

Woodstock Planning & Zoning Commission

MONTHLY BUSINESS MEETING

Thursday, November 17, 2022

7:30 PM

WOODSTOCK TOWN HALL, MEETING ROOM 1 & VIRTUAL via Zoom

The state statute currently allows for in person meetings unless quorum or more requests virtual meetings. Because of virtual attendance, this meeting is being recorded. This procedure has been reviewed and approved by Town Attorney Richard Roberts.

A recording of this meeting can be viewed at: <https://youtu.be/vl8Hhi6k HE>

1. Call to Order- Chairman Jeffrey Gordon called meeting to order at 7:32 pm

a. Roll Call- *Noted for record: Quorum*

Members Present- Jeffrey Gordon (Chair), Jeffrey Marcotte, Joe Adiletta, , Mark Blackmer, Timothy Young, Syd Blodgett, Joe Polulech

Members Present via Zoom - Doug Porter, Dwight Ryniewicz, David Morse

Members Absent-Nancy Fraser, Dean Gould

Others Present- Delia Fey (Town Planner), Zoning Enforcement Officer Dan Malo, First Selectmen Jay Swan. Several Members of the Public including Ray Morgan, Pam Minella, Jean Marcy, Charles Kaiser, Kristen Kaiser, Rosie Galant, Pricilla Gunnis, Karen Donovan, Brian Griffin, Tim Hearing, Bill Dogman, John & Christina Gregorzek, Tom Coogan and Recording Secretary Amy Monahan. Several members of the public also attended the meeting via Zoom.

b. Designation of Alternates: Dwight Ryniewicz was seated.

c. Pledge of Allegiance: Jeffery Marcotte led the Pledge of Allegiance

2. Chair's Report

- a. Thank you to staff and commissioners for all the work at meetings and for what you do between meetings.
- b. There will be a Town meeting on December 6, 2022 and the Land Ordinance Update is on the docket. Jeffrey Gordon would like some members of the commission at the meeting.
- c. January 2023 will start the beginning of a new mandate to track training hours for education of each commissioner.

3. Citizen's Comments

- a. None

4. Meeting Minutes

- a. October 20, 2022 Monthly Business Meeting
- b. November 3, 2022 Special Meeting
 - i. Tim Young made a ***Motion** to approve the October 20, 2022 Monthly Business Meeting Minutes and the November 3, 2022 Special Meeting minutes as presented. ***Seconded** by Mark Blackmer. ***The motion passed unanimously.**
 - ii. Please note that Item 12.a for the October 20, 2022 minutes should read- "Syd Blodgett made a ***Motion** to authorize payment for the Design Professionals bill in the amount of \$690.00 as presented. ***Seconded** by Tim Young. ***The motion passed unanimously."**

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5. Annual Meeting Business

- a. Election of Officers
 - i. Jeffery Marcotte ***Nominated** Jeffrey Gordon for Chair. ***Seconded** by Mark Blackmer. ***The nomination passed unanimously.**
 - ii. Tim Young ***Nominated** Jeffrey Marcotte for Vice Chair. ***Seconded** by Mark Blackmer. ***The nomination passed unanimously.**
 - iii. Jeffrey Marcotte ***Nominated** David Morse for Secretary. ***Seconded** by Tim Young. ***The nomination passed unanimously.**
- b. Approval of 2023 Meeting Dates
 - i. Suggested meeting dates were sent out to the commission for review.
 - ii. Tim Young made a ***Motion** to approve 2023 Meeting Dates as presented. ***Seconded** by Mark Blackmer. ***The motion passed unanimously.**
- c. Scheduling of Annual Legal Training Session
 - i. The commission wishes to keep the Annual Legal Training Session in the month of April. Jeffrey Gordon will check with Attorney Rich Roberts to see if the session can be scheduled for April 13, 2023.
- d. Review of Bylaws
 - i. Joe Adiletta suggested adding the second Citizen Comment Item to future agendas as outlined in the bylaws.
 - ii. Jeffrey Gordon will submit notification of review of Bylaws dated November 17, 2022 for the record.

6. Public Hearing

- a. SP656-09-22 – Activity on a Scenic Road – Town of Woodstock, Center Cemetery Road
 - i. Jeffrey Gordon opened the public hearing at 7:48 pm. He explained that a public hearing allows the public to voice their concerns on the topic at hand. After the hearing is closed, no more comments can be made by the public. Jeffrey Gordon reviewed rules for speaking during a public hearing. All documents submitted previously are still on the record. New documents submitted for the record include Phase 1 and Phase 2 Plans from the Town of Woodstock, documents from 2010 about the approval for dry hydrant, letter dated 11/07 from Laurie Norma and a letter from Charles Kaiser dated 11/15.
 - ii. Jay Swan noted that he was originally approached by the Center Cemetery Association to deal with safety concerns at the cemetery.
 - iii. Joe Adiletta asked for clarification in the Cemetery area pertaining to the parking and curbing. Jay Swan stated that the Cape Cod Curbing allows for the parking area to be built up and leveled out while allowing cars to drive over the curbing safely.
 - iv. Tim Young asked if only looking at Phase 1 would address the immediate problem and then revise the Phase 2 by excluding the chip sealing in that area. John Navarro is not present to address this idea. Jeffrey Gordon followed up to say that once Phase 1 is completed that Phase 2 could be decided upon after completion of Phase 1. Jeffrey Gordon also noted that the dry hydrant upgrade could be addressed individually.
 - v. Syd Blodgett is concerned that paving the road is not the solution. He noted the suggestion drainage alterations previously made and that the residents seem to have safety concerns that

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would arise from paving the road. He suggests taking a small step by paving a smaller section than proposed including only in front of the cemetery.

- vi. Dwight Ryniewicz clarified the difference between chip sealing and paving and further explained the proposed paving area and curbing. He agrees with Tim Young to work on phase 1 and determine additional needs based on outcome of phase 1 completion.
- vii. Joe Polulech suggested altering the plan presented by the Town of Woodstock by using a larger pipe size of 15" for drainage pipes and to install 4' sumps in the catch basins.
- viii. Jeffery Marcotte addressed keeping the road as scenic as possible and suggested trying the rolling dips and swale alterations to address some water concerns.
- ix. Jeffrey Gordon noted that if it was decided to not undergo work of Phase 2, that the dry hydrant work should still be done as it was requested by fire services and is a public safety issue.
- x. Joe Adiletta agrees that hydrant can be addressed separately. He would like to complete apron as proposed and perform chip sealing up to the 4th catch basin on the plan as the initial work to be done.
 - 1. Dwight noted that there may be a concern with use of landscape drains if the road is not chip sealed at that area. He also described that a landscape drain is generally smaller and more ascetically pleasing than catch basins.
- xi. Charles Kaiser noted that he walked with John Navarro and discussed drainage concerns. He shared that the landscape drains are proposed to redirect water to swales and placed in areas where they should not be taking on gravel. He proposes to do this work in phases to see what is needed as drainage improvements are made. He reminded the commission that all residents would like to maintain the scenic charm and quietness of the road while addressing the drainage problems.
- xii. Pricilla Gunnis noted that this matter is about preserving natural beauty.
- xiii. Brain Griffin is very concerned with paving being a safety issue creating more traffic and increasing speeds. He would like other options considered before paving.
- xiv. Ray Morgan noted that to pave or chip should be a last resort as it is permanent and cannot be undone. He also feels that the dry hydrant should be addressed immediately as it is a safety concern.
- xv. Jay Swan noted that the reason the dry hydrant is on phase 2 is location based. He also noted that many are referring to asphalt and paving which is a different application than the proposed chip sealing.
- xvi. Rosie Galant stated that she bought on a dirt road because she wanted to live on a dirt road. She also noted that chip sealing is abrasive and could affect bikers and walkers. She is concerned about increase speed possible from chip sealing, especially at the narrow corner.
- xvii. Tim Hearing noted that the concerns at hand are drainage. He is not opposed to chip sealing and wants whatever needs to be done to be done to accomplish better drainage. The drainage concern needs to be resolved.
- xviii. Jeffrey Gordon would like to have further discussion with John Navarro to share new ideas and concerns. This would require extending the public hearing.
- xix. Karen Donovan asked if there is any discussion of dollars for this project. Jeffrey Gordon noted that this commission does not address costs of projects.

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- xx. Jean Marcy asked how chip seal is cared for through time. Dwight Ryniewicz explained that chip seal has a life span of 7-10 years and additional chip seals would be layered on top as needed to maintain the surface.
- xxi. Bill Dikeman noted that John Navarro addressed his recent road concern next day and did a great job with the repair. He is very happy with the response of the Highway Department.
- xxii. Joe Adiletta made a ***Motion** to continue this public hearing on December 1, 2022 at 7:45 pm.
***Seconded** by Jeffrey Marcotte. ***The motion passed unanimously.**

7. Preliminary Discussion

- a. None

8. Non-Residential Zoning Permits

- a. None

9. New Business

- a. None

10. Old Business

- a. SP656-09-22 – Activity on a Scenic Road – Town of Woodstock, Center Cemetery Road
 - i. No action at this time.

11. ZEO Reports

- a. Office
 - i. Dan Malo and Tracy Giarrusso are working together to develop routines in the office for processing work.
- b. Zoning Permits including Home Occupation Permit Applications
 - i. No permits are complete enough to present at this time. Dan Malo noted that he has received Bed & Breakfast applications and was advised by legal counsel to review under his set of regulations. It was noted that the Lake District would have to enforce their specific regulations as a separate entity.
- c. Enforcement and Follow Up on Commission's Questions about Pending Enforcement Matters
 - i. Dan Malo continues to work with existing locations of Bed & Breakfast/Air BnB to achieve compliance.
 - ii. Supreme Sheds was sent a request for voluntary compliance. Dan Malo noted that the business will be seeking a modification of their special permit and a site plan is currently on file with a local firm.
 - iii. Venue location at intersection of Center Road and Route 197 (at the Lyon Hill Road end) – no update at this time.

12. Budget Review & Bills

- a. Delia Fey questioned an unusual bond amount noted in the finance report and Dan explained that it was an odd requirement for a very small parcel and based on square footage.

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13. Correspondence

- a. The Planning and Zoning Commission has received a proposed update to the Land Acquisition Ordinance from the Board of Selectmen for review and approval.

14. Adjournment

- a. Timothy Young made a ***Motion** to adjourn. ***Seconded** by Mark Blackmer. ***The motion passed unanimously**. The meeting adjourned at 9:08 pm.

*Respectfully submitted by Amy Monahan, Recording Secretary. DISCLAIMER: These minutes have not yet been approved by the Planning & Zoning Commission. Please refer to next month's meeting for approval/amendments.