

Plan of Conservation & Development Implementation Committee

Regular Meeting

Monday, September 16, 2019

First Floor Land Use Conference Room, Portland Town Hall, 33 Main St, Portland, CT 06480

Present: Angela Hammond, Thomas Malecky, Fred Knous, Claire Frisbie

Excused: Sharon Peterson, Wayne Martin, Frank Winiski

1. Call to order by Chairman - Meeting called to order by Fred Knous, Chair, at 7:14 pm.
2. Seating of alternates - Thomas Malecky seated as alternate. Discussion of need for resignations of Sharon Peterson & Wayne Martin through town committees to allow alternates to be nominated and approved as members.
3. Approval of minutes - Minutes of June 17, 2019 – motion to approve Angela Hammond, second Thomas Malecky, approved as written unanimously.
4. Website discussion – Wix site payment approved by town. Town tech has started site – townofportland – portlandpocd. Kevin Cunningham has designed and built start of site with input from Tom Malecky and Fred Knous.
Discussion of what materials to use: suggestion to use full data docs from each board/committee/dept in the background area, then use parts in the full implementation tracking document. Kevin is presently only person who can access. He will not be able to keep working with us on ongoing basis.
Perhaps need index of information taken in to this point.

Consider use of list of Leaders and Partners from back page of Implementation table to organize documentation as background to Strategic Element and Implementation plans.

Discussion of adding a column for timing – suggestion to estimate timing then have the responsible parties agree or disagree.

Handling of items that are completed – add date completed.

Agreed to schedule meeting in late afternoon on a Thursday in October when this group can meet with Kevin – special meeting October 24 at 2 pm – cancel regular meeting of Oct 21. Change November meeting from 7 pm to 2 pm on November 18.

Create list of documents that we have received already

Consider dating documents since many issues have progressed

Add time frame designations

Consider the issue of “Policies” and “Action Items” - can’t alter Policies – will be able to add Action Items

Tom Malecky and Angela Hammond will contact Kevin Cunningham for information on how to attach/input documents. They will decide if we need to meet with Kevin in October.

Reports to date received from:

June 2019 – Airline Trail Committee

May 2019 – none

April 2019 – First Selectperson/BOS

March 2019 – Planning & Zoning

January 2019 – Complete Streets

December 2018 – Parks & Rec

October 2018 – BOS

September 2018 – BOS & EDC

Claire Frisbie will send the reports extracted from minutes to members.

Consider adding Action Steps to Implementation table – in earlier plan they were called “tasks”.

5. Review 2016-2026 Plan of Conservation and Development

No visitors or reports tonight. Fred spoke with Mike Agolotti – chair of Capitol Improvements – he will be invited to a future meeting. Susan Bransfield may be present at next meeting. Discussion of tree issues.

6. Public comment - none

7. Adjourn – motion to adjourn Tom Malecky, seconded and approved – adjourned by Fred Knous, chair at 9:10 pm.

Submitted by,
Claire Frisbie