

**TOWN OF POMFRET
PLANNING AND ZONING COMMISSION
SPECIAL MEETING MINUTES
MONDAY, APRIL 7, 2014 AT 6:30 PM
POMFRET TOWN HALL**

In Attendance: Commission Members Walter Hinchman, Phil Allegretti, Richard DiBonaventura, and Alternate Kimberly Bergendahl. Also in attendance was Kevin Tubridy representing Rectory School. **Absent:** Commission Members Eric Pohlman, Martha Paquette, Beverly Champany, Artie Benway, and Alternates Rebecca Rich and Antonio Amaral; Staff - James Rabbitt, Town Planner and Ryan Brais, ZEO.

Walter Hinchman opened the meeting at 6:30 pm. K. Bergendahl was seated.

I. Special Meeting –

A. Commission Business

1. Discussion and possible approval of waivers and application for Rectory School, 528 Pomfret Street, construction of new faculty housing. After looking at the waiver requests, a motion was made by P. Allegretti to grant the waivers as requested. The motion was seconded by R. DiBonaventura and approved unanimously (4 for and 0 opposed). A motion was then made by R. DiBonaventura to approve the Rectory School application to create new faculty housing (two units/one building) along with the associated site and architectural plans prepared by CME and New England Design, with the following conditions: 1) A pre-construction meeting should be held with Commission/Town staff (Planner, Engineer, ZEO, Building Official) with building contractor prior to any construction, grading and/or excavation activity associated with the construction of the building; 2) Full architectural renderings (24" x 36") shall be filed as part of the plan set; 3) Shop drawings and samples of building materials including colors (markups) shall be submitted to staff and reviewed to determine compliance with Commission approval prior to installation; 4) Surety in the amount of \$2,000 (irrevocable letter of credit, performance/insurance bond, and/or cash) shall be posted with the Town of Pomfret prior to any construction/deconstruction, grading and/or excavation activity at the site. In addition to the \$2,000 surety, \$1,000 in cash (bank check) shall be given to the Town of Pomfret and held as an emergency contingency fund. The type of the final surety shall be reviewed and approved by the Planning and Zoning Commission's legal counsel; 5) The applicant shall submit \$1,000 to the Town of Pomfret to be used as a deposit for site inspections associated with the site. However, the final dollar amount necessary to complete the inspection is subject to the actual time required to insure compliance with the approved site plan. Consequently, all costs associated with the review and inspection of the project with regards to compliance with the Planning and Zoning Commission's approved site plan is necessary to receive a Certificate of Zoning Compliance, which is required to receive a Final Certificate of Occupancy, shall be the responsibility of the applicant; 6) Minor field adjustments to grading and landscaping may be made based on field conditions upon written approval from the Town Planner, who has been given the authority of the Town's Planning and Zoning Commission to act on their behalf. The Town Planner cannot approve any change that jeopardized

the integrity of the original design (approved plans); 7) Final as-built should be submitted to the Town to determine compliance with the approved plans. As-built shall include final grades, landscaping, buildings, utilities (depth, size, location, type) and drainage. As-built may include additional information deemed necessary by Town staff to determine compliance with approvals; and 8) That all costs associated with the review and processing of the application shall be paid in full by the applicant prior to the signing of Mylars. P. Allegretti seconded the motion and it was approved by a 3 to 1 vote.

IV. Adjournment

The meeting adjourned at 7:00 pm.

Minutes were taken and submitted to clerk by Chairman Walter Hinchman.

Lynn L. Krajewski, Clerk

Date approved_____