Planning and Zoning Commission
Town of Canaan
Falls Village Town Hall
108 Main Street Canaan/Falls Village, Ct. 06031

Sub Committee on Appointments Meeting
Monday February 5th, 2024, at 4:00 pm. In person

Present: Committee Members: Ruth Skovron, Vince Inconigllos, Doug Cohn, Stephen Koshland
Also present Janell Mullen (Consultant), Daly Reville

Special Meeting called to order at 4:03 pm.

Nothing could be added to the agenda since it was a special meeting.
So, approval of minutes from the January 9th, 2024, subcommittee working session needs to be
added to the next agenda.
Also voting of officers needs to be done at the next meeting.

Public Comment:
Daly Reville said that the Towns RTC and the DTC should be making recommendations for
appointments.

Criteria for Selection:
CV of Kim Mahoney should be added to the appointment letter.
Koshland to attend the BOS meeting February 13th for appointment of Kim Mahoney.

What is the onboard procedure of new members.
When do they come to a meeting?
When do they get onboarded?
Younger, diverse representation of the community.
Woman.

Guidelines
Discussed
8 or 9 meetings out of the 11 attended.
Reading of minutes for meetings not attended.
If not at a meeting which material was discussed should recuse from voting on matter.
Informed decision making.
Subcommittee involvement increased needed.
Site Walks.
Training is very important and required.
If in town need to be in person at the meetings not on zoom. Must be on camera as member on
zoom meetings. Creation of a Packet for new and existing members.
Cost of material to be paid for by the Commission.
Regulations and Subdivision Regulations printed and put into binder for use at meetings.
Digital links provided also to the town website where materials exist.
Micheal Zizka's book What is legally required.
Schedule of the yearly meeting dates.
Emails and phone numbers for all members.
Definition of ex parte communication.
Mentorship program linking new members with old members.
Difference between Planning commission and a Zoning commission.

It was discussed to post open seats and need for commissioners on the town website.

Skill set needed for the commissioners: Engineer, Architect, Contractor, Builder

Following the process (non-bias) No agenda

Come up with a set of questions that will help tell about onboarding new members.
Words said at the meetings are part of public record.
PnZ decerns appointments for a vacated seat for 30 days then open seat can be filled by BOS.

Guidelines Public Act 23-173, 4 hours of training required within the first year of appointment.
Janell will look into sexual harassment training requirements; she brought up at last meeting.

By Laws/Expectations to be a commissioner needs to be discussed and looked at further.
Regular meetings of this subcommittee to be held the first Monday of every month at 4 pm.
Next meeting will be March 4th at 4:00 pm. at the Town Hall in person.

Adjournment 5:19 pm. seconded by Ruth.

Respectfully submitted by Stephen Koshland (Vice Chair Planning and Zoning Commission)