

TOWN OF OXFORD PLANNING & ZONING COMMISSION

S.B. Church Memorial Town Hall
486 Oxford Road, Oxford, Connecticut 06478-1298
Phone: (203) 828-6512 · Email: pandz@oxford-ct.gov
www.Oxford-CT.gov



ORGANIZATIONAL MEETING MINUTES

Tuesday, November 21, 2017

7:15 PM

**Oxford Town Hall
Main Meeting Room**

CALL TO ORDER

Commissioner Jeff Luff called the meeting to order at 7:15 PM.

ROLL CALL

Commissioners/Alternates/Staff	
John Kerwin	Absent
Mackenzie Macchio	Absent
Pete Zbras	Present
Pat Cocchiarella	Present
Jeff Luff	Present
Arnie Jensen	Present
Tanya Carver	Present
Harold Cosgrove	Present
Jessica Pennell	Present
Steve Macary	Present

PLEDGE OF ALLEGIANCE

Commissioner Jeff Luff nominated **Commissioner Pat Cocchiarella** as Chairman Pro Temp.
Second by Commissioner Harold Cosgrove.
All Ayes. Motion passed 7-0.

1. ELECTION OF OFFICERS

(Chairman, Vice-Chairman and Commission Secretary)

Vice Chairman:

Chairman Pro Temp Pat Cocchiarella called for nominations for Vice Chairman.

Commissioner Jeff Luff nominated Commissioner Arnie Jensen for Vice Chairman.

Second by Commissioner Pete Zbras.

All Ayes. Motion passed 7-0.

Chairman:

Chairman Pro Temp Pat Cocchiarella called for nominations Chairman.

Commissioner Cosgrove nominated Commissioner Luff for Chairman.

Second by Commissioner Zbras.

Commissioner Carver stated for the record that she has issues with the Chairman having a construction business in Town. She stated that Commissioner Luff's wife is the Vice President of a business in Town, therefore she opposes.

Ayes (6), Nays (1 – Commissioner Carver). Motion passed 6-1.

Secretary:

Commissioner Cosgrove nominated Commissioner Cocchiarella for Secretary.

Second by Commissioner Zbras.

All Ayes. Motion passed 7-0.

2. ESTABLISH MEETING TIMES & DATES

Motion by Commissioner Jensen to keep the regular meeting dates the first and third Tuesday of each month, at 7:30 PM.

Second by Commissioner Luff.

All Ayes. Motion passed 7-0.

3. ESTABLISH AGENDA FORMAT

Motion by Commissioner Jensen to keep the agenda format as it has been for the past two years.

Second by Commissioner Luff.

Commissioner Carver stated that the only suggestion she has is that any items on the agenda are complete, to avoid situations where an applicant "maybe" wants to apply.

She stated that she thinks that pre-application meetings should be held during the day as opposed to being held during a regular meeting.

Steven S. Macary, ZEO questioned how many Commission members he can have at a pre-application meeting.

Commissioner Cocchiarella stated that he could invite as many as he wants to invite because they are non-binding.

Commissioner Carver also requested that whoever is scheduling the pre-application meeting inform the entire Commission of the meeting.

4. OTHER ITEMS DEEMED NECESSARY FOR ORGANIZATION

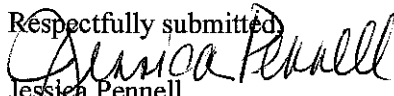
The Commission determined that there were no other items to discuss at this time.


ADJOURNMENT

Motion by Commissioner Cosgrove to adjourn the meeting at 7:22 PM.

Second by Commissioner Jeff Luff.

All Ayes. Motion passed 7-0.

Respectfully submitted,

Jessica Pennell
Administrative Secretary
Planning & Zoning Commission

17 NOV 28 PM 2:26
TOWN OF OXFORD, CT

TOWN CLERK