



APPROVED MINUTES

Special Meeting
Plan Implementation Committee
Wednesday, March 16, 2016 at 4:30 p.m.
Town Hall Second Floor Conference Room
4 Market Street, Canton, CT

CALL TO ORDER: The Special Meeting of the Canton Plan Implementation Committee on March 16, 2016 was called to order at 4:30 p.m.

PRESENT: Town Planner Neil Pade, Chief Administrative Officer Robert Skinner, Thomas Sevigny and William Canny

NEW BUSINESS:

1. **Discussion of Administrative Procedures** – Administrative procedures relative to FOI requirements were discussed, and it was determined that the election of officers was not necessary.
2. **Discussion and Possible Adoption of Meeting Schedule** – The committee agreed to hold regular meetings on the third Wednesday of every month beginning at 3:30 p.m. in the second floor conference room of Town Hall, located at 4 Market Street, Canton, CT.
3. **Review of Access Database Management** – N. Pade informed the committee that the Access Database for the POCD implementation measures have been transferred to Land Use. Microsoft Access has been installed on the Land Use Coordinator's workstation and test runs for report generation will be conducted soon.
4. **Review of Update Plan Implementation Reports**
 - a. **Submitted List** – CC, EDA, Fire, IWWA, PD, PIC, PRC, PW, SS, and Town.
 - b. **Not Submitted List** – BOE, BOS, EC, PZC, and WPCA. These outstanding reports are to be received by the April 20, 2016 meeting, and final reports are to be generated for distribution at the June BOS meeting, and Super-Board meeting in July.

ADJOURNMENT:

The meeting adjourned the meeting at 5:20 p.m.