

## **Newfield Planning Board Meeting Minutes**

May 15, 2013

### **In Attendance:**

- Planning Board: Nancy Dolge (Chair), Gary Goff, Randy Brown, Tony Russo
- Other: Chris Hayes (Consultant)
- Volunteers: Tom Gerow, Bob Seeley
- Barbara Tefft, Secretary

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

### **Agenda Items:**

**Agenda for May 15, 2013 meeting**

#### **Old Business**

- Linda Poppleton and May 8 Deadlines
- Publicity including posters and radio
- Comments (Compile once per week and send. How?)
- Volunteers for May 21
- Deadline for minutes and minutes on the website
- Check calendar

#### **Administrative Business**

- Minutes need to be received by Board members and Chris Hayes by first Monday after the meeting.
- Keeping deadlines, reading emails, letting Board Members know if you will be inaccessible and unable to meet your commitments.
- Old minutes- Updated if needed and on the web by?

#### **May 21 Public Discussion**

- Be at the Fire Hall by 6 PM
- List of Volunteers
- Job assignments
- Set up of the Venue
- Updated May 21 Agenda
- Power Point
- Materials Needed - Who will get them? Tax exempt form and receipt needed to be reimbursed.
- Trouble shooting

**Minutes - Submitted by Barbara Tefft:****Approval of Minutes: May 1, 2013 Meeting**

Discussion: reviewed and clarified wording regarding SPR and subdivisions.

Newfield Planning Board Minutes of May 1, 2013 – Randy motioned, Gary second - Approved.

**Discussion: Update on Publicity**

- Plan available online May8, 2013, on schedule.
- Comment response mechanism functioning thanks to Linda Poppleton.
- Randy will be interviewed on radio WHCU Tues May 21, 2013 prior to that night's Public Meeting.
- Comments are coming in via the website, mostly positive. Charlie Githler's Economics class at Newfield High School sent questions and comments. Nancy responded and compiled and will email to all Planning Board members.

**Review of Calendar**

- End of comment period is May 31, 2013.
- Updated calendar as to when Board members will be out of town.
- June 5, and July 2, 2013 meetings are important to attend and to keep up with incoming comments.

**Public Discussion**

- Tom Gerow and Bob Seeley volunteering to assist in Public Discussion
- Public Discussion is May 21, 2013 at the Newfield Fire Hall. 7:00 to 9:30pm
- Planning Board members and volunteers are to arrive by 6pm to set up
- Chris suggested arranging chairs around tables for group discussions, chairs facing front for introduction.
- Refreshments:
  - Debbie Brown providing drinks
  - Kristin Black providing cookies
- Clipboards with sign in sheets, index cards, pencils, baskets to be placed on each table
  - Gary providing clipboards
  - Randy providing baskets to put question/comment cards in and painters tape to hang tear sheets on wall
- Greeter to hand out nametags, meeting agenda, voting stickers as participants enter
- Tear pads on easels next to each table
  - Nancy procuring tear pads and markers
- Tables set up for 3 sections of Plan: Resources, Services, Development

- Facilitator volunteers need to be familiar with the section they are assigned to facilitate and be prepared if needed. Number of facilitators needed depends on attendance, so be prepared.
- Doors open at 6:30pm
- Greeters need to inform attendees of purpose of index cards, sign in sheets with contact information
- One comment/question per card to facilitate sorting
- Announce 5 minute warning until start of meeting

### **Order of Events**

Opening Remarks, Expectations for meeting: Nancy and Randy

Introduction of Planning Board Members, Agenda

Introduce Chris Hayes, Consultant

- Explanation of What a Comprehensive Plan is and How it Works
- Why Newfield's plan is set up as it is

Pause for comment cards to be written and put in baskets on tables

Tom Gerow will collect and sort cards by section during dot voting

### **Facilitators:**

- Resources: Gary, Tom
- Development: Chris, Randy
- Services: Gene, Barb?

### **Small Groups**

Address questions from comment cards. Discuss why objectives are appropriate or not.

- "Do you have any concerns about objectives?"
- "How could this be addressed?"

Nancy will finalize and email annotated agenda to all Planning Board members and meeting volunteers.

Power Point presentation for Public meeting was reviewed. Unanimously declared too wordy. Gary offered to edit and Barb will make presentable. Barb to email PPT file to Gary to work on.

### **Agenda for June 5, 2013 meeting**

### **Motion to Adjourn**

**Meeting adjourned 9:07pm**