

APPROVED
12/22/2015

TOWN COUNCIL STRATEGIC PLANNING COMMITTEE

MEETING MINUTES

Thursday, December 3, 2015
6:00 PM
Town Hall – Council Chambers

Attendance: Councilman Kenneth Kellogg, Chairman (“KK”)
Councilman Dee Dee Martin (“DM”)
Councilman Kevin Reed, Secretary (“KR”) *via teleconference*

Also Present: Patrick O’Hara, Chairman of Planning & Zoning Commission (“PO”)
Will Agresta, Planning and Zoning Administrator (“WA”)
Scott Schatzlein, Land Use Group Director/Town Engineer (“SS”)

1. Call to Order

- Meeting called to order by KK at 6:00 PM

2. Public Participation

- Deb Dutches, Board of Finance member, provided input to the Committee in the form of a copy of the current budget’s 2015-2016 Capital plan, including annotations made by Ms. Dutches based upon her recent BOF meetings. The Committee was grateful for the input and KK advised that it would very helpful for future discussions.

3. Minutes of 11/05/2015 Meeting

- Minutes of the previous meeting, submitted by Frank Lieto, Town Council Chair and ex-officio Committee member, were reviewed.
- KK suggested amendments to the draft minutes as follows:
 - Replace “Notice & Agenda” with “Minute” on header of document
 - Add Chuck Warner, Historic District Commission, to Public Participation
- Motion by DD, seconded by KK, approve the minutes as amended. Motion passed 3-0.

4. Chalk Hill Building – Discussion on Zoning Matters

- KK opened the discussion by stating that PO, WA, and SS were invited to this meeting to discuss zoning matters relative to the Chalk Hill facility and thanked them for their participation. PO thanked the committee for seeking their input.
- KK prefaced the discussion by reviewing the range of possibilities that have been identified by the committee to date:
 - Use as a private or quasi-public school
 - Use as a community center
 - Use as a municipal complex
 - A combination of the above
 - Demolition and conversion to open space, park and/or additional ball field
 - “Mothball” for a period of time

It was noted that these uses are not necessarily all-inclusive, as these are just options presented to date.

- WA and SS discussed current zoning issues regarding these potential uses:
 - Currently the facility is in a Residential Zone, operating under a Special Exception Permit (“SEP”) for a school and a daycare.
 - All the uses discussed above could also be done within this zone under a SEP
 - Process for the SEP includes:
 - Potentially a several month process
 - Define desired use
 - Site plans showing current use and requested changes
 - Potential for new traffic study, including certificate from state Office of the State Traffic Administration (OSTA)
 - Evaluation of various other items – e.g., septic, lighting, parking, etc.
 - Lease or sale of the land and/or facility is allowed
 - PO suggested the Town hire specific council for any future application, unless the application was from a private entity for their intended use (which may be preferable to the town as the application may require significant investment in terms of plans, studies, etc.)
 - PO also cautioned that how the use is structured could trigger evaluation of the Chalk Hill site separate from the existing campus, which could significantly impact parking calculations, as the current use shares parking campus-wide.
 - Demolition would require a demolition permit.
 - Mothball would not require anything further from a P&Z perspective
 - It was also discussed that any desired access by the town / public to the nature trail, use of sidewalks, etc be considered in terms of potential private use, i.e., town desired easements, etc.
 - Potential to have a separate access/egress to Chalk Hill is possible, but would require further research, wetland considerations, etc.

5. Other as Required – none

6. Adjournment – KK adjourned the meeting upon motion by DD at 6:36 PM