

Newfield Planning Board Meeting Minutes

March 19, 2014

In Attendance:

- Planning Board: Nancy Dolge (Chair), René Borgella, Jeff Golden, Tom Gerow
- Absent: Tony Russo
- Barbara Tefft, Secretary
- Also in attendance: Michelle Henry, Max Carter

Meeting called to order, 7:02 pm, Newfield Town Hall, downstairs.

Minutes of February 19, 2014:

Discussion: Brief review, no changes

Motion to Approve: Tom

Second: Jeff

Approval: Unanimous

Minutes of March 5, 2014:

Discussion: Nancy reviewed the last minutes of the previous meeting

Motion to Approve: Jeff

Second: Nancy

Abstain - due to absence: Tom

Approval: Unanimous

Update – Grants Writing Working Group Progress Reports:

Tom was absent for previous meeting topic discussion. Posed question as to how the Planning Board will implement action steps and how that is impacted if a separate organization is pursuing the same projects. Tom felt we ought to do parallel research on the role of Planning Boards in funding and implementing projects that address the Action Steps. Nancy explained that Planning Boards do not necessarily have direct involvement with all Comp Plan Action Steps, but certainly champion all community projects supporting action steps. She reviewed the idea of forming a Newfield Community Foundation discussed at the previous meeting as a mechanism for funding toward implementation of identified projects. In addition, funding opportunities are lost because we do not have people ready to research and write grants when a time sensitive Request for Proposals comes available.

Michelle Henry: Spoke with Bill Foster, director of Cayuga Lake Floating Classroom, regarding Triad Foundation. Floating Classroom gets all of its funding from Triad. Bill said Triad is project based, funding distributed as grant proposals are submitted, with no grant cycles. Triad's emphasis is on funding local projects in the areas of the environment, The Racker Center, etc.

- Michelle will make direct contact with Triad for more information.

Barbara Tefft: Presented what she learned about establishing a community foundation. Contacted several regional community foundations by phone and email. Researched their web sites and compiled establishment history, structure, operating and funding information. There are many different models of such organizations; agency 501c(3), grant giving, etc.

- Will distribute information to all Planning Board members via email.

- Gather bylaws and formal structure of contacted organizations.
- Contact Tompkins County Tourism Council to be placed on their email list.
- Barb will contact Vicky VanCamp regarding her previously expressed interest in grant writing.

➤ **Next Steps for Grant Writing Working Group:**

- Plan a meeting with leaders of existing community organizations, such as the Community Good Neighbor Fund, to assess interest in establishing a Community Foundation to support local community organization projects which address the Comp Plan Action Steps. Brainstorm how a “foundation” could help.
- Write introduction with draft Mission Statement to demonstrate intent
- **René** volunteered to:
 - Contact Randy Brown about his previously expressed interest in participating in the establishment a Newfield Community Foundation.
 - Learn more about the Center for Transformative Action at Cornell.
 - Contact Newfield resident and Town Attorney, George Wiltse about the legal issues involved in establishing such an organization.
 - Draft a Mission Statement and invitation to local organizations for brainstorming session.
- **Nancy** volunteered to:
 - Assemble a list of community organizations to invite to a Community Foundation brainstorming meeting.
 - Speak to Joyce about grant writing interest.
- **Jeff** volunteered to:
 - Speak with his neighbor, Linda Callahan, about grant writing.
- **Tom** volunteered to:
 - Speak with Supervisor Jeff Hart about the process of the Planning Board applying for a grant and how that will work under the Town Board.

Other Business:

- Barb has burned DVD's with the final Plan editable InDesign files and .pdf. One DVD is now stored in the safe at Town Hall, Nancy Dolge and Barb also have copies.
- Barb has created .pdf's of and posted all previous Planning Board minutes to the web site for 2011, 2012, 2013, 2014 – to present.
- A box of original copies of the 2010 Survey was given to Nancy to store. They were dropped off with Linda in the Town Clerk's office by Chris Ranney.
- There is still no file cabinet for the use of the Planning Board in the meeting room. Karen is out of the office for a couple of weeks, so this will have to wait until her return.
- Comp Plan Action Step Priorities discussed by Planning Board sent in a letter to the Town Board February 27, 2014. No response from Town Board 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.
- Nancy is attending the Planning Conference in Saratoga, NY this month. She requested Planning Board members input as to which seminars they felt were priorities for her to attend. Nancy

mentioned Site Plan Review and Land Use Regulation. Planning Board members trust her judgement. This conference qualifies as training requirement.

- Jeff Golden is attending the JLC conference in RI regarding aging in place, accessible renovation, restoration, historic preservation, etc. Jeff will check the short course booklet to see if this can fulfill his four hour training requirement. Nancy mentioned that documentation of attendance must be secured as proof of training.
- Board members must have four hours of training per year.

Guest Presentation, 8:30pm: Max Carter, Eagle Scout Vernal Pool Project update

- Is mailing a letter and response form to local landowners to locate vernal pools in Newfield with the assistance of the Upper Susquehanna Coalition (USC).
- Using GIS and tax maps to identify landowners who potentially have vernal pools on their land.

Resignation: Tony Russo

- Anthony Russo briefly stopped in during the Planning Board meeting to present the Chair with a copy of his written resignation letter addressed to the Town Board, along with a “manifesto”, Nancy read this document to the PB. It listed his thoughts for his successor and the Planning Board in general. Planning Board members verbally thanked Tony for his service and Nancy will write a formal letter of thanks.
- At tonight’s Town Board meeting, Tony had presented his resignation and an accompanying “manifesto” stating qualities he would desire in a successor.
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Report: Town Board Meeting of February 19, 2014

- Jeff attended the Town Board meeting and reports:
 - Majority of meeting occupied with replacement of new Town Justice due to death of previous Justice. Discussion of whether to fill position immediately. Chris, Roy and Jeff in favor of replacing immediately. NYS training for Town Justices scheduled for April.
 - A brief discussion took place regarding the Planning Board’s desire to meet with the Town Board regarding Comp Plan priorities. Jeff Golden suggested Jeff Hart call Nancy to set that up.

Other Town Board business:

- Town Board needs to fill vacancy from tonight’s resignation of Tony Russo. Nancy will speak with Supervisor Jeff Hart regarding priorities, advertising, application and attachments, and existing applications on file. She will request to be included in interviews.
- René Borgella’s term ends in May 2014. He needs to be reappointed, and will submit a letter to Town Board immediately stating his desire to be reappointed to the Planning Board. Nancy will indicate in writing to the Town Board that the Planning Board would like to see Rene’ reappointed for a five year term.
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Tabled Business:

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 April 2, 2014 at 7:00pm at the Newfield Town Hall.

Regular bimonthly meetings will be held on the 1st and 3rd Wednesdays of each month.

Agenda Items for next meeting:

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Motion to Adjourn: René

Second: Tom

Approval: Unanimous

Meeting Adjourned: 9:11pm