

PLAN UPDATE ADVISORY COMMITTEE

Minutes

Room 104, Shelton City Hall

Shelton, CT

Monday, August 23, 2004

Members Present:

**Frank Osak, Chairman
Peter DiCarlo
Jim Tate
Michael Adanti**

**Fred Musante
Anthony Pogoda
Tom Harbinson**

Staff Members:

**Richard Schultz
Marianne Chaya**

Also Present:

**Glenn Chalder, Planimetrics
Eric Barz, Planimetrics**

Agenda Items:

I. Call To Order

Chairman Frank Osak called the meeting to order at 4:30 P.M.

II. Pledge of Allegiance

All in attendance pledged allegiance to the flag.

III. Approval of Minutes

Fred Musante MOVED to approve the minutes from the August 16, 2004 meeting. Anthony Pogoda SECONDED the motion. All were in favor, MOTION PASSED.

IV. Issues and Progress of Project Report: Planimetrics

Eric Barz stated that they would follow the "discussion agenda" and that each member should now have a notebook to put all the documents generated by

Planimetrics. The two documents that were handed out were the Planning Primer and Community Issues (review of the first workshop). Eric asked if there were any questions regarding the Planning Primer or anything that needs to be corrected. Glenn Chalder stated that the main purpose of the primer is for people who want to understand what is going on, this is a very general introduction to the process. This will eventually be posted on line.

Eric went on to explain the review of the first workshop in that he put in what people put on their cards at the meeting and that he tried to stick it into a category. Some issues where people listed an item, such as Bridgeport Ave., they were not specific as to if it related to traffic or because of the commercial development. Eric then continued to explain his summaries of the meeting, and lastly, explained the initial theme and strategies. It was asked if everyone agrees with the initial themes and strategies. No one seemed to disagree with anything but noted that it was very general. Eric stated that as we do more workshops they will be focusing in on a micro-level.

Eric handed out the Conservation Workshop Strategy. The purpose of the conservation workshop will be to dig a little deeper into the conservation issues. We hope to come away with an understanding of what resources are important to the residents to conserve; why are they important and how do we conserve them. The way we are going to do that is to break up the crowd into workable groups. The first exercise will be to try and answer the three questions, what, why and how. In the handout that you have will be the questions that will be presented at the workshop. The people will have about 20 min. to answer and then to discuss them amongst themselves and nominate a secretary to create a master copy. We will post it on a board and ask a representative of each group to summarize the findings in about 5 min. or less. Then there will be a public forum. We will then take the last 15 minutes and come up with a conservation vision for the City. For example, we may come up with something like, Shelton should preserve its natural and historic resources to protect the environment, insure a livable community for our children. It will come out of how strongly the group feels about the various topics. The last exercise we will do, but won't be done at the meeting, that will help us down the road, we will do a similar planning points exercise like the first meeting. When everyone comes in they will be given 50 planning points, like they did before, but we will ask them not to vote at the beginning of the meeting. We will ask them to think about what they are doing in the exercises and think about how you want to spend your planning points among the 5 main issues areas. They will drop it off on the way out. We will use that to prioritize within conservation issues people feel are most important. Chairman Osak asked how they should participate in the meeting and Eric suggested they spread themselves out amongst the tables. He suggested they don't be the spokesperson or scribe. If the group gets off-track try to steer them back.

Chairman Osak stated that most likely the type of person who comes to this meeting would come with something in mind, usually around their area or what is important to them. Do you think we can give them an inventory of what we have in town? Eric thought first of giving a power point type of presentation of the

resources, but it is a double-edged sword. They could parrot back what they heard from me. Rather than that, I will keep my opening comments to what the plan of conservation development is and why it is important. I am working on fact sheets to distribute. We will be getting general comments and then incorporating them with what we have. When it is all said and done, the people who participated in the process are going to look at it and be able to see some of the ideas they brought forth. They will feel a part of this and confirms that we are heading in the right direction.

Chairman Osak asked how long would it take to see results from Planimetrics after the workshops? Eric Barz stated that at the regular monthly meetings there would be reports summarizing the workshops. We will then come up with a vision plan that will summarize the visions from the 3 workshops. That will give us the guidance to develop the strategies that were used achieve that vision. Once we develop the strategies, we will then draft the plan and pull it all together. Fred Musante stated that instead of a 6-year plan, we need to look at a 10-year plan and how are we going to pay for it? Eric stated that they will not get into the dollars, but this group will develop a policies and strategies. Fred Musante said he is talking about conceptions. How does a corporation function for the next 10-20 years? Frank Osak said that he felt the 3rd workshop (development) should focus on those answers; how do you want the City to grow and how you're going to make the grand list support what you need. Eric said that they would not get into that level of detail in a 2-hr. workshop but we will try and get a sense of how the people what in development. Glenn Chalder reminded them that they are only in the 2nd month of an 18-month process. The first thing we are going to do is ask the residents what they think so we can go back and either confirm what they have said or say that their perception is wrong, this is not what the City of Shelton should be doing and why. These workshops will set the stage for all the detailed and technical work Planimetrics will be doing.

Chairman Osak stated that this committee has been meeting with all the various departments to arm themselves with information so that when we interact with you we have some knowledge about what is going on. How do we intertwine all the information from all the departments and do it quickly, we will lose it. It is up to us to boil down what we have been fed in a form that facilitates the interaction with you. We independently put a stake in the ground, as a committee. Eric said that he is independently doing is handling the questionnaires that have gone to the department heads. He may have to contact them for follow-up for particular perspectives. We are going to have to try and pull everything together and strike a balance. The public will have a chance all along the way for their input and support.

Side B

Glenn Chalder said the last item to discuss was who is going to do the traffic portion of the plan and the continuing questions regarding the funding. He wanted to meet with the Mayor today but there was a communication error and the meeting did not get scheduled. We want to hire Barkan & Mess and need the approval from the Mayor. By our infrastructure workshop in November we want to know what we are doing about traffic. We want to be able to have someone at

the meeting so they can listen and learn. We probably are into about 6 months of the funding of where we are going to be with the \$40K. The general feeling is that if Glenn Chalder does not get anywhere with the Mayor he would ask the committee to step in. Regarding the traffic it appears that the Mayor does not want to spend much money on the traffic as others. Glenn Chalder said that the cost for Planimetrics to do it would be about half of what Barkan & Mess would charge but the level of detail would not be what Barkan & Mess could provide because they are not traffic engineers. The decision still needs to be made to as who will be doing the traffic study. The contract deal states that they cannot hire Barkan & Mess without the City approval. Whatever the decision is, Glenn will advise the committee.

There was discussion regarding the dollars in the contract and what they represent.

Rick Schultz asked when does the traffic study need to be done. Glenn suggested it be done by the end of September.

Chairman Osak thanked Glenn and Eric for their presentation.

V. Communication Subcommittee Progress Report

Fred Musante said that they had finalized the articles for Shelton Life and it would be published on September 8.

Rick Schultz reported that they have posters posted in all the public buildings for the upcoming workshop and the press release has been put in the mailboxes for all the local newspapers. Our objective is to get a higher number at the workshop.

Tom Harbinson reported that he and Rick Schultz met with Rudy Skowronski regarding putting information on the website. Rudy said he would create a link so that information published regarding the workshops can be scanned in.

VI. Budget Agreement Discussion

Peter DiCarlo asked to discuss the billing. There was issue with \$3K and where is it in relation to the contract and in what fiscal year budget. Glenn Chalder said he would write a letter of understanding regarding the contract.

Anthony Pogoda MOVED to approve paying the invoice for Planimetrics in the amount of \$6,084.86, SECONDED by Michael Adanti. All were in favor, MOTION PASSED.

VII. Future Meeting Times and Schedules

There will be a meeting on Monday, August 30 with the Board of Education Superintendent as long as the Long Range Plan is available prior so the members have a chance to read it. The feeling is that if there is not a meeting soon with the Board of Ed they will be much too busy to meet with this committee.

IX. Adjournment

Peter DiCarlo MOVED to adjourn the meeting, SECONDED by Tom Harbinson.
All were in favor, MEETING ADJOURNED at 5:50 P.M.

Respectfully submitted,

Marianne Chaya
Clerk, Plan Update Advisory Committee
One tape is on file in the City/Town Clerk's office