

**Conservation and Open Space Commission (COSC)
Minutes of July 23, 2007 Regular Meeting
at Windham Town Hall**

Called to Order: 7:10 p.m. by Chairman Westerfield

Members Present: Michael Westerfield, Jean de Smet, Diane Smith. *Others Present:* Tara Risley, Windham Recreation Director

Approval of Minutes: The minutes of June 25, 2007 were approved.

Correspondence: none

Citizens and Delegations: none

Status of Submission of Minutes of the COSC: De Smet reported that she has submitted her minutes to Ms. Bushey. The COCS agreed that in future the COSC Secretary will submit copies of the minutes when written (i.e., prior to approval at the next regular COSC meeting) via email to the Windham Recreation Director, who will distribute copies to the appropriate recipients. De Smet will send to Risley the email addresses of the recipients who should receive copies. Smith will submit copies of all her minutes to Risley.

Discussion of Procedures Related to Payments in Lieu of Land Set Aside to the Commission as Part of the Town of Windham Review Process: Having recently discovered an inconsistency between the Town of Windham's Subdivision Regulations, Section 4.9.4.C and the State of CT General Statutes Sec. 8-25 (page 153) regarding this issue, the COSC discussed appropriate rewording to establish congruence between the Windham Subdivision Regulations and the State Statutes. De Smet will review Windham's Charter and/or ordinances establishing the COSC to ensure there are no additional inconsistencies or conflicts, bringing her findings to the COSC's next meeting. Westerfield will draft a communiqué to the Planning Commission suggesting changes to the wording of Windham's Subdivision regulations 4.9.4.C to correct the inconsistency and present to draft communiqué at the next regular COSC meeting for approval.

Discussion of Procedures Related to Submission of Land-Use Proposals to the COSC as part of the Town of Windham Review Process: The COSC formulated the following procedures for applicants who are required to submit land-use proposals to the COSC:

1. If an applicant plans to present a proposal to the COSC, the applicant must notify the COSC chair at least one calendar week before the regular COSC meeting at which the presentation will be made. Notification may be made either by emailing the COSC chair directly or by sending an email or written notification c/o Windham Recreation Director, who will be responsible for conveying that information to the COSC chair. When possible, the COSC chair will add the presentation to the agenda of the next regular COSC meeting. Otherwise, the COSC chair will notify the applicant of the date of the COSC meeting for which the presentation will be scheduled.
2. All relevant plans and information should be included in the presentation to the COSC.
3. The COSC will make every effort to deliver its response on or before 45 calendar days to the Windham Planning, Inland Wetlands, and Zoning Commissions, and Town Planner.

The COSC agreed to design and use a form letter notifying applicants of the status of their application. The COSC Secretary will design the form and bring it to the next meeting for approval, after which time the Secretary will be responsible for sending the forms out as appropriate.

Discussion of Conservation Priorities for Various Areas within the Town of Windham:

Westerfield presented information on the possible acquisition by Joshua's Trust of a Windham property that would include Lake Marie. The COSC discussed how to maximize open space in the surrounding area. Members also discussed how to evaluate/prioritize areas most in need of conservation/preservation, particularly those related to aquifer protection. Smith will do research on this issue and report at the next regular meeting, and the COSC will continue work on priorities at that time.

Other Business: Smith was elected COSC Secretary. De Smet noted that, because the Mills are in foreclosure, desirable land on the other side of the river may be available for open space. The issue will be added to the agenda for the August COSC meeting.

Citizens and Delegations: none

Adjourn: A motion to adjourn was passed at 8:59 p.m.

Respectfully submitted by Diane Smith