

Newfield Planning Board Meeting

September 5, 2012

In Attendance:

- Planning Board: Randy Brown (Chair), Nancy Dolge, Tony Russo, Gene Yaples,
- Absent: Gary Goff
- Other: Chris Hayes (Consultant), Dustin James (Newfield Recreation Director)
- Minutes submitted by: Barbara Tefft, Secretary

Agenda Items:

- Approve last meeting's minutes
- Discussion and review: Human Services Chapter; Recreation Section, Dustin James
- Discussion: Job Description for Secretary
- Discussion: Work Plan Table, Updates
- Discussion: Water Chapter
- Discussion: Education
- Discussion: Agriculture
- Discussion: Hamlet (Tabled from Aug 1)
- Updates on: Communications, Transportation, Health and Safety, Energy, Adult Care, Business
- Other business

Meeting called to order, 7:14 pm, Newfield Town Hall.

Minutes of August 15, 2012 Meeting - Submitted by Barbara Tefft:

Resolved, Newfield Planning Board approves its minutes of August 15, 2012.

Drafts of Energy, Communications, Water and Transportation chapters have been sent via email to all committee members via email prior to this meeting.

Review and Discussion: Human Services (Recreation)

Dustin James attended and presented a revised draft of the Recreation Section (Rec) of the Human Services chapter. Chris had questions on workflow of the final report, such as how the Rec Section should be incorporated into the Human Services chapter. Chris also stated that he has appointments to speak with all Newfield school principals next week regarding use of school facilities for Rec Programs, among other items regarding community Rec needs. Chris will communicate with Dustin via email regarding these meetings.

Randy stated that he liked the new Vision Statement Dustin added. Dustin also added Key Points and mentions use of Outdoor Spaces and a proposed Community Center. A paragraph was added under Inventory and Analysis to delineate School vs. Rec Programs. A graph was also added showing explanations

of program success and funding. A Goals and Actions Section was also added. Randy recommended adding statements to this section encouraging more strategic interaction with Cornell and Ithaca College recreation activities and more non-team-sport recreational activities such as maple sugaring, forestry, fishing, etc. under Objective B, Goal 1.

Dustin has created a Recreation Survey using Google Docs that is available on the Newfield Town website. He proposes to publicize the survey via the Library and list serves. Nancy proposed additional publicity through the Newfield News and school newsletter.

Nancy recommended clarification of the word “facilities” in this chapter. Randy and Nancy encouraged exploring more cooperation between School and Town for Rec access. Funding sources to be left open, TBD.

Chris mentioned difficulty of organizing overlapping similar issues between items in different chapters.

Recreation Discussion ended at 7:50pm and Dustin departed.

Discussion: Job Description for Secretary

Randy stated that there is currently no formal job description for Planning Board Secretary. Randy will ask Karen for the Town Board Secretary generic job description. The description is needed to define the duties that are subject to financial compensation, as the Planning Board Secretary is an official employee of the Town of Newfield.

Discussion and Review: Work Plan Updates

Concrete completion dates added to Work Plan to submit to Town Board. Planning Board discussed and agreed on progress and target completion dates.

Nancy suggested having Ron Andracus(sp), a retired planner, review drafts for conflicts, organize chapters and edit Draft prior to sending it to the Town Board. Discussion among Board members as to whether this would complicate or make the process more efficient. Chris stated that he was planning to do the compilation of the final document.

Randy questioned whether there were specific definitions or regulations of what a Planning document can or cannot do.

Randy proposed the date of October 3, 2012 for all comments to end on the Resources Section, with a date of October 17, 2012 for a final review of comments by the Planning Board prior to submission to the Town Board. Dates agreed upon by attending Planning Board Members.

Discussion and Review: Water Chapter

Nancy submitted the Water Chapter to all Planning Board members for comments prior to this meeting. Gene stated that he was overwhelmed reading the Water Chapter and thought that there was too much information and too many specifics. Gene questioned why the Planning Document needed to reiterate

existing State and Federal regulations. Nancy stated that she felt education needed to be included as not many are aware of this and asked Gene to provide her with his comments and editing suggestions in hard copy, which Gene agreed to do.

Discussion and Review: Education

Chris got comments from Nancy who recommended making Goals less specific as programs such as Literacy Night change frequently. Specifics should be left up to teachers and school, not specified by Town. Focus on encouraging parent involvement in Education. Chris will gather and incorporate comments from Nancy and Randy.

Discussion and Review: Agriculture

Gene Yaple states that he is finished writing this chapter and just needs to have someone type it. Will email Draft to Planning Board members before next meeting.

Discussion and Review: Hamlet

TABLED. Randy still working on chapter.

Communications Chapter: Nancy states that comments from Randy have been received and will be incorporated. Nancy suggested creating a clearing-house for volunteers, organizations and those in need of services.

Transportation Chapter: Gary submitted Draft by via email to all Planning Board members.

Health and Safety Chapter: Tony states Ray Wheaton is working on it.

Energy Chapter: Revised and edited by Eva Marques, however, Chris states that the chapter is actually longer than it was before editing and needs to be more concise.

Adult Care Section: Need a volunteer to write this section of **Human Services Chapter**. Randy to call Betty Balcome.

Business Section: Need a volunteer to write this section. Possibly ask Jeff Hart?

Continuance of Action Items from previous meeting:

Randy:

- Present the **Job Description for Secretary**, acquire from Karen
- Report on discussion with **Betty Balcome** about **Seniors services**
- Report on progress on **Industry, Business and Hamlet** chapters
- Discuss with Town Board the concept of the Old Home Days Committee being made an official committee of the Town rather than the existing group of private individual organizers.

New Business: Nancy states she will be out of town and not able to attend the next meeting.

Motion to Adjourn

Meeting adjourned, 9:12 pm.