



CITY OF DANBURY
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PLANNING COMMISSION*
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*POCD Oversight Committee

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**2023 PLAN OF CONSERVATION & DEVELOPMENT (“POCD”)
OVERSIGHT COMMITTEE MEETING MINUTES
NOVEMBER 17, 2020**

The web based meeting hosted on Zoom was called to order by Sharon Calitro, City of Danbury (“COD”) Planning Director, at 4:05 PM.

Present were Oversight Committee Members Arnold Finaldi (PC Chairman), Joel Urice (PC Vice-Chairman), Helen Hoffstaetter (PC), Bob Chiochio (PC), Perry Salvagne (PC), Kevin Haas (PC), Sharon Calitro (COD Planning), Jennifer Emminger (COD Planning), Fernanda Carvalho (COD Health), PJ Prunty (Chamber of Commerce), Matthew Cassavechia (COD Emergency Services), Richard Janelli (Board of Education), Ed Siergiej (Former Env./Lake Commission), Juan Rivas (ZBA), Timothy Nolan (COD Public Services), Brigid Guertin (Danbury Museum & Historical Soc.), Candace Fay (ZC), Fred Visconti (City Council), and Vincent DiGilio (City Council). Also present from Fitzgerald & Halliday were Francisco Gomes, Rory Fitzgerald, and Marcy Miller. Absent: Roger Palanzo (COD Business Advocacy)

Sharon Calitro welcomed the Oversight Committee and thanked each member for participating. She gave a brief introduction as to why it is necessary to undertake this update to the POCD and explained the capital funding and consultant selection process. She noted that the Oversight Committee would act as a subcommittee of the Planning Commission in accordance with, and as allowed by, CT. General Statutes. She indicated that the firm of Fitzgerald & Halliday and its team was selected as the consultant in this process to develop the POCD and then introduced Francisco Gomes from Fitzgerald & Halliday (“FHI”) as the Project Manager. Each member of the Oversight Committee introduced themselves.

Francisco Gomes gave a powerpoint presentation introducing FHI’s key staff members who would work on the project and its team of specialized subcontractors. He introduced Marcy Miller and Rory Fitzgerald from FHI who were also present in the meeting. He introduced FHI’s subcontractors and their roles including Melissa Melonson from Lumi, Erik Halvorson from RKG, Ben Carlson from Goody Clancy, and Mark Sassi from Bridge Energy. He also identified other FHI staff members expected to work on the Danbury project.

Mr. Gomes provided an overview of the POCD and statutory adoption process, explained the consultant role, and emphasized the importance of input from the Oversight Committee. He described the work plan for the next 18 to 21 months.

Marcy Miller, who will lead the public engagement process, then discussed the importance of a public engagement plan to ensure maximum public involvement. She noted that it was critical that we employ various strategies and tools to engage the public considering our diverse community, and especially during this health pandemic. Public engagement posed challenges but none that could not be overcome using various tools and ideas. She also noted the importance of developing and implementing a marketing campaign to increase awareness of the POCD process and create a stronger image of the process for the City. Lumi will develop the marketing campaign.

Mr. Gomes then discussed the scope of work and how the consultant team is approaching this project. It was explained that FHI would review and analyze existing local, regional, and State planning documents, demographic and socio-economic trends, undertake neighborhood assessments, and look at where we are and at issues dealing with housing and development, infrastructure, land use and zoning, transportation, open space and environmental resources, and cultural and historic resources. Each topic would be evaluated separately with opportunities for continued review and adjustment throughout the process. Strategies will be presented on each topic to help the City achieve its Vision. Oversight Committee members would, throughout the process, review and provide feedback on each topic area.

Mr. Gomes then described that the POCD would include a Vision that describes what the people of Danbury value and what the City will strive toward achieving in terms of development and conservation over the next 10 years. The POCD would identify the goals and strategies to achieve the Vision and include an Action Plan as to how to meet the stated goals. He also noted that the POCD should be user-friendly with graphics that are easy to understand by a wide and diverse audience. He stated that there are statutory requirements that must be included in the POCD.

The project schedule was outlined and discussed. It is anticipated that the Oversight Committee would meet monthly. Public engagement will continue throughout the planning process. The marketing campaign will also continue throughout the process and provide for the consistent presentation of information and sharing of information with the public.

The next steps include research on topic areas by FHI and preparation of a public engagement plan and marketing campaign for Oversight Committee review and discussion.

Ms. Calitro discussed future meeting dates and times. By consensus it was determined at this time to schedule Committee meetings on the 3rd Tuesday of the month at 4 PM via Zoom. Ms. Calitro will provide a list of 2021 dates with the next agenda. The next meeting was scheduled for December 15th at 4 PM via Zoom. Agendas will be sent to the Committee prior thereto. Ms. Calitro agreed to send the powerpoint viewed at today's meeting to each committee member.

Meeting was adjourned at 5:25 pm.