

**A JOINT MEETING OF THE PLANNING & DEVELOPMENT  
SUBCOMMITTEE AND TOWN COUNCIL  
Tuesday, September 27, 2022 – 6:00 PM  
VETERANS ROOM**

**Minutes**

Subcommittee Members in Attendance: Committee Chairman David Adams, and Ctz Mbr LaRochelle

Subcommittee Excused: Clr Lazo

Subcommittee Members Absent: Clr Daou and Ctz Mbr Bernardone

Others: George Chenier, Peg Dean, Town Manager, Clr Daniel, Clr Marketti, and Clr Gus Steeves

Documents:

-Draft Minutes from September 7, 2022

-Community Compact grant for up to \$143,360.00 to provide e-permitting software

-Accept FY23 PARC grant

-Green Communities competitive grant for up to \$200,000.00

6:00 PM meeting called to order

Clr Steeves appointed to fulfill quorum.

**1. Roll Call**

**2. Consider and accept Planning and Development Meeting Minutes of September 7, 2022.**  
Motion Ctz Mbr LaRochelle, Seconded by Clr Steeves, 2-0-1.

**3. Discuss/ Review whether to recommend Town Council accept the Parkland Acquisitions and Renovations for Communities (PARC) Grant to acquire 76 Central Street and construct a pocket park to be reimbursed up to \$175,000, or 70% of the project total, and allow the Town Manager to sign any related documents.**  
Motion Clr Steeves, Seconded by Ctz Mbr LaRochelle, 3-0-0.

Ms. Dean went over history of this PARC grant at 76 Central St. Besides 70% state funds being used the town with use Miscellaneous CDBG funds from the past match the 30%. Clr Marketti asked about the \$175,000.00 where it says up to, but other documents state it will be that specific amount. Ms. Dean explained that they hope that it will be much less than the maximum amount. Clr Steeves asked amount demolition cost and hazardous waste, Ms. Dean was not sure but the amount asking for was in the right area based on experts.

**4. Discuss/ Review whether to recommend Town Council approve applying for the Community Compact (CC) IT grant for up to \$143,360 to provide e-permitting software town wide and allow the Town Manager to sign any related documents.**  
Motion Clr Steeves, Seconded by Ctz Mbr LaRochelle, 3-0-0.

Ms. Dean explained that though they are asking for this amount it may not go this high. Based on conversations with other departments this software which can help with permitting, ARPA accountability and a variety of others including but not limited online payment from customers

can help streamline any process that it is built for. If departments want to use this then they will pay equally from their own budgets after the software is purchased. The Town Manager stated this is a great program in which he used at his last town and was beneficial to all those that used it. Clr's asked a multitude of questions that consisted of how residents would pay without being charged a fee and could it be mandated that all departments utilize this software instead of allowing them to choose.

**5. Discuss/ Review whether to recommend Town Council approve applying for the Green Communities competitive grant for up to \$200,000 for energy upgrades at the DPW, the Middle/ High School, and West Street School and allow the Town Manager to sign any related documents.**

Motion Clr Steeves, Seconded by Ctz Mbr LaRochelle, 3-0-0.

Ms. Dean stated she was trying to bring this to the council with efficient of options as possible. She stated this was being rushed through because they did not have all the numbers until the last second and had to be approved soon to get it in on time. She provided three options and were suggested SCI and is a competitive grant. There was much discussion within on which option to send up to the Town Council and the consensus was that option 2 would go up.

**6. Adjourn**

Motion Ctz Mbr LaRochelle, Seconded by Clr Steeves, 3-0-0. 6:45 pm

**5. Discuss/ Review whether to recommend Town Council vote to accept the quote from BSC Group, Inc. for \$12,750 to provide Construction Administration for the Capillo Park and McCann Fields upgrades funded by the Parkland Acquisitions and Renovations for Communities (PARC) FY22 Grant.**

Motion Ctz Mbr LaRochelle, Seconded by Clr Lazo, 3-0-0.

Ms. Dean thanked the Town Manager for doing a lot of leg work to make sure this went through. Currently under budget on this project and received all paperwork. This will cover BMX, Handball Court and ADA compliance.

**6. Discuss/ Recommend accepting the quote from ENE Systems for \$15,359 to furnish and install security cameras at McCann Fields funded through the CDBG FY21 grant, approve entering into a service agreement with ENE Systems, and allow the Town Manager to sign all related paperwork.**

Motion Clr Lazo, Seconded by Clr Lazo, 3-0-0.

Ms. Dean noted this is for lighting and security for the previous agenda item.

**7. Adjourn**

Motion Clr Lazo, Seconded by Ctz Mbr LaRochelle, 3-0-0, 6:11 pm.

Respectfully submitted,  
David Adams