commission Work Plan and Soliciting input on PC priorities

Laaspere recommended that the PC should meet once a month going forward with subcommittees meeting between meetings.

Consensus was met to establish two sub committees.

The Solar Siting Subcommittee will include Clement, Ciccotelli, and Laaspere.

The Land Use Subcommittee will include Pape, Ciccotelli, and Richards.

Each group will meet before the next PC meeting to further define their goals and expectations.

Nancy Osgood encouraged attendance of the next meeting of the Historical Preservation Commission on August 28th to discuss ideas on the zoning and permitting process.

Linda Gray encouraged the PC to engage with the Conservation Commission and Energy Committee for input regarding priorities of the town.

6. PC Staff – Job description and hiring process

The group discussed changing the job description and title of the vacant position to Zoning Administrator with the goal of more accurately advertising the position.

The current listing as well as a revised version will be included in the next PC meeting packet in order to discuss.

7. Approve minutes

Goodrich moved, seconded by Ciccotelli, to approve 7/25 minutes with corrections.

Motion passed 7-0

8. Public Comment

N/A

9. Adjourn

Goodrich moved, seconded by Richards, to adjourn the meeting at 8:42PM

Motion passed 7-0

APPROVED 09-12-2023