



**TOWN OF OXFORD**  
S.B. Church Memorial Town Hall  
486 Oxford Road, Oxford, Connecticut 06478-1298  
[www.Oxford-CT.gov](http://www.Oxford-CT.gov)

**Planning & Zoning Commission**

**Regular Meeting Minutes**

**Tuesday, January 5, 2016**

7:30 PM

Oxford Town Hall  
Main Meeting Room

**CALL TO ORDER**

Chairman Arnie Jensen called the meeting to order at 7:30 PM.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**Present:** John Kerwin, Pete Zbras, Harold Cosgrove, Jeff Luff, Arnie Jensen, Pat Cocchiarella and Bob Costigan.

**Not Present:** Glen Persson, Todd Romagna and Tanya Carver.

**Staff Present:** Jessica Pennell, Administrative Secretary, Steven S. Macary, ZEO, Brian Miller, Town Planner and Kevin Condon, Town Counsel.

**CHAIRMAN'S REPORT**

Chairman Arnie Jensen noted that the budget for the upcoming year is due to the Finance Director; he stated that any items Commission members would like to try to include in this year's budget can be given to the Planning & Zoning Department.

**SEATING OF ALTERNATES**

Chairman Arnie Jensen seated Alternate Commissioner John Kerwin and Alternate Commissioner Pete Zbras.

**AMENDMENTS TO THE AGENDA**

**AUDIENCE OF CITIZENS**

**CORRESPONDENCE**

**Commission Secretary Pat Cocchiarella** read the following correspondence into the record.

- a. Email dated 12/31/2015 from Jim Hliva, Finance Director  
Re: 2016-2017 Budget

**OLD BUSINESS**

- 1. **Z-14-003 (Glendale at Oxford) “Canterbury Estates”** – Review and approve “*Declaration of Canterbury Estates, Oxford, Connecticut*” – (Condition #39 of Final Approval states that the Commission must review and approve the Declaration)
  - a. Final Proposed Declaration (*Updated version emailed to members*)

**Chairman Arnie Jensen** noted that the updated version of the Declaration was emailed to Commission members along with the maps. Commission members can review the documents in preparation of the January 19<sup>th</sup> meeting.

***(ITEM POSTPONED TO JANUARY 19, 2016 REGULAR MEETING)***

**NEW BUSINESS**

- 1. **Z-08-151 – Lot 10 Woodruff Hill Road** – Discussion with Kevin Condon regarding Condition #9 of 8/21/2008 approval.

- a. 8/21/2008 Conditions of Approval.

**Kevin Condon, Town Counsel** explained that Lot 10, Woodruff Hill Road was originally going to be sold to another party; that sale did not go through. He stated that in 2008 the Planning & Zoning Commission had granted approval with regard to excavation and otherwise. He noted that Lot 10, Woodruff Hill Road town owned property and is now under contract to be sold to Mark Oczkowski for \$350,000.00. He informed the Commission that they have a signed contract approved at a Town Meeting. He explained that the only issue is that some of the original conditions of approval will not apply; Steven S. Macary, ZEO will explain the conditions.

**Steven S. Macary, ZEO** stated that Mr. Oczkowski is present to answer any questions the Commission may have. He noted that the original approval for Z-08-151 included 13 conditions; conditions 9, 10 and 11 relate to Prokop Road. He explained that Mr. Oczkowski would not be using Prokop Road because he is carrying the fill to the power plant site; he would be using Riggs Street and Woodruff Hill Road.

**Kevin Condon, Town Counsel** stated that Prokop Road, the original route stated in the conditions of approval, will no longer be used.

**Steven S. Macary, ZEO** stated that is correct.

**Kevin Condon, Town Counsel** stated that the purchaser of Lot 10, Woodruff Hill Road is concerned with conditions 9 and 10 of the original approval because those conditions would no longer pertain.

**Commission Secretary Pat Cocchiarella** questioned if that concern includes condition 11.

**Mark Oczkowski** stated it would pertain to any condition regarding Prokop Road.

**Commission members** agreed that the conditions to consider are 9, 10 and 11.

**Steven S. Macary, ZEO** stated that if the applicant was going to use Prokop Road, then according to the conditions of approval, he would have to resurface the road. He explained that since the applicant is proposing to use a different truck route, the conditions pertaining to Prokop Road are the conditions that he would like eliminated.

**Commissioner Harold Cosgrove** questioned if James H. Galligan, PZC Engineer has seen this.

**Steven S. Macary, ZEO** stated that it been approved and the applicant is not changing anything on the plan.

**Mark Oczkowski** stated that they are not changing anything on the plan; they are changing the way they will be entering and exiting the property; and the route they would be using to carry materials.

**Steven S. Macary, ZEO** stated that the plan is the same; he is just changing the truck traffic route. He noted that it is a shorter route.

**Kevin Condon, Town Counsel** noted that the previous purchaser was going to sell the material to the airport.

**Mark Oczkowski, Earthworks Excavating** stated that Claris Construction was going to sell all this material to the Oxford Airport, but the state could not come up with the money and the project fell through. He explained that he is interested in Lot 10, Woodruff Hill Road, not only because of the power plant; there are 66 acres that he is negotiating to purchase to build another industrial area and Masonicare will need materials. He commented that they can bring this rock from Seymour and all the way through town, or they can keep it right in the industrial area. He also mentioned that his business is currently in a building that they have outgrown so as soon as the site is excavated, they are going to construct a building that was not in the documents before, this is not going to be just a quarry operation, they are going to use the lot for a building.

**Alternate Commissioner John Kerwin** questioned if the same concern about the damage to Prokop Road would be a concern for the new truck route.

**Mark Oczkowski** stated that the power company is building the new road and all that material is going to be used in that new road.

**Alternate Commissioner John Kerwin** questioned the new route.

**Mark Oczkowski** stated that they will be use Woodruff Hill Road, Willenbrock Road and Riggs Street.

**Alternate Commissioner John Kerwin** questioned if they should have the same provision for the new route that they had in the previous approval. He asked if it is the same amount of material.

**Mark Oczkowski** stated that it is the same amount of material. He mentioned that a line has to be drawn on how much road you can repave. He stated that this is one of the negotiating factors he had with the town; which is why he has come before the Commission. He wants to make sure that this is clear for everyone before he proceeds with the transaction.

**Alternate Commissioner John Kerwin** questioned if there is a concern that it is going to damage the roads.

**Mark Oczkowski** stated that it is truck traffic and the roads up there are in very good shape, but it is not going to help the roads. He commented that it is going to be over 5 years of use and they are building a power plant there, there will be some damage to the roads.

**Commissioner Harold Cosgrove** questioned who would use the road most, them or the power plant.

**Mark Oczkowski** stated that until they build E. Commerce Drive, there is only one way in to Woodruff Hill Road.

**Commissioner Harold Cosgrove** suggested that the Commission request James H. Galligan, PZC Engineer take a video of the road(s) before and after the work is completed. He commented that then they can make a decision on whether or not the road needs repairs.

**Steven S. Macary, ZEO** stated that they could not hold one person responsible for damage to the road when there are so many trucks utilizing it.

**Brian J. Miller, Town Planner** stated that they usually have the applicant post a bond and have the road surveyed before and after the project is completed. He commented that the complication is that there is more than one project occurring at the same time, therefore the town might just have to accept that there will be damage to the roads.

**Commissioner Harold Cosgrove** asked to look at the map.

Commission members reviewed the map and discussed the truck traffic route.

**Alternate Commissioner John Kerwin** questioned if Mr. Oczkowski is supplying fill to the power plant.

**Mark Oczkowski** answered that he is and that is the point he is trying to make; if they do not get it here, they will have to get it from out of town with the same amount of trucks.

**Chairman Arnie Jensen** stated that if they approve a resolution that removes the responsibility of repaving 1,000 yards of Prokop Road then why not just pave a different 1,000 yards of road.

**Mark Oczkowski** stated that in the other agreement with the Town, there was no building promised to the town, he is promising the town a building. The building was what is using in negotiating with the town because the town wanted a building.

Discussion ensued between staff and the Commission.

**Chairman Arnie Jensen** suggested that they remove Conditions 9, 10 and 11 conditional upon Mr. construction of a building within 5 years and if not, then Mr. Oczkowski would be responsible for paving.

**Alternate Commissioner John Kerwin** questioned what Mr. Oczkowski would be responsible for paving.

Discussion ensued between Commission, staff and the applicant.

**Commissioner Harold Cosgrove** questioned how long it would take to clear the land so he can build.

**Mark Oczkowski** stated that it would be approximately 5 years; the timeframe is dependent on the progress of the projects that he plans to be working on.

**MOTION BY Commission Secretary Pat Cocchiarella** to amend the approval dated 8/21/2008 for **Z-08-151** by eliminating Conditions #9, #10 and #11 of the original approval for Lot 10, Woodruff Hill Road, Woodruff Hill Industrial Park pending the construction of a building with the following condition:

1. If construction of a building has not commenced within 5 years of this amended approval dated 1/5/2016; Conditions #9, #10 and #11 will be reinstated for the portion of Prokop Road to the Bridle Trail.

**Second by Commissioner Harold Cosgrove.**

**VOTE:** All (7) Ayes.

2. **Z-15-209 – 260 Oxford Road – Applicant & Owner: Stephen Chan** (Change of Use/Site Plan Modification)

**Steven S. Macary, ZEO** stated that Mr. Steven Chan, the applicant and owner is present to answer any questions the Commission may have regarding this application.

**Steven Chan, 11 Aurora Drive** stated that he owns the existing building located at 260 Oxford Road. He would like to change the use to a convenience store. He commented that he would be occupying the left side of the building and he rent out the right side.

**Commissioner Harold Cosgrove** questioned if he would be using the existing signs.

**Steven Chan** stated that he would be using the existing signs.

**Steven S. Macary, ZEO** stated that Mr. Chan would also be incorporating some trees into the current landscaping.

**Steven Chan** noted that the hours of operation would be 6 A.M. to 8 P.M.

**MOTION BY Commissioner Harold Cosgrove** to approve **Application Z-15-209** for 260 Oxford Road with the following conditions:

1. Applicant and their assigns must comply with all representations made at the Planning & Zoning Commission meetings regarding this application.
2. Compliance with the Town of Oxford's Permit Procedures; Required Construction Approvals:
  - a. Tax Assessor, signed 8/3/2015
  - b. Tax Collector, signed 8/3/2015
  - c. P.D.D.H, signed 12/8/2015; and
  - d. Inland/Wetlands, signed 12/8/2015

3. Per Article 3, Section 19.1 of the Zoning Regulations, the applicant shall be responsible for rendering payment for any outside experts the Commission assigns to review this application.
4. Compliance with the Oxford Zoning Regulations as of this date.

**Second by Vice Chairman Jeff Luff.**

**VOTE:** All (7) Ayes.

#### **BOND RELEASES**

1. Central Park Associates – Bond Release Request  
*(Referred to PZC Engineer, James Galligan)*

**MOTION BY Commissioner Harold Cosgrove to postpone this item.**

**Second by Alternate Commissioner Pete Zbras.**

**VOTE:** All (7) Ayes.

#### **ZONING ENFORCEMENT**

1. Discussion regarding 14 North Larkey Road

**Chairman Arnie Jensen** stated that at the last meeting there was discussion with Attorney Francis Teodosio regarding this item.

**Attorney Fran Teodosio** stated that he submitted three letters to the Planning & Zoning Department.

**Commission Secretary Pat Cocchiarella** read the following correspondence from Attorney Teodosio:

- a. Letter dated 12/28/2015 to Jessica Pennell.
- b. Letter dated 12/28/2015 to Steven S. Macary, ZEO.
- c. Letter dated 12/28/2015 to Steven S. Macary, ZEO.

**Chairman Arnie Jensen** asked Attorney Teodosio if he received the documents that he requested his letters.

**Attorney Teodosio** stated that he did receive the documents.

**Chairman Arnie Jensen** stated that at the last meeting they discussed the Kasmin's providing proof that the horses on the property boarded; that Ms. Kasmin owns them.

**Attorney Teodosio** stated that they have documentation in regards to ownership and a comment with regard to two individuals as well as the board's attorney. The document that he submitted at the meeting in December showing the dissolution of Sky View Farm; he stated that he has another copy of that and it is important to the discussion because that is the entity that was doing the boarding.

**Attorney Teodosio** stated that for purposes of showing ownership, he is submitting copies of letters from a Doctor of Veterinary Medicine (DVM), Carolyn Simmelink, she has signed a letter representing that she knows Ms. Kasmin and Mr. Gittings to be the owners of the horses that she identifies in the letter by name since 2012. He also stated that Dr. Simmelink indicates that she has been treating the horses. He also has the veterinary bills that are charged by Dr. Simmelink; the letters with the bills reasonably infer that Ms. Kasmin has been the owner of these horses since 2012. He commented that in

addition to that he spoke directly with the doctor about the concept of some kind of semblance of ownership in a horse context. He explained that there is not necessarily a license issued for a horse. He stated that sometimes the health records are what parties use to evidence the ownership of the horse. He commented that in addition to that with regard to the paperwork that he is submitting for the horse that it is owned by Ms. Kasmin; he stated that there is a half line representation by the gentleman who sold or transferred the horse known as “Snazzy” to Ms. Kasmin. He stated that “Snazzy” is mentioned in all of the medical bills from the vet and is mentioned in the vet’s letter.

**Chairman Arnie Jensen** stated that on 12/15/2015 Ms. Kasmin stated that she has 5 horses on the property. He noted that it is 4 large horses and 1 mini.

**Steven S. Macary, ZEO** questioned when Ms. Kasmin dissolved the company.

**Attorney Teodosio** stated that she submitted paperwork to the office of the Secretary of State on 12/3/2015.

**Steven S. Macary, ZEO** stated that as of 12/18/2015, she is still in business according to the Secretary of the State website and she registered in town.

**Attorney Teodosio** stated that he went to the Tax Assessor to ask if Sky View Farm is registered for anything in town and she said “No”. He stated that Ms. Kasmin has an LLC called Equine Therapy that has nothing to do with the boarding of the horses. He noted that is her business where she goes to various locations and performs equine therapy.

**Commissioner Harold Cosgrove** stated that if you look at some of the bills, the 4 horses are named as follows: “Sara”, “Lightening”, “and Tough to Please - Curly”, “Diesel and Holly”.

**Attorney Teodosio** noted that “Holly” is a sheep.

**Commissioner Harold Cosgrove** stated that there is one more named “Snazzy by Design”.

**Attorney Teodosio** stated that if you look at the letter in Ms. Kasmin’s packet it talks about a sheep.

**Alternate Commissioner John Kerwin** questioned if a veterinarian would perform services for someone who is boarding a horse.

**Attorney Teodosio** stated that the bills are to Ms. Kasmin.

**Alternate Commissioner John Kerwin** stated that if she owns the company and she is boarding horses she would be responsible for them if she has undertaken that as part of the horse-boarding contract.

**Attorney Teodosio** stated that the Commission has a letter from a vet that says that she knows Ms. Kasmin to be the owner of the horses.

**Vice Chairman Jeff Luff** stated that the bills are for equine that is the same thing she does.

**Attorney Teodosio** stated that she is a doctor of veterinary medicine and she signed it as a doctor of veterinary medicine.

**Alternate Commissioner John Kerwin** stated that the letter just says that she know them to own the horses, it does not say how she knows it and she has not sworn to it.

**Vice Chairman Jeff Luff** stated that there is nothing here; these horses are property, so there should be some kind of insurance on these animals.

**Attorney Teodosio** stated that is not true, his daughter in law owns a horse and there is no insurance on it.

**Vice Chairman Jeff Luff** stated that he owns a farm and he has to have insurance on his animals in case they get out and hurt someone.

**Attorney Teodosio** stated that is a choice, not a requirement. He commented that there is no law that says that that you have to have insurance on a horse.

**Vice Chairman Jeff Luff** asked if Attorney Teodosio could provide that to him on paper. He asked where it is written, because he has never seen it.

**Alternate Commissioner John Kerwin** stated that Attorney Teodosio is saying that there are no legal requirements to insure horses.

**Vice Chairman Jeff Luff** stated that Ms. Kasmin then, had no insurance on the horses she boarded.

**Attorney Teodosio** commented that the Commission asked for proof of ownership and he does not know how to answer the question in regard to the horses that were boarded. He noted that those horses have left. He stated that 1 of those horses was owned by a woman named Tarby. He explained that they spoke with her today. He explained that because of the way his emails have been acting the last two days, he was not able to get a letter from her. He stated that he represents that she took her horse off the property in September.

**Vice Chairman Jeff Luff** stated that having someone write a letter is not proof, he commented that what he asked for was pretty clear; there has got to be something more than a letter saying that someone owns four or five large animals.

**Attorney Teodosio** reiterated that she is a Doctor of Veterinary Medicine.

**Alternate Commissioner John Kerwin** stated that Ms. Kasmin stood before them and said that she was boarding horses.

**Attorney Teodosio** commented that she boarded horses; she boarded 2 horses. He noted that if you look at the minutes of the last meeting she says that she has 6 horses on her property and 2 of the horses she boards.

**Alternate Commissioner John Kerwin** stated that Ms. Kasmin said 4 at a meeting, for which Attorney Teodosio was not present. He commented that she came in with a complaint about a use of property by her neighbor; she came in and said that she was boarding horses and that was her business. He stated that Ms. Kasmin said that the neighboring business was affecting her livelihood and her business and he believes she reference the number of horses that she had; he took her at her word.

**Kevin Condon, Town Counsel** stated that as of now apparently, and according to Attorney Teodosio, she is no longer boarding horses.

**Attorney Teodosio** stated that Kevin Condon, Town Counsel is correct.



**Kevin Condon, Town Counsel** stated that she has 4 pets.

**Attorney Teodosio** stated that Ms. Kasmin has 5 pets.

**Vice Chairman Jeff Luff** stated that now all of the sudden she owns 5 horses.

**Attorney Teodosio** stated that previously there were 6 large horses and Diesel, which is a mini.

**Kevin Condon, Town Counsel** questioned if someone buys a horse, do they receive a bill of sale.

**Attorney Teodosio** stated that you do not get a bill of sale, he asked the vet and she said no.

**Kevin Condon, Town Counsel** stated that as for the insurance issue he imagines that the homeowners insurance would cover the animals.

**Alternate Commissioner John Kerwin** stated that the horses would have been excluded because it was under the LLC; the homeowners insurance would specifically exclude any business operation.

**Kevin Condon, Town Counsel** stated that he means the current homeowners insurance would now include the horses that she now calls her pets.

**Commissioner Bob Costigan** questioned if we know exactly how long Ms. Kasmin has owned these horses.

**Attorney Teodosio** stated that the bills go back to 2012.

**Commissioner Bob Costigan** stated that as he recalls, at the last meeting the Vice Chair asked to see proof within a minimum of two years ago.

**Vice Chairman Jeff Luff** stated that these are not bills, they are letters.

**Attorney Teodosio** stated that those are not letters, they are bills.

**Chairman Arnie Jensen** stated that one is dated 2015.

**Attorney Teodosio** stated that the one behind it is dated 2012.

**Chairman Arnie Jensen** stated that there is a vet bill for Diesel, Holly and Snazzy. He noted that Holly is a sheep and Diesel is a mini. That is 2 horses.

**Attorney Teodosio** stated that these are the vet bills for Gary Gittings.

**Chairman Arnie Jensen** stated that the bill includes, Sara, Lightning and Curly.

**Steven S. Macary, ZEO** questioned if Mr. Gittings lives at 14 N. Larkey Road.

**Attorney Teodosio** stated that he does live there.

**Steven S. Macary, ZEO** stated that none of his vehicles are registered in town and his business is registered in Seymour. He noted that Ms. Kasmin has 1 vehicle registered and none of the trailers are registered.

**Attorney Teodosio** stated that with all due respect to the Commission he does not know what the Commission would like him to do.

**Chairman Arnie Jensen** stated that Ms. Kasmin come in front of this Commission in 2015 and stated that three 3 are hers and she boards 2 horses, it is in the minutes. He explained that she came before the Commission on 12/15/2015 and stated that she had 5 horses so that means that 2 of these horses had be bought in the last three months. He noted that there should be some kind of proof. He commented that the Commission needs proof that she has acquired 2 horses in the last three months.

**Attorney Teodosio** stated that the minutes were wrong, the minutes were wrong from the last time that Ms. Kasmin addressed the Commission.

**Steven S. Macary, ZEO** questioned what in the minutes was inaccurate.

**Attorney Teodosio** stated that Ms. Kasmin clarified that she has 5 horses, the 5 horses that are listed on the bills. He commented that 3 horses her boyfriend has and her 1 horse and Diesel, the mini.

**Commission Secretary Pat Cocchiarella** asked if the Commission has the tape from the 9/1/2015 meeting.

**Chairman Arnie Jensen** stated that he is sure they have it.

**Attorney Teodosio** stated that he respectfully requests that they hold a Citation Hearing.

**Commission Secretary Pat Cocchiarella** questioned what outcome they are looking for.

**Alternate Commissioner John Kerwin** stated that Steven S. Macary, ZEO has brought forward a violation and it should take the normal course, the Commission has Ms. Kasmin appearing before them and admitting to what she was doing and the ZEO has issued a Cease and Desist order; that was tabled until today, they should move forward with the process.

**Kevin Condon, Town Counsel** stated that he believes the ZEO issued a citation under CT General Statute 8-12 on November 30<sup>th</sup>. Ms. Kasmin came to the Commission on December 15<sup>th</sup>, therefore the citation gave her 15 days to object or ask for a hearing. She is entitled to a hearing on those Notices of Violation and on the Citation itself. He noted that the hearing will be with the Citation Hearing Officer who has been appointed by the Selectmen. He reiterated that the notice, violation, citation and caveat are all entitled to a hearing with the hearing officer.

**Alternate Commissioner Pete Zbras** stated that when Ms. Kasmin came into the office she told Ms. Pennell that she got rid of the horses and had two of her own horses left. He explained that right after that she had horses right on her property and that is what everyone saw there. He commented that she came and said she got rid of the horses to comply with the Zoning Regulations and then the horses were right back on her property as soon as she was told that it was ok, that is when Steve went out there.

**Chairman Arnie Jensen** read an excerpt from the 9/1/15 meeting minutes.

**Commission Secretary Pat Cocchiarella** stated that there is an inconsistency in the horse count.

**Alternate Commissioner Pete Zbras** asked how many horses Ms. Kasmin has now.

**Attorney Teodosio** stated that she has the same amount that she had in December.

**Commissioner Harold Cosgrove** suggested moving this along with a hearing officer.

**Chairman Arnie Jensen** commented that at the last meeting they suspended the violation.

**Kevin Condon, Town Counsel** reiterated that they stayed all enforcement action.

**Chairman Arnie Jensen** questioned if they should reinstate the enforcement orders and seen it on to a hearing.

**Steven S. Macary, ZEO** stated that they have asked for a hearing so they have to set it up with a hearing officer.

**Kevin Condon, Town Counsel** agreed and stated that he will find out who the hearing officer is, and hopefully have one this week. He commented that he is sure that Attorney Teodosio and he can arrange a time, most likely in February.

**Steven S. Macary, ZEO** stated that the other issue is that Ms. Kasmin is running a business out of her home which requires a cottage business permit. Also, he does have a written complaint from a neighbor.

**Kevin Condon, Town Counsel** stated that the Citation and Notices are for the boarding of horses.

**Commission Secretary Pat Cocchiarella** questioned if the accumulation of fines are still stayed at this point.

**Steven S. Macary, ZEO** stated that because they asked for a hearing, everything stops until the hearing is held.

**Chairman Arnie Jensen** stated to Attorney Teodosio that Kevin Condon, Town Counsel will contact with him to schedule the hearing.

2. Commission discussion with ZEO regarding various items, complaints and zoning violations.

**Chairman Arnie Jensen** questioned Steven S. Macary, ZEO if there was any other items that he wanted to discuss.

**Steven S. Macary, ZEO** stated that he has been to Meadowbrook Estates and that Mr. Haynes is doing what he was asked to do regarding the wall. He commented that he is also checking in regularly at Oxford Greens.

**Steven S. Macary, ZEO** stated that he has issued a Cease and Desist to Nil Guillet for property at 207 Riggs Street. He noted that Mr. Guillet began building a house without the proper permits; he is running temporary electricity to the site, cleared the lot and dug the foundation. He noted that he sent the Cease and Desist approximately 15 days ago and he has Mr. Guillet has not attempted to contact him to resolve the issue.

### APPROVAL OF MINUTES

1. 12/15/2015 Regular Meeting Minutes

**MOTION BY Commission Secretary Pat Cocchiarella** to approve the 12/15/2015 Regular Meeting Minutes as presented.

**Second by Commissioner Harold Cosgrove.**

**VOTE:** All (7) Ayes.

### INVOICES

1. Statement dated 1/1/16 from Micci & Korolyshun, P.C. -- Garden Homes Litigation

**MOTION BY Commission Secretary Pat Cocchiarella** to forward the statement from Micci and Korolyshun to the Board of Selectmen for payment.

**Second by Commissioner Harold Cosgrove.**

**VOTE:** All (7) Ayes.

2. Turner Miller Group Invoices

- a. #5272 -- Garden Homes

**MOTION BY Commission Secretary Pat Cocchiarella** to forward the statement from Micci and Korolyshun to the Board of Selectmen for payment.

**Second by Commissioner Harold Cosgrove.**

**VOTE:** All (7) Ayes.

### OTHER BUSINESS

1. Any other business the Commission deems necessary for discussion.

**Chairman Arnie Jensen** noted a quote in the meeting packet for a foot pedal and software that is compatible with the updated recording system.

**MOTION BY Commission Secretary Pat Cocchiarella** to authorize the purchase of the items detailed in the quote from American Dictation.

**Second by Commissioner Bob Costigan.**

**VOTE:** All (7) Ayes.

**Chairman Arnie Jensen** also wanted to discuss changing the start time of the Regular Meetings from 7:30 P.M. to 7:00 P.M. if all the members are agreeable. He also added that he would like to conclude all meetings at 10:00 P.M.; anything items remaining on the agenda would be moved to the next Regular Meeting agenda.

**Brian J. Miller, Town Planner** stated that the Commission does have written Policies and Procedures and if they would like to adjust the meeting time, it may be a good idea to look at those policies and update them according, the last time they were updated was in 1996.

**Chairman Arnie Jensen** asked that staff work on updating the policies and procedures as well as updating the budget. He noted that they would have to add the monies to the budget to pay for an update to the Plan of Conservation and Development. The POCD needs to be updated by 2017.

**Chairman Arnie Jensen** asked that staff work on updating the policies and procedures as well as updating the budget. He noted that they would have to add the monies to the budget to pay for an update to the Plan of Conservation and Development. The POCD needs to be updated by 2017.

**ADJOURNMENT**

**MOTION BY Vice Chairman Jeff Luff** to adjourn the meeting at 8:46 P.M.

**Second by Alternate Commissioner Pete Zbras.**

**VOTE:** All (7) Ayes.

Respectfully submitted,



Jessica Pennell

Administrative Secretary

Planning & Zoning Commission

16 JAN -7 PM 4:25  
TOWN OF OXFORD, CT  
*Angela A. West*  
TOWN CLERK