

**PLAN OF CONSERVATION AND DEVELOPMENT
PLAN IMPLEMENTATION COMMITTEE
WEDNESDAY, OCTOBER 13, 2021 – 6 PM
Virtual Meeting**

Assistant City Planner Dan Daniska read information pertaining to virtual meetings and clearly stated that the meeting, including video, will be recorded.

A. CALL TO ORDER: Chair Frank Manfredi called at the meeting to order at 6:00 PM.

B. INTRODUCTIONS OF MEMBERS AND GUEST PARTICIPANTS:

Present: Committee on the City Plan: Chair Frank Manfredi, Vice Chair Les King, Swarnjit Singh Bhatia, Norwich Public Utilities (NPU): General Manager Chris LaRose, Norwich Historical Society/Historic District: Regan Miner, Norwich Community Development Corporation: Kevin Brown, Harbor Management Commission: Tucker Braddock

Others Present: Director of Planning & Neighborhood Services Deanna Rhodes, Assistant City Planner Dan Daniska and Recording Secretary Melinda Wilson

C. APPROVAL OF MINUTES: July 8, 2020 and November 18, 2020

On a motion by Les King, seconded by Tucker Braddock, the July 8, 2020 and November 18, 2020 meeting minutes of the POCD-PIC were unanimously approved.

D. OLD BUSINESS: None presented.

E. NEW BUSINESS:

1. POCD PIC Spreadsheet:

Deanna Rhodes reviewed a brief history of the POCD-PIC. In 2017, there was a resolution to create the committee. Initially the meetings consisted of general reports on actions taken in support of the POCD. The decision was made to take a more systematic approach. The POCD-PIC then went chapter by chapter and finished its review in 2020.

Mr. Daniska presented a spreadsheet in which he had compiled comments taken from the meeting minutes of POCD-PIC meetings since 2017. He will email the spreadsheet to POCD-PIC members. He plans to condense and categorize the comments.

2. Next Steps: Membership of POCD PIC vs. POCD Committee

Ms. Rhodes explained that the POCD Committee is responsible for production of the plan. She would like to engage residents all over the city in the development of the 2023 POCD. The committee discussed the need to focus on all sections of the city to ensure that the whole city is being taken care of. Tucker Braddock added that he would like to see this process done thoughtfully.

Ms. Rhodes asked the POCD-PIC members present to email her if they were interested in being on the committee for preparation of the new POCD which she wants to present to the City Council. She noted that she also wants to include citizens who are not already involved in city committees. In order to have an initial committee, she would like to have current POCD-PIC members on the POCD Committee. She hopes for an inclusive group that represents the city. The 2023 will likely address new issues such as planning for the future of education in the city and inclusiveness.

3. Adopt 2022 Meeting Schedule (Calendar):

Ms. Rhodes spoke about holding bimonthly POCD Committee meetings for 2022. This would be a little more frequently than the 2021 POCD-PIC meetings were scheduled. The 2023 POCD is due in September 2023. The funding to prepare the current POCD was \$100,000. She reported that at her department's current staffing level, she would budget to hire a consultant to do the demographic work and compile the booklet. This would be a capital expenditure in her department's FY23 budget. Discussion ensued on the possibilities of issuing a Request for Proposals (RFP) with no amount given or a Request for Qualifications (RFQ) from which to then negotiate a scope of work and fee with an experienced firm. This would go out for bid in July 2022,

On a motion by Kevin Brown, seconded by Tucker Braddock, the POCD unanimously approved the 2022 meeting schedule.

F: OTHER ITEMS

1. Public Comments: None presented

2. Miscellaneous: None presented

G. ADJOURNMENT:

On a motion by Tucker Braddock, seconded by Swarnjit Singh Bhatia, the POCD PIC meeting adjourned at 6:28 PM.

*Respectfully submitted,
Melinda Wilson
Recording Secretary*