

Planning and Zoning Commission  
Watertown, Connecticut  
**Budget and Administrative Sub-committee Meeting**  
Special Meeting

Date: Wednesday, May 7, 2008

Time: **3:00PM**

Place: P&Z Office

51 Depot Square Business Center, Suite 502  
Watertown, CT 06795

1. Call meeting to order
2. Roll call  
Members: Ron Russ, Jim Blais, Dave Minnich
3. Discussion of P&Z budget and administrative issues
  - a. Laptop computer for P&Z office & meetings
  - b. FY 2007-2008 budget encumbrances
    - i. Notice of Land Use Application signs
    - ii. Parking Regulations
  - c. FY 2008-2009 budget
  - d. Job descriptions and compensation for P&Z staff
  - e. Receipt of application documents and record of documents not in application file
  - f. Town web site
    - i. Meeting Motion Sheets and Minutes
  - g. May 7, 2008 Proposed Changes to P&Z By-Laws
  - h. P&Z Commissioners review of applications, plans, and documents when not at Commission meetings
  - i. Check List for application reviews
  - j. Subdivision Regulations review
  - k. Developer's Agreement and post P&Z application approval process
  - l. Record Subdivision Map (Sect 4.2 Subdivision Regulations)
  - m. Other budget and administrative issues
4. Adjournment