

**MIDDLETOWN PLANNING COMMISSION**  
**SPECIAL MEETING**  
**Wednesday January 8, 2020 | 7:00 p.m.**

**Commission Present**

Mark Dalton –Chair (01/2022)  
Joan Roche – Vice Chair (06/2022)  
Kimberly Begnaud (04/2020)  
Marc Furman (04/2020)  
Jeff Pennington – Council Liaison

**Commission Absent**

Alexandra Hannigan – (4/2020)

**Staff**

Michele Snyder- Zoning Administrator

**Meeting Minutes**

**I. CALL TO ORDER**

Chairman Dalton called the meeting to order at 7:00 pm.

**II. ROLL CALL**

All Commissioners were present with the exception of Alexandra Hannigan.

**III. SET AGENDA**

Vice Chair Roche made a motion to set the agenda. All Commissioners were in favor.

**VIII. UNFINISHED BUSINESS**

Chairman Dalton stated the focus of tonight's meeting is the CIP because that seems the most pressing. Chairman Dalton turned the meeting over to staff to present the draft prepared.

Mrs. Snyder stated the format in front of the Planning Commission is a model that was presented in a previous meeting that the Planning Commission seemed to approve of. Mrs. Snyder stated she got input from the Police Department and Public Works, included information and needs from the Comprehensive Plan Update, took information from the previous CIP and removed the outdated information, and took the priorities brought to Planning Commission by the Public Works Committee in the October meeting. Mrs. Snyder pointed out that the draft presented is not as specific as to the exact equipment; such as vehicles, but more of a value that would be needed for the fiscal year. The thought process of this is the document in front of the Commission could be the framework to get up to Council to have an updated CIP in place with specifics projects and equipment to be added.

Mrs. Snyder explained the different breakdown of the Departments addressed and the subsections.

Mrs. Snyder requested input from Vice Chair Roche on the previous CIP. Vice Chair Roche stated that she liked the fact it was not so specific because needs change and this gives a little more flexibility.

Chairman Dalton asked to go around and get input from each of the Commissioners. Commissioner Furman stated he likes the draft as a cover page but would like to include pages of what makes these numbers up. Discussion continued on suggestions as to what the addendum could include. Mrs. Snyder also brought up the need to include a sidewalk plan in the Comprehensive Plan as previously discussed and that plan would help in giving the specifics for that project that then would be incorporated into the CIP. Commissioner Begnaud agreed with Commissioner Furman, she likes the format but definitely thinks specifics need to be added. Chairman Dalton stated he feels that for the Council the specifics are necessary. Chairman Dalton stated that this is a savings account for the specific project or equipment and if something catastrophic happens doesn't mean that we can't pull from it. Chairman Dalton stated he likes the format and the start of it but we need to have estimates done such as the sidewalks to know how much the project will cost. Chairman Dalton expressed the importance of having accurate information because this will allow for application of grants.

Further discussion of the projects that need to be addressed ensued. Planning Commission discussed the addition of the needs of the Beautification Committee and discussed needs of the Fire Department.

Chairman Dalton asked for a motion if the Planning Commission felt comfortable with the additions. Vice Chair Roche made a motion to forward the proposed CIP to Town Council with the additions of adding \$10,000 to the Main Street Beautification and \$20,000 to the Middletown Fire Department. All Commissioners were in favor.

Next meeting set for January 27, 2020 at 7:00 pm.

### **Adjournment**

Chairman Dalton asked for a motion to adjourn the meeting. Vice Chair Roche made a motion to adjourn the meeting at 8:05 pm.

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Michele Snyder  
Middletown Zoning

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Mark Dalton  
Chairman