

**Town of Andover Connecticut**  
**Planning and Zoning Commission**  
**Community Room, 17 School Road, Andover**

**December 17, 2018**  
**Regular Meeting**  
**7:00 PM**  
**MINUTES**

1. **Call to Order** Eric Anderson calls the Meeting to order at 7:12PM
2. **Roll Call/Seating of Alternates**

Members Present: Eric Anderson, Mike Palazzi

Members Absent: Robert Hamburger , Scott Person, Leigh Ann Hutchinson

Alternates Present: Jed Larson, seated for Scott Person

Alternates Absent: Gerry Hardisty, Ed Sarisley

Staff Present: John Valente, Zoning Official, Sandra Nichols, Commission Secretary

Public Present: None

**3. Public Participation:**

None

**4. Additions/Changes to the Agenda:**

None

**New Business:**

Report from Long Term Planning Committee:

**Eric Anderson** discusses the new proposed renovations at AES for a Community Center and states that there is will be a Public Hearing in January regarding it.

b. IWWC member from PZC:

**Eric Anderson** asks if any member of the Commission would like to be on the IWWC and he explains why it is necessary and their function at the meetings. Hearing no reply he talks to Jed Larson about it and John Valente fills Jed in on what is currently is going on within the Commission.

**Jed Larson** agrees to be a Member on the IWWC Commission.

**Mike Palazzi** **Motions** that the P&ZC Appoint Jed Larson to be a Member of the IWWC..  
**Eric Anderson** **Seconded**  
**Motion Passed/Unanimous 3/0/0**

**Old Business:**

Home Occupation Regulations:

***\*\*To be discussed later in the Meeting***

Discuss Lake District Regulations:

***\*\*To be discussed later in the Meeting***

Solar Access Regulations:

**Eric Anderson** discusses the HOA wording that the Commission took issue with at the last Meeting. He brought this issue to Attorney Branse for his review and consultation per the Commissions request and he shows the Commission the wording that the Attorney has presented to them for consideration. Eric asks the Commission after their review of the wording if they are satisfied with it would like to modify the Regulation. The Commission agrees that they approve of the change.

Accessory Apartment Regulation:

***Tabled to the January Meeting***

Item a. Home Occupation Regulations:

**Eric Anderson** begins the review/discussion on the edits that were provided to the Commission from Attorney Branse.

***Detailed discussion on all sections of 4.12A of the Regulation***

**John Valente** notes that all sections that state that a Special Permit is required need to have a Public Hearing as required per the Town Charter

***Continued discussion on each section of the Regulation in Detail.***

**Eric Anderson** asks the commission if they would like to accept the Regulation with the edits discussed. The Commission unanimously agrees to accept the regulation with the changes.

e. Fee Ordinance (Fee Structure):

**John Valente** discusses the fee structure and the reasons that the cost for the application fees and other costs are in place. He itemizes each cost to the Commission Members so that they are aware of what besides the application fee is involved in each individual application. John gives examples such as newspaper posting cost, inspection cost and general office processing cost, etc. **Eric Anderson** goes through several examples of many actual applications and the costs associated with them with the Commission.

**John Valente** Shares comparison costs with neighboring towns.

***Item Tabled for continued discussion to January Meeting***

Discuss Lake District Regulations:

**John Valente** discusses the revised regulation that he has provided to the Commission Members for their review-to be discussed at the next meeting. He notes that he has included also the Sewer Avoidance Regulation in this regulation for their review to be discussed at the next meeting also.

***Discussion on sewer system in the Lake Zone, other Zones in Andover including public sewer systems and what Columbia has done with their sewer systems.***

***To be discussed at the January Meeting***

**7. Approval of Minutes:**

- a. Regular Meeting October 15, 2018:
- b. Regular Meeting Minutes November 19, 2018

***\*\* Tabled to January Meeting***

**8. Administrative Report**

None

**9. Correspondence:**

None

**10. Public Speak:**

None

**11. Adjournment:**

**Mike Palazzi** Motions to adjourn at 9:45PM

**Jed Larson** Seconded

**Motion Passed/Unanimous 3/0/0**

\*Respectfully submitted by Sandra Nichols, Commission Secretary

\*These Minutes are submitted as required by the Freedom of Information Act and are not official until formally approved by the Commission.

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12-20-2018 @ 9:51 AM  
*Theresa Gauris*  
Asst. TOWN CLERK

## 10. New Business

7:35/40

- 10.1 Review of Expenditure & Revenue Reports - (Encl. 10.1) - Eva Gallupe
- 10.2 Budget Conversation for 2019-20 - Policy 3110 - *the Board and Superintendent shall mutually exchange new or major items to be considered in the proposed budget. Programs and items required to meet the school district's goals and objectives shall be considered as well as other concerns. The Board shall discuss new programs or items to be included in the proposed budget as well as programs or items to be deleted.* (Encl. 10.2a) Powerpoint (Encl. 10.2b)
- 10.3 Second Reading Policies (Encl. 10.3)
  - 1424 Fund Raising
  - 5129 Bullying Behavior in the Schools
  - 5130 School Climate
  - 9340a Constructing and Posting the Agendas
- 10.4 Discussion and Possible Action Regarding Board Meeting Dates (Encl. 10.4)

## 11. Reports

8:15/10

### Committees

- *Facilities/Safety/Transportation*— David Gostanian, Joseph O'Connor, Scott Fleeher, Robert Schadtler, , Thomas Tremont
- *Finance/Audit Compliance and Insurance* – Judy Benson, Kathleen Goodwin, David Gostanian, Joseph O'Connor, Robert Schadtler
- *Negotiations* – Judy Benson, Amy D'Amaddio, Kathleen Goodwin, David Gostanian, Thomas Tremont
- *Policy* – Stephanie Bancroft, Robert Schadtler, Scott Fleeher
- *Program/Communication* – Judy Benson, Amy D'Amaddio, Stephanie Bancroft, Jean Wilson, Sue Rapelye
- *Strategic Planning Committee* – Stephanie Bancroft, Judy Benson, Amy D'Amaddio, Jean Wilson
- *DOT Traffic Grant* – David Gostanian, Robert Schadtler, Joe O'Connor
- *Facilitators*
  - Educational Foundation – David Gostanian
  - EASTCONN – Judy Benson
  - CABE – Judy Benson
- Chair Report -

## 12. Public Comments

8:25/05

Hebron, Andover and Marlborough community engagement and attendance at BOE public meetings is welcomed. The Public Comment segment of the meeting agenda is set aside so the BOE may receive public comments. Procedurally, public remarks will be limited to 3 minutes and citizens will be asked to identify themselves. Because the BOE is limited by the Freedom of Information Act to discussing only matters on the agenda, the BOE is not permitted to engage in a discussion of the comments presented.

## 13. Informational Items

8:30/5

13.1 Student Discipline, (Encl. 13.1)

13.2 Calendar of Events, (Encl. 13.2)

#### **14. Executive Session**

Discussion and Possible Action Regarding a Personnel Matter Regarding School Employees

#### **15. Adjournment**

Chairman to appoint a Time-Keeper to:

- To insure adherence to agenda
- To monitor the length of individual comments

Handouts from the public must be given to the Board Chair. The Board Chair will distribute them after the Board Meeting.

Agendas and enclosures are posted on the website. The website address is [www.rhamschools.org](http://www.rhamschools.org).

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12-12-2018 @ 3:45 PM

*Therese Garry*  
asst. TOWN CLERK