

## **Newfield Planning Board Meeting Minutes**

April 10, 2013

### **In Attendance:**

- Planning Board: Nancy Dolge (Chair), Gary Goff, Randy Brown, Gene Yaples, Tony Russo
- Other: Chris Hayes (Consultant), Michelle Henry, concerned citizen stakeholder
- Barbara Tefft, Secretary

### **Agenda Items:**

#### **Agenda Items for April 10, 2013 meeting:**

Adopt minutes of February 20, March 6, and March 27, 2013

Brief report on action items from last meeting.

#### **VOTE:**

- Business and Labor
- Prefaces – Development
- Service Sector
- Hamlet

Discussion – Ag Chapter

#### **Other Business**

Calendar Discussion: Revision?

Board members need to check their own calendars to confirm dates.

Room reservation issues: What space do we need? Firehall availability?

Schedule Site Plan Review meeting – length?

Discussion on Goals and Objectives.

New Business: Climate Conference and 4 hr. training requirement

**Meeting called to order, 7:10 pm, Newfield Town Hall.**

### **Minutes - Submitted by Barbara Tefft:**

Newfield Planning Board Minutes of March 27, 2013

#### **Approval of Minutes:**

Minutes of past meetings: February 20, 2013 and March 6, 2013 – Approved as submitted.

Minutes of March 27, 2013 – Approved, with minor edits.

**Discussion: Administrative issues**

Secretary is to send Minutes and Agenda to all Planning Board Members by the first Monday following a meeting.

**VOTE: Business and Labor**

Randy motioned to approve the Business and Labor Chapter. Gene second. All Approved.

**VOTE: Prefaces Development**

Randy motioned to approve the Prefaces Development section. Gene second. All Approved.

**VOTE: Services Section**

Gary motioned to approve the Services Section. Randy second. All Approved.

**VOTE: Hamlet**

Nancy commented on making sure terminology agreed, ie: "vitalization" vs. "revitalization". Randy moved to approve the Hamlet Plan. Tony second.

**Discussion: Agriculture**

Barb sent updated draft to Chris to edit and organize in the Plan format. Hard copy of Agriculture Chapter draft submitted at meeting and briefly reviewed. Board is to review thoroughly and send final comments to Chris by Monday April 15, 2013. VOTE to approve at April 17, 2013 meeting.

**Discussion: Summary Goals and Objectives**

Purpose of "Overarching Goals" is to provide an overview of the vision presented by the entire plan. No action in the plan should work against any of the "Overarching Goals" and should advance at least one of the "Overarching Goals." This will appear in the beginning of plan and referred to throughout. Planning Board members should comment on wording and suggest consolidation/addition if desired.

Purpose of Action Implementation Plan is to present a concise "to do" list for Newfield. This will appear at the end of the document. Chris and Nancy will continue to work on these, to be presented to the board before public draft approval.

Review overarching goals in the Plan and send to Chris by Monday April 15, 2013. VOTE on April 17, 2013.

**Discussion: Plan Document Format**

Chris presented mock up options of various document formats for the Board to review. Consensus was Portrait orientation, all full color, two-column, sans serif font.

**Submission: Town Board**

Chris will complete formatting of the Development Section minus the Agriculture Chapter and submit by noon April 11, 2013 for hard copy printing and submission to the Town Board for informal review.

Randy will draft a letter to accompany the submission of the Development Section to the Town Board for Nancy to review and edit. Secretary will email the letter to Karen to print and give to the Town Board for their April 11, 2013 meeting along with five copies of the Development Section.

**New Business:**

Climate Conference – April 18 – April 21, 2013, Ithaca and Cortland, NY

Climate Smart, Climate Ready: What towns need to do to anticipate climate change.

Conference counts toward the four hours of training credit all Board Members must complete.

Go to [climatesmartclimateready.org](http://climatesmartclimateready.org) for details.

**Other Business:**

- Calendar adjustments discussed. Board consensus was to move ahead with calendar as closely as possible.
- Room reservations for public meetings discussed. Nancy said some venues would need to move regular users and she didn't want to commit until dates were firm.
- Chris announced he will be out of town June 6-14, 2013 and leaving for a new job out of state the last week of June.
- Randy will be out of town the week of June 9-15, 2013.
- Nancy will be out of town the last week of June 2013.
- Nancy will arrange for use of the Fire Hall for the Public Discussion on the Plan and the High School Auditorium for the Hearing.
- Chris to give a presentation on Site Plan Review to Planning Board at a regular meeting and also invite the Town Board to attend this meeting. Chris will email materials to Secretary for hard copy prior to meeting.
- Public Comment online: Gary will contact Jim Haustein about setting up a feedback/comment mechanism on website.

**Next meeting Wednesday April 17, 2013.**

**Summary of Agenda Items for April 17, 2013 meeting:**

- VOTE on Agriculture Chapter
- VOTE on Summary Goals and Objectives

- Finalize calendar for publication in the newspaper, online and community wide- Double check all dates so Nancy can reserve venues for Tues, May 1 and Tues. July 2. July 2 can also be our 1<sup>st</sup> PB meeting in July if we notify the public. We will have to meet for a while after the hearing to vote on the plan.
- Confirm the list of organizations and people to notify of the upcoming calendar of events related to the Comp Plan

**Task List – To Do BEFORE April 17, 2013 meeting:**

- Read final draft of Ag Chapter and be ready to vote.
- Check the Calendar with your schedule and make sure that changing the Public Discussion at the Fire Hall to Tuesday, May 21 works for you. Nancy needs to reserve it. It is not available on May 22 as originally planned. Make sure you agree with all other dates on the Plan. We need to publicize it community-wide including the newspaper and that will be hard to change. Nancy also needs to reserve the Tuesday, July 2 date at the High School Auditorium for the hearing.
- This is our last meeting before we adopt the entire plan on May 1. Please be ready with any concerns by April 17.
- Send list of acknowledgements to Chris in which you include anyone you feel should be recognized in the plan for their help in the six year process.

**Motion to Adjourn**

**Meeting adjourned, 9:25 pm.**