

**Comprehensive Plan Committee
Meeting Minutes
February 10, 2004**

The Comprehensive Plan Committee conducted a general meeting in follow-up to its meeting with Town Board members. The meeting commenced at 7:00 P.M. The members of the CPC in attendance were: M. Arthur, D. Clark, J. Dax, L. Poulton, K. Ross and J. Yurish. Board Member D. Katzenstein, was also present.

The focus of this meeting was on:

- Components of the initial draft Plan
- Next steps in the Comprehensive Plan Process

At the start of the session, J. Dax indicated that he was working on making the suggested modifications to the initial draft and that the revised copy would be ready for reproduction by the end of the day, Thursday, February 12, 2004. D. Clark indicated that he would have the letter sized black and white maps available to insert into the document by Monday, February 16, 2004. Each indicated that they would furnish the information to J. Yurish for production and M. Arthur for the web site.

Ensuing discussion centered on the number of copies to be reproduced, the finish of the product and availability to the public. Regarding number of copies, it was decided that initially, 50 copies would be made. If additional copies are required, at or after the public workshop, the participants will be notified when and where to pick them up. Regarding the finish, it was agreed that the draft could be a plain paper finish, bound with spring clips or some inexpensive form of binding. For the workshop, CPC members will have their binders available, with full color maps to illustrate what the final version of the Plan might look like. It was decided that copies of the initial draft will be made available at least two weeks in advance of the public workshop and will be placed in the library and the Town Hall. It will also be available on the web site.

Since the next step in the process is a public workshop, to share the draft Plan with the community, discussion revolved around communicating the date of the workshop to the public. The use of postcards, posters and announcements in the news media will communicate the event to the community. It will be necessary to merge

both voter registration and taxpayer mailing lists in order to send one postcard to each household. D. Clark will check with Paul Gavrity to initiate this process. He will put Gavrity in touch with J. Yurish who will pursue the two sources of addresses. K. Ross volunteered to work on the message for the postcard, which will include purpose, date, time and place. In regard to this latter issue, it was decided that the workshop would be held at the firehouse. J.Yurish will pursue this issue.

Following the above, discussion turned to the meeting format and the potential role of N. Stolzenburg. It was agreed that she would be asked to play a role in the session as overall facilitator. Components of the session were suggested as follows:

- Brief introduction and outlining of overall CP process (20 min.).**
- Opportunity for public to ask questions on the above. (10 min.).**
- Overview of 11 Goal areas and brief overview of intent. (10-15 min.).**
- Opportunity for public to review draft document (15 min.).**
- Opportunity for public to ask question/make commentary on each goal area, objectives and strategies. (remainder of session).**
- Wrap-up and next steps (10min).**

Discussion regarding the date of the public workshop revolved around how long it would take to get the postcards printed and mailed. A target date for sending out the postcard was Friday, February 27th. This will depend on the response we get from P. Gavrity regarding his time requirement for getting it done. If that date is determined to be feasible, it was suggested that the public workshop take place on Monday, March 22nd or Thursday, March 25th. In a discussion J. Yurish had with N. Stolzenburg on February 11th, she indicated that either date was fine with her. It was decided to go with March 22nd.

J.Yurish also queried n. Stolzenburg regarding her suggestion that a public workshop as well as a public hearing be held prior to sending the Comprehensive Plan to the Town Board for approval. She indicated that, in her experience, both were important because the public and the CPC can dialogue at the workshop and whereas during the Public Hearing usually involves commentary from the public and listening on the part of the CPC or Town Board. She suggested that if we want to save the expense of having to send out two postcards, we could announce the dates of both sessions on the same postcard, since the meetings usually take place a few weeks apart. (Good idea).

No date was set for the next meeting of the CPC. However, it is important that a follow-up and workshop planning meeting be scheduled between now and the date of the public workshop. Perhaps Tuesday, March 9th or Tuesday Mach 16th would be appropriate dates for that session.

Respectfully submitted,

J.L.Yurish