



TOWN OF OLD SAYBROOK  
**Planning Commission**

*Paula S. Kay, Chairman*  
*Mark Patterson, Vice Chairman*  
*Robert D. Missel, Secretary*  
*Kathleen A. Sugland*  
*Douglas S. McCracken*  
*Meghan Joufflas, Alternate*

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302 Main Street  
Old Saybrook, Connecticut 06475

**oldsaybrookct.gov**

REGULAR MEETING MINUTES  
**Wednesday, February 3, 2021 at 7:00 P.M.**  
via teleconference

I. **CALL TO ORDER**

The Chairman called the teleconference to order at 7:00 p.m.

II. **ROLL CALL**

Present: P. Kay, D. McCracken, K. Sugland, M. Joufflas (seated for B. Missel)

Welcome new alternate member, Meghan Joufflas

Members Absent: M. Patterson, B. Missel

Staff Present: C. Gilman, Recording Clerk; C. Costa, Zoning Enforcement Officer

III. **REGULAR BUSINESS**

A. **Minutes**

<p><b>MOTION to approve the meeting minutes</b> for the 01/20/21 Planning Commission meeting; MADE by D. McCracken SECONDED by K. Sugland: VOTING IN FAVOR: Kay, McCracken, Sugland OPPOSED: None; ABSTAINING: M. Joufflas; <b>APPROVED</b> 3-0-1.</p>
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B. **Correspondence**

The only correspondence received was related to the agenda items.

C. **Committee, Representative & Staff Reports**

C. Costa has sent out an email that contains the survey for the Affordable Housing Plan that is being updated in the POCD.

P. Kay reported on the Inland Wetlands Commission. She has submitted a query regarding consolidating the meetings into one rather than two. Both C. Costa and Attorney Willis stated that cannot be done due to legal issues.

- IV. WORKSHOP:** Planning Commission general authority, effective meetings & legal review including a question and answer session with Commission.  
Attorney Matt Willis, Halloran & Sage

Attorney Willis presented a workshop of the Power and Duties of the Planning Commission which included Subdivision Regulations, Bonding, Processing Applications, Decision, Automatic Approval, Covid Executive Orders, Virtual Meetings, Social Media, Statutory Authorities, Appearance and Representation by Commission Members, Conflict of Interest, Bias vs. Predetermination, and Meetings and Hearings Procedures.

**V. ADJOURNMENT**

**MOTION to adjourn** the Planning Commission public meeting of February 3, 2021 at 8:17 p.m. to the next regular meeting on Wednesday, February 17, 2021 at 7:00 P.M. via Zoom Meeting: Public Zoom Link: <https://zoom.us/j/95698333313?pwd=NndIRm1lenJPS0JBEDVyaHhtMERDQT09> teleconference Dial: 929 436 2866 US, Meeting ID: 956 9833 3313; or One tap mobile: +19294362866,,96382281249#  
MADE by: D. McCracken; SECONDED by: K. Sugland. VOTING IN FAVOR: Kay, McCracken, Sugland, Jouflas; OPPOSED: None; ABSTAINING: None; **APPROVED** 4-0-0.

Respectfully submitted,

Christeen Gilman