

**Minutes  
Town Council Steering Committee Meeting  
January 23, 2017  
Town Hall Annex**

1. The meeting was called to order at 7:00 PM.  
**Present:** Thomas Pope, Justin Trzaskos, Richard Williams, Julie Blanchard  
**Also present:** John Elsesser, Town Manager
2. The minutes of the December 27, 2016 meeting were accepted as submitted.
3. **Reappointments:**  
**Conservation Commission – Messino:** Justin Trzaskos moved to recommend the reappointment of Vincent Messino to the Conservation Commission, term to expire 1/1/2021. The motion was seconded by Richard Williams and carried on unanimous vote.
4. **Appointments:**  
**A. CRCOG Regional Planning Commission – Marek:** John Elsesser noted this appointment was tabled at the last meeting to determine which body has appointment authority. He looked into it. It was a change from WINCOG which was the pre-cursor organization to CRCOG. Under the Charter it is actually the Town Manager's appointment. He recommended that this appointment be made. **Richard Williams moved to recommend that Stephen (Ed) Marek be appointed as the 2017 representative to the CRCOG Regional Planning Commission, term to expire 1/1/2018. The motion was seconded by Justin Trzaskos and carried on unanimous vote.** Thomas Pope noted this appointment needs to be added to the Board & Commissions monthly report.  
**Municipal Historian – North:** Richard Williams moved to recommend the appointment of Carol North as Municipal Historian, term to expire 6/19/2020. The motion was seconded by Justin Trzaskos and carried on unanimous vote. Thomas Pope said he would like to recommend we bring Carol to the Town Council so we can share some direction and hear her vision for the future. He believes it is quite a plum to get her to fill this position. She is a historian for First Congregational Church and a member of the Coventry Historical Society.  
**Cemetery Commission – Arpin:** Richard Williams moved to recommend the appointment of Kevin Arpin to the Cemetery Commission, term to expire 10/17/2019. The motion was seconded by Justin Trzaskos and carried on unanimous vote.  
**CHS Walls Code Compliance Building Committee:** Thomas Pope said it looks like we will be in fine shape on this committee now. Justin Trzaskos has agreed to step up and serve as the Town Council representative. Mr. Cofrancesco has Bachelor's and Master's degrees in Civil Engineering and experience in structural engineering. Mike Hicks stepped forward first and we had a conversation today - he is willing to serve as an alternate. That leaves us with one position open for the Board of Education representative. The only restriction would be that person would have to be Democrat or unaffiliated voter.

**Justin Trzaskos moved to recommend the appointment of Michael Hicks as an alternate to the CHS Walls Code Compliance Building Committee for an indefinite term. The motion was seconded by Richard Williams and carried on unanimous vote.**

**Justin Trzaskos moved to recommend the appointment of Edward Cofrancesco to the CHS Walls Code Compliance Building Committee for an indefinite term. The motion was seconded by Richard Williams and carried on unanimous vote.**

**Richard Williams moved to recommend the appointment of Justin Trzaskos as the Town Council representative to the CHS Walls Code Compliance Building Committee for an indefinite term. The motion was seconded by Thomas Pope and carried with Justin Trzaskos abstaining and all other members in favor.**

- 5. Charge to the Veterans Memorial Commission:** Suggested revisions were submitted by John Elsesser for committee review. Thomas Pope said he would like to change Sec. 2-191 (2) to read, "Make recommendations to the Town Council with regard to memorials that would honor all of the town's veterans for all officially recognized wars and conflicts, as they may deem appropriate." An additional change reduces the commission's size from seven members to five to make it easier to get a quorum. The Steering Committee reviewed the vacancy list to determine whether the reduction in size would require removing someone from the commission and determined there are currently three vacancies, so it would not affect current members. **Richard Williams moved to recommend that the Town Council schedule a Public Hearing at 7:00 PM on February 21, 2017 to consider changes to the charge to the Veterans Memorial Commission as discussed. The motion was seconded by Justin Trzaskos and carried on unanimous vote.**
  
- 6. Adjournment:** Richard Williams moved to adjourn the meeting at 7:14 PM. The motion was seconded by Justin Trzaskos and carried on unanimous vote.

Respectfully submitted,

Laura Stone  
Town Council Clerk