

**New Lebanon Planning Board
Comprehensive Plan Committee
Meeting Minutes
August 26, 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 9:45 P.M. The members in attendance were: J. Dax, D. Mieschonz, L. Poulton, P. Rawson, K. Ross, V. Steinberg, J.Yurish.

Absent were: M. Arthur, T. Benson, D. Clark, M. J. Gonia, S. Graham, M. Lankin, T. Wallace.

The agenda for the session focused on:

- **A status review of assigned actions.**

To start the meeting, the group officially welcomed new member, Rev. Clinton Dugger.

Following the welcome, the group proceeded to update each other as follows:

COMMUNICATIONS

John Dax presented a document, regarding the CPC process, which he proposed as a communication piece to be displayed at various public sites which were identified at the August 13, 2002 meeting (see meeting minutes).

After group discussion and suggested modifications to John's document, it was agreed that the document:

- **Include the names of the CPC.**
- **Be printed on legal size paper.**
- **Be mounted on brightly colored poster board of appropriate size.**

Overall, the group left it to J. Dax to follow-through on the above and to begin the distribution of the posters. In regard to distribution, he should call on members of the committee to assist with this process.

SURVEY

L. Poulton brought the group up to date on the status of the survey. She presented the draft of a cover letter, led the group through a review of the letter, and acknowledged suggested modifications. Following the review of the letter, the group reviewed and made recommendations to the survey itself.

The next steps in the process are for L. Poulton to review the letter and survey with N. Stolzenburg, Consultant, to get suggested adjustments and to lay out the rest of the survey Process, with timetables and costs, to include:

- **Printing (format et al.)**
- **Distribution (mailing etc.)**
- **Returns (mailing etc.)**
- **Tabulation of results**
- **Analysis of results**

During discussion of costs, it was suggested that the printer might require some advance payment. In this regard the question was raised as to whether we had the money to pay for the advance.

J.Yurish indicated that he would have a conversation with Mr. A. Wheeler, Town Supervisor, regarding the financial situation and the possibility of shifting Town funds until the Greenway grant money is approved. He also indicated that since he is going to be out of the country until the middle of September, he would tell Mr. Wheeler that L.Poulton would be calling him to discuss possible monies needed for paying the printer.

L.Poulton indicated that she would begin the process of following up with N. Stolzenburg this week.

FUNDING

J.Yurish reported that the Greenway application had been signed by A. Wheeler and sent to the Greenway Council to comply with their deadline. He expressed optimism that some funding would be forthcoming. The funding approval date is September 25, 2002. Copies of the funding application were provided to the CPC.

Web-Site

K.Ross reported on progress with the web-site. She indicated that the interaction with J. Walker is very positive and that going forward, committee member M. Arthur will be doing the technical updates to the web-site, with K. Ross providing editorial copy.

In regard to a request from the Town Board concerning a possible disclaimer on the site (indicating that it was for communication purposes only and not an official Town site), K. Ross indicated that J. Walker was not comfortable doing that and suggested that we get an attorney's legalese. Upon further discussion, J. Dax suggested wording which the group agreed would probably serve the purpose. K. Ross will follow through with the suggestion.

Public Forums

J. Yurish reported that in a telephone discussion with N. Stolzenburg, she indicated that it was important to have a sub-committee begin working on the details and arrangements for the public forums. Key activities in this regard are:

- **Reserving the location.**
- **Ensuring the availability of tables.**
- **Beginning the communication of the dates etc.**

D. Mieschonz and K. Ross volunteered to work on this issue. D. Mieschonz indicated that he would contact N. Stolzenburg this week to begin the process. Some possible sites for these sessions are:

- **High school**
- **Firehouse**
- **Church of Our Savior**

The possibility of using the Church facility was offered by Rev. Dugger.

DATA GATHERING GENERAL

In regard to status reports on general data gathering assignments, since a number of the members assigned to the various area were absent, it was decided that these reports should be provided at future meetings. Meanwhile members were encouraged to actively pursue their assignments and keep track of the time spent (for in-kind accounting for the Greenway funding). Also, additional assignments were made as follows:

- **Population/ Economics- C. Dugger(with J. Dax)**
- **Tourism- J.Yurish (for P.Rawson)**
- **Recreation/ Facilities- R. Tittlemore?? (D.Clark)**

In view of the fact that a number of members were absent from this meeting, a question was raised regarding whether or not they knew that they were officially part of the CPC membership. J. Yurish indicated that he thought all knew that they had been officially made part of the committee, but perhaps after the next meeting a confirmation should be made in this regard.

CONCLUSION

At the conclusion of the session, J. Yurish indicated that he is going to be in Norway, on business, until the middle of September. In this regard, he asked L. Poulton if she would agree to lead the committee in his absence. She agreed and the group acknowledged support.

NEXT MEETING

The next meeting is scheduled for Tuesday, September 10, 2002 @ 7:00 P.M. in the Town Hall.

**Respectfully submitted,
J.L.Yurish**