Present Committee Members: Ruth Skoron, Vince Inconiglios, Doug Cohn, Stephen Koshland. Also Present Janell Mullen(Consultant)

Meeting Called to order 4:06

Minutes from Working Meeting January 9th approved Vince/Ruth second
Changes made by Stephen Koshland 4 unaffiliated, 2 Dems, 1 Republican
Unaffiliated is not considered a party in Ct and thus is not impacted by minority issues.

Special Meeting Minutes February 5th, 2024, approved Vince/ Ruth second.

No Public Comment

Election of Subcommittee officers. Stephen Koshland elected Chair and Secretary.

Discussed:
Change of party affiliation not effective for 6 months after change.
Reach out to town political parties to ask for suggestions for appointments.
Publicize vacancies for the commission on the town website.
Contribute/Commitment for new members.
Women needed as new members.
Location of commissioners (village center, business owners)
Times of meetings and number of hours of commitment. 2-hour meetings and 8 hours a month.

Finalized Guidelines
9 out of 11 meetings attended.
Participation and active involvement
Reading of minutes when not able to attend meetings to keep up to date.
Informed decision making
Site walks
Sub Committee involvement.
Culture of P&Z is more of an in-person meeting, hands on nature of attending.
Training
Uconn Clear Virtual Academy Training from February 23 three seminars.(May be required for new members)
CCM training classes
Affordable Housing training (One hour required for all members)
FOIA training

Packets for New Members

Regulations and Subdivision Regulations Paper/Digital choice given to members.
What is Legally Required Zizka book (needs to be purchased by P&Z).
2 one sheets land use academy one on Zoning and one on Planning.
Definition of ex-parte communication.
Standard operation of communication of the P&Z.
Information is established from Staff.

No By Laws created no need for them.

Next Regular meeting April 1st, 2024, at 4 pm.
To discuss the process of onboarding new members
Filling vacancies
Executive sessions

Adjournment 5:17 Ruth, Vince second

Respectfully submitted by Stephen Koshland March11th 2024