

## Newfield Planning Board Meeting Minutes

March 5, 2014

### In Attendance:

- Planning Board: Nancy Dolge (Chair), René Borgella, Jeff Golden,
- Absent with Early Notice: Tom Gerow, Late Notice: Tony Russo
- Barbara Tefft, Secretary
- Also in attendance: Linda Callahan, Joyce Frank, Sunny Miller, Michelle Henry

Meeting called to order, 7:05 pm, Newfield Town Hall.

### Minutes of February 19, 2014:

**Discussion:** Everyone had not read the final draft of the minutes with Nancy's corrections so we will vote to approve them at the next meeting. Barb will resend them with the Mar. 5 minutes.

### Discussion – Establishment of Grants Writing Working Group:

**Interested parties attending:** Linda Callahan, Joyce Frank, Sunny Miller, Barbara Tefft, Michelle Henry

- Nancy handed out copies of Action Step 15 regarding grant writing and function of such group.
- Discussion on structure of group using an outline prepared by Nancy with potential granting agencies on the back.
- Reviewed identified top priority Action Items with group and potential need for grant funding. These are:
  1. (pg. 134 in Plan) **Investigate and Implement Land Use Strategies**
    - possible funding need to investigate and hire consultants
    - René suggested contacting Tompkins Co. because they had hired consultants for county plan. **Possible Park Foundation** funding available for consultants.
    - Joyce suggested making official contact with funding organizations such as **Triad, Park Foundation**, etc. Linda said she had a direct connection with Park Foundation.
  14. (pg. 149 in Plan) **Communication of Publicity of Newfield Programs**
  20. (pg. 155 in Plan) **Create a Natural Areas Working Group**
  15. (pg. 150 in Plan) **Grant Funding**
  29. (pg. 168 in Plan) **Create a Home & Building Alliance for Home Improvement**
- Sunny said the **Community Foundation of Tompkins County** meets in Ithaca and provides grants for a wide variety of projects. **Ithaca Public Education Initiative (IPEI)** also has and gets many grants. Suggested the establishment of a Community Foundation to receive, manage and distribute grant funding for Newfield projects. This would open many more opportunities for funding.
- Discussion on whether a Grants Writing Working Group potentially could evolve into a Community Foundation.

- Rene suggested we contact the **Center for Transformative Action at Cornell** (formerly under CRESP) which sponsors organizations or projects that may benefit from fiscal sponsorship under their 501(c)3 umbrella.
  - Randy Brown had previously mentioned establishment of a permanent, independent, community grant funding mechanism. Contact Randy Brown regarding his thoughts and potential interest in pursuing this idea.
- **Next Steps for Grant Writing Working Group:**
- **René** will contact Randy about his interest in participating in establishing a Newfield Community Foundation and will find out about the Center for Transformative Action.
  - **Linda** would like to do some research by familiarizing herself with the Newfield Comprehensive Plan and finding out what funding sources are being used by other organizations in our town for what purposes.
  - **Joyce** offered to contact the Community Foundation of Tompkins County and attend meetings to be a representative of Newfield and find out more. .
  - **Michelle** offered to get more information on Triad.
  - **Barb** will contact other established community foundations, such as the Community Foundation of Tompkins County, to learn their structure and how they function as well as their tax status.
  - Linda will attend the March 19, 2014 Planning Board meeting, Joyce and Michelle will probably be able to attend, Sunny can't attend. Barb will attend as usual as Planning Board Secretary.

#### **Other Business:**

- All attending members received updated Planning Board roster sheet via email.
- Barb waiting for fonts from Chris Hayes for InDesign version of final Plan to write DVD's
- Planning Board Email Accounts:
  - All Planning Board members, with the exception of Tony Russo, as well as the Secretary have activated their official Town email accounts. Nancy called Tony Tues., Feb. 25 and offered to go to his house and set his email up. He said he would let her know in a couple of days if he needed help or was set up. Tony said today his computer's been down.
- Planning Board Web Site:
  - Barb has updated the site with new roster, contact info and has rewritten the descriptive paragraph.
  - Nancy has made a couple of edits for Barb to incorporate.
- Comp. Plan Action Step Priorities discussed by Planning Board sent in a letter to the Town Board February 27, 2014. No response yet.
- René reports that Andy Zepp of the Finger Lakes Land Trust is looking into and getting back to him about the 196 acres that were recently donated to the Town.
- The Town of Enfield is updating and rewriting the Enfield Comprehensive Plan. They had reviewed the Newfield Comprehensive Plan and desire to emulate it. Beth McGee, Enfield Town Board Member, asked if a Newfield Planning Board Member, who had been involved in the process of creating our plan, could attend their committee meeting. Former Planning Board members Randy Brown and Gary Goff will contact Beth and set up a time to attend the Enfield mtg.

**Report:** Town Board Meeting of February 13, 2014

- Jeff attended the Town Board meeting and reports:
  - Multiple resolutions on expenditures were made.
  - Eagle Scouts gave a presentation on vernal pools.
  - Privilege of the floor yielded complaints about Second Wind Cottages at Guidi's Collision business due to housing of Level 3 sex offenders.
  - No Town Department representatives present to report on highway, code enforcement issues, etc.
  - No discussion of Land Use Regulation.

**Discussion:** Establishing a Communications Committee – tabled until next meeting.

**Discussion:** Planning Board meeting Attendance Policy

- Town Board required to pass a resolution as to what a Planning Board member can be removed for as per guidelines outlined in the Short Course Handbook.
- Nancy will make sure that all board members understand the commitment of being an appointed PB member. If someone cannot fulfill the commitment, it would be in the best interest of the community for him/her to resign in writing and let someone else have the opportunity to serve. All board members have seen the Information and Responsibilities Sheet.
- Decision as to whether to pass a formal process or to rely on informal policy is needed soon.

**Next Newfield Planning Board Meeting is March 19, 2014 at 7:00pm at the Newfield Town Hall.**

**We will be meeting downstairs.**

**Regular bimonthly meetings will be held on the 1<sup>st</sup> and 3<sup>rd</sup> Wednesdays of each month.**

**Agenda Items for next meeting:**

Reports from the Grant Writing Group

Update on Attendance Policy- Nancy

**Motion to Adjourn:** Jeff

**Second:** René

**Approval:** Unanimous

**Meeting Adjourned:** 9:28pm