**MINUTES**

**SPECIAL MEETING**

**LITCHFIELD PLANNING AND ZONING COMMISSION**

**& AQUIFER PROTECTION AGENCY**

**January 3, 2023, 7:00 p.m.**

**Town Hall Annex, 80 Doyle Rd. Bantam**

***In Person Meeting***

**PLANNING AND ZONING COMMISSION**

**1. Call to order/appointment of alternates**

Chairman C. Bramley called the meeting to order at 7:00 pm.

Members present – C. Bramley, J. Cox, P. Dauten, P. Losee, N. Sauer, S. Simonin. Land Use Administrator S. Musselman, D. Tobin.

Members absent - A. Conroy, G. Cunningham, B. Gibney, J. Richards.

Appointment of Alternates – N. Sauer.

**2. Commissioners requests –** None.

**3. Land Use Administrator Report** – Permits, enforcement, budget, and office

Permits – S. Musselman read report of 51 permits issued between 07/01/22 – 12/31/22. There was some discussion on the 7 inground pools and 15 other categories of issued permits.

Enforcement – Town truck used for inspections is still having mechanical issues. S. Musselman is concerned with arriving at private residences in his personal vehicle. He is also still waiting for a town issued cell phone.

Budget – S. Musselman presented the 07/01/22 to date budget report. It was noted ¾ of advertising budget has already been used and professional services have exceeded budget by $2,800.00.

Office – There are continuing IT issues with computers and Access printer.

**4. Scrivener’s Error:** Correction of page number for Appendix A - Housing Affordability Plan

2022-2027 (p.26 → p.19) of Town of Litchfield Plan of Conservation & Development.

After the previous meeting, it was discovered that “**See Appendix A for Housing Affordability Plan 2022-2027”** should have been added to page 19 of the 2017 POCD instead of the incorrectly stated page 26. J. Cox motioned to make the page 26 to page 19 correction for Appendix A and P. Losee seconded. There was no discussion and vote unanimously passed.

**5. Budget-** FY 2023/2024

S. Musselman presented the Land Use Department’s proposed 2023-2024 budget and explained each line item. Commission discussed the need for a modest 1.9% ($2,459.00) increase. Using Attorney S. Bryne, before the fact, has been helpful with recent regulation changes and with preventing lawsuits. C. Bramley read new state regulation requiring four hours of training per year for each commission member with one hour required to be on affordable housing. Training possibilities discussed included having Attorney S. Bryne be requested to provide the required education. J. Cox motioned to approved the proposed 2023-2024 budget and N. Sauer seconded. There was no discussion and the budget was unanimously approved.

**6. Approval of Minutes December 19, 2022**

S. Simonin moved to approve the 12/19/22 minutes, J. Cox seconded and vote was unanimous.

**7. Correspondence**

C. Bramley read into the record a resignation letter hand delivered to the town clerk from J. Richards stating it has been a privilege serving on the committee but his current employment precludes him from serving in an elected position. C. Bramley read email from town clerk, L. Losee, regarding J. Richard’s new position as Probate Judge. L. Losee will file proper paperwork with the state and town ordinance states an alternate may be appointed to his remaining term that expires on 11/07/23. Commission discussed N. Sauer’s consistent, regular meeting attendance and he would be happy to become a regular member.

**AQUIFER PROTECTION AGENCY**

**8. Activation of Aquifer Protection Agency**

a. Review Aquifer Protection map

Motion to activate Planning and Zoning Commission as Aquifer Protection Agency for review and discussion was made by S. Simonin, seconded by P. Dauten and unanimously carried. S. Musselman explained the Town of Litchfield Water Resources map that illustrates a large aquifer just southwest of the center of town. An aquifer is a large underground geologic feature, typically a sand or gravel deposit as a result of glaciation, and is not considered wetlands.

b. Review Aquifer Protection regulations

As the aquifer protection agency, it is the commission’s responsibility to control and prevent contamination of the public water supply. D. Tobin stated protection has always been the commission’s responsibility and is only activated when needed. In D. Tobin’s 12 years as land use administrator, it was activated during the construction of Brandywine, Stop & Shop and for the tanks at the Litchfield High School. J. Cox questioned if the commission has the authority to reject an application. D. Tobin stated that has yet to be tested.

c. Appointment of Spencer Musselman as Aquifer Protection Agent

S. Simonin moved to appoint S. Musselman as Aquifer Protection Agent, P. Losee seconded and vote was unanimous.

**9. Adjournment**

*Any new item added to the agenda requires a 2/3 majority vote of the Commission.*

*Taking up any item after 11 PM requires a 2/3 majority vote of the Commission.*

S. Simonin moved to adjourn at 8:06 pm, J. Cox seconded and vote was unanimous.

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Carol Bramley, Chairman Date