

**PLANNING AND ZONING COMMISSION
TOWN OF CANAAN
FALLS VILLAGE TOWN HALL
108 Main Street, Canaan / Falls Village, CT 06031**

**P&Z Subcommittee on New Appointments
Special Meeting Minutes- Tuesday, January 9, 2024**

The organizational meeting of the P&Z subcommittee was called to order at 9 AM. Members present were Stephen Kosland, Ruth Skovron, Doug Cohn, and Vincent Inconiglios. Members of the public included Daly Reville and Laura Werntz. Janell Mullen was present as the planning consultant serving on behalf of the P&Z.

Laura Werntz opened the public comment period by stating that she felt that the Planning and Zoning (P&Z) Commission members should be elected rather than appointed, especially since the P&Z is a policy-setting board.

Daly Reville made a statement that the P&Z members should be elected rather than appointed.

The committee moved on to Item #3. Criteria for Selection – Statute on Minority Representation. Janell Mullen stated that in accordance with Chapter 146 §9-167a, no more than five (5) members of the eight (8) member board can be of the same party. She also mentioned the importance of the Board's composition from a political party affiliation when seating the alternate in lieu of regular members.

Stephen Koshland stated that the P&Z is currently made up of 4 Democrats, 4 Unaffiliated, and 1 Republican. The one alternate is a Democrat. The group acknowledged that they would have to keep this in mind with the on-boarding of new members. Vincent Inconiglios asked how this composition is maintained when the Board is elected rather than appointed.

The committee moved on to Item #4. Ruth Skovron asked Ms. Mullen if she would be able to come up with a primer on suggested trainings. Mullen said yes. Mr. Kosland mentioned that he had been to a training over the weekend with Doug Cohn that was hosted by CCM (Connecticut Conference of Municipalities). He suggested that FOIA (Freedom of Information Act) be a future training. Ms. Mullen agreed to reach out to Tom Hennick. Ms. Mullen also mentioned sexual harassment training by CHRO (Connecticut Commission on Human Rights & Opportunities) which may be a requirement upon six (6) months of joining a Commission. She would verify if that applied to the members of the P&Z and report back.

Item #5 was the possible update to the P&Z by-laws. Ruth Skovron stated that she didn't believe the P&Z had ever established by-laws. Stephen Koshland asked Janell Mullen if she could work on forming an outline for the Commission.

It was noted that a formal motion would need to be made at the next meeting of the greater P&Z to formalize the establishment of this Subcommittee, to establish its members, its officers, and to set a future meeting date. At this time, it was suggested that the next meeting take place on Monday, February 5th at 4:00 PM. The meeting was adjourned at 11:47 PM.

Respectfully submitted, Janell Mullen at 8:00 AM on 1/10/2024