

**New Lebanon Planning Board
Comprehensive Plan Committee
Meeting Minutes
August 13, 2002**

The Comprehensive Plan Committee (CPC) held a meeting in the New Lebanon Town Hall. The meeting commenced at approximately 7:15 P.M and concluded at 9:00 P.M. The members in attendance were: M. Arthur, T. Benson, J. Dax, D. Mieschonz, L. Poulton, K.Ross, V. Steinberg. Monitoring the session and considering becoming a participant was the Rev. Clinton Dugger.

The agenda for the session was listed as follows:

?? Update on Town Board meeting and other matters of general interest.

?? Web-site

?? Survey

?? Communications

UPDATE

J.Yurish presented the group with an update on issues of importance to the CPC, which were discussed at the Town Board meeting on Monday, August 12, 2002.

The first item discussed was in regard to the Greenway funding application. On Monday evening, the Town Board unanimously passed a resolution agreeing to file an application requesting a grant of \$ 10,000 in Greenway funds to support the development of a Comprehensive Plan for the Town. The

final document requesting the funds will be completed this week. A draft copy was furnished to the Board and also to members of the CPC. CPC members who were not in attendance will receive a copy at the next meeting (scheduled for Monday, August 26, 2002 @ 7:00 P.M.).

Also reported on was the Board's discussion of the CPC web-site. The Board had several questions regarding the purpose of the site, security/liability, establishment of an independent site etc. J. Yurish reported on his answers to the Board regarding these issues. Regarding the Board's concern for security/liability, the CPC agreed that the CPC web-site (newlebanonplanning.org) would post a disclaimer similar to the following:

"This site is intended for information only. It is a Comprehensive Plan Committee site and is not the official site of the Town of New Lebanon". K.Ross, the CPC site representative indicated that she would include a statement in the site text.

In addition to the above, J. Yurish reported on these other issues of group interest:

Old Chatham Shaker Museum – An article appeared in the August 13, 2002 issue of the Independent indicating the museum board approved a resolution to relocate the museum to Mt. Lebanon. All agreed that this was an extremely positive opportunity for the museum and the Town.

2002 Census – Town Supervisor Wheeler provided the group with a copy of the 2002 census data for New Lebanon and Columbia County. Copies were distributed to the group. Members who were not present will be furnished copies at the next meeting.

Time Record – Since member attendance at CPC meetings and sub-committee work counts as “In-Kind” wages on the Greenway funding application and is considered as part of the Town’s matching 50%, J.Yurish provided the group with copies of a Time Record to account for all time spent on the Comprehensive Plan effort (both in and outside of meetings). All sub-group participants were asked to keep track of time spent and sub-group leaders were asked to collect the Time Records and furnish them to J.Yurish for maintenance in a central record book. This data will be used when accounting to the Greenway Communities Council regarding use of funds. For members who were not in attendance (as well as those who were) J.Yurish will furnish a copy of the Time Record in a separate e-mail (to immediately follow transmission of these minutes).

Maps, Drawings, etc. – An e-mail from D. Clark (who could not attend) was read in which he indicated progress on maps, drawings etc. and also indicated that, at the next meeting he will be interested in hearing from all CPC members about what sort of map/drawing support they will need in pursuit of their sub-committee tasks.

Note: Please come to the August 26th meeting prepared to furnish Doug with this information or communicate your needs to him by phone or e-mail.

WEB-SITE

K. Ross updated the group on the progress of the web-site. She indicated the John Walker’s desire was to get the site operating and then turn maintenance of it over to the group. M. Arthur indicated that he has had experience managing his own web-site and would be happy to assist K.Ross in this process.

They will schedule a session with J. Walker to accomplish the necessary orientation and training.

In regard to the site in general, much discussion centered on the overall appearance. Some members felt that the site should include more photos of local interest, some were concerned that this might indicate some sort of bias. Overall, K. Ross indicated that from her perspective the site was not intended to be the web-site for the Town or for tourism but was to serve as another vehicle of information from the CPC to the Town's people. As such, it was indicated that the site should have information (text) that is accurate, clear and simple. All agreed with this statement. However, both K. Ross and M. Arthur agreed that they would endeavor to include more images/photos of general interest. T. Benson indicated that he has numerous slides and prints of various Town scenes which might be of use in this regard. As of now, the site is up and running and will continue to evolve and improve with the passage of time and the development of events.

SURVEY

The Survey sub-committee, led by L. Poulton, shared the results of their efforts to date. They reviewed the various questions and issues included in the survey and indicated that, in their view, the actual development of the survey is 90% complete. The next steps will be to review the document with our consultant, N. Stolzenburg and get her final review and comments regarding the document, printing, distribution etc. Also, L. Poulton will review the document with members of the Planning Board at the Board's next meeting on August 21, 2002.

Overall much discussion centered on the integrity and distribution of the survey. Regarding integrity, it was decided

the a multi-fold document on colored, water-marked paper would probably suffice as a prevention against unauthorized copying which might lead to ballot stuffing. This matter will be discussed with the consultant.

In regard to distribution, there was much concern and discussion regarding ensuring that the widest number of the people in the community is reached. In this regard, it was decided that a mailing to the combination lists (Voter Registration & Tax Roll) would cover the highest percentage of the population. In addition, a special effort will be made by the sub-group to review the combined distribution lists to determine if there are any significant omissions of sectors of the population (people who might not be taxpayers or registered voters, e.g. non registered renters). If any are discovered, special efforts will be considered as to the best means of reaching these people. K. Ross indicated that efforts should pass the test of fairness and thoroughness and eventually be seen an “objective, good faith” effort. All agreed. It was also agreed that for those who might not, for whatever reason, get to participate in the survey, there would be several Public Forum opportunities for them to be able to make their views known.

COMMUNICATION

In regard to communication, J. Dax expressed interest in developing flyers and posters, which could be distributed around town. The objective of these communication vehicles would be to inform the public regarding the Comprehensive Planning process and the various means available for public participation. The group participated in a brief brainstorm regarding possible placement sites. The following resulted from this preliminary brainstorm:

- ?? Library**
- ?? Post Offices**
- ?? Fire station**
- ?? LVPA**
- ?? Bank**
- ?? School**
- ?? Darrow**
- ?? Abode**
- ?? Tannery Pond**
- ?? Theater Barn**
- ?? Social Organizations**
- ?? Churches**
- ?? Commercial & Retail Organizations**
 - Raceway**
 - Supermarket**
 - Bucky's**
 - Stewarts**
 - Jimmy D's**
 - Other eating establishments**
 - Hitching Post**
 - Other as appropriate**

J.Dax indicated that he would work on the content of the flyers/posters and circulate them for everyone's review and input.

Other issues of concern regarding communications were;

- (1) How long should anyone wait for a response to e-mails asking for input before proceeding with the proposed action?**

In this regard, it was indicated that the requester should include a return due date for responses. At the point of the due date arrival, unless there are serious objections and after serious consideration of any input received, the

requester is free to pursue the proposed action. All agreed.

- (2) How to communicate the results of sub-group work?**
In this regard, it was indicated that the members of the sub-group could communicate in meetings and by use of phone and e-mail. It was not seen as necessary to include all the CPC members in the day to day efforts of the sub-group. The total body of CPC members will be updated on the efforts of the various sub-groups through progress reports provided by the sub-group leader at the regularly scheduled CPC bi-weekly meetings. All agreed.

It was also agreed that in regard to general CPC matters, e-mail should be utilized, to the extent possible, in our efforts to keep one another fully informed. J.Yurish indicated that he would once again circulate, via e-mail, all addresses of CPC and Planning Board members.

It was agreed that the next meeting will take place on August 26, 2002 @ 7:00 P.M. @ Town Hall.

At this point the meeting was brought to a close.

Respectfully submitted,

J.L.Yurish