

Newfield Planning Board Meeting Minutes

April 2, 2014

In Attendance:

- Planning Board: Nancy Dolge (Chair), René Borgella, Jeff Golden, Tom Gerow
- Barbara Tefft, Secretary
- Also in attendance: Michelle Henry, Marie Terlizzi, Joyce Frank

Meeting called to order, 7:03 pm, Newfield Town Hall.

Minutes of March 19, 2014:

Discussion: Brief review, no changes

Motion to Approve: Tom

Second: Jeff

Approval: Unanimous

Discussion – Grants Writing Working Group:

- Nancy took the ideas we've talked about at the past two meetings and assembled a schematic web to help clarify our ideas. Marie mentioned the model of a Community Development Corporation, rather than a Community Foundation. CDCs run programs as well as raise money, pursue grants as well as give grants.
- René spoke with George Wiltsie, a local Attorney, who said any such organization would need to be a totally independent and separate entity from Town government. No elected or appointed Newfield Municipal board members could serve in such an organization.
- Investigation: Need to find out structure of Newfield community organizations such as the library, Community Good Neighbor Fund, Fire Department – are they currently 501(c)3? This can occur at a meeting or through a survey.
- Example: Cemetery restoration. Town owns cemetery, private group wants to restore. Who can apply for and administer a grant for materials and equipment?
- Tom spoke with Jeff Hart, Town Supervisor, about grants through the Town Board. Town Board required to pass a resolution if Town in-kind services or funds are required. This could take time.
- Joyce hasn't had a chance to personally connect with granting organizations such as Tompkins Community Foundation.
- René will speak with Park Foundation.
- Nancy distributed list of local organizations to invite to a brainstorming session. All Planning Board members are to review the list and add any organizations they are aware of that are not on the list.
- Need to get a separate group of community members interested in researching and establishing a Community Development Corporation or Fund.

Thoughts on Grants Writing Working Group

- Jeff Golden: Need to set a timeline to get project of establishing Community Development Corporation or Foundation moving forward. Need communication mechanism established to publicize. Has not been able to contact Linda Callahan regarding her availability and continued interest in serving in a grants writing group.

- Michelle Henry: Likes idea of grants writing group ready to respond to funds available in the form of a working group that reports regularly to Planning Board.
 - Barbara Tefft: Concern about who is this grants writing group serving? Will contact Sunny Miller, Vickie Van Camp and Joyce to organize meeting of potential grants writers.
 - Joyce Frank: Likes the idea of grants writing working group Wants to get together with interested volunteers to go through Comprehensive Plan to identify and help clarify projects and potential implementers and potential funding sources.
 - Tom Gerow: Suggested identifying which existing community organizations are 501(c)3 and identify who would hold funds and administer grants.
 - René Borgella: Concern that we don't pursue grants without structure to receive and administer funds. In immediate future, funds may need to be administered by Town. All will gain experience as we go and shouldn't wait. Has concern with name "Community Development Corporation" and suggests that it should have a name that reflects intent to acquire funding to implement Action Steps identified in Plan.
 - Marie Terlizzi: Concern with identification of needs. Would be willing to work on investigating forming Community Development Corporation or Foundation. Suggested contacting Mariette Goldenweiss??
 - Nancy Dolge: Suggested Rich Dolge might be willing to work with Marie on researching establishment of Community Development Corporation or Foundation. Said she has the necessary information to communicate to the public from the past few years on the Planning Board. Though this needs to be improved, we should not delay getting started with the projects we've been talking about..
- **Next Steps for Grant Writing Working Group:**
- Barb will organize meeting of interested grants writers.
 - Marie will begin to investigate formation of CDC or Foundation, but is counting on us to get her some help.
 - All board members will begin to contact people that might be able to get involved in some way particularly to help with investigating the formation of the CDC or Foundation.

Other Business:

Attendance Policy

- Nancy will talk to Town Board about passing a resolution for what constitutes cause for removal of a member of the Planning Board as per guidelines outlined in the Short Course Handbook. Sent an email to Jeff Hart, Town Supervisor, on March 23, regarding the Planning Board opening created by Tony Russo, reappointment of Rene Borgella, and a reminder of the previous email on Feb. 27 regarding Action Step priorities and a proposed past due meeting with both boards regarding priorities. Nancy stated that she has not received an email reply from any Town Board member regarding the above emails.

Report:

- Nancy recently attended the New York Planning Federation Conference in Saratoga, NY.
- In depth two-and-a-half day conference directed at established Planning Boards, not neophytes.

- Found it to be intensive, informative and a great networking opportunity, impressing other attendees that Newfield was represented.
- Obtained outline of duties of Planning Board Secretary, once regulations are in place.
- Most often the function of Planning Board is in land use oversight.
- Support and responses from Newfield Town Board overdue.
- Attended the following seminars:
 - Dealing with Difficult Players
 - Explaining Planning Terms – Zoning, etc.
 - Not What I Thought It Would Look Like...
 - Completing the Streets
 - Transfer of Development Rights
 - Storm Water Protection
 - Common Mistakes in SEQRA
 - How to use the new Environmental Assessment Forms (EAF)
 - ONE person in entire STATE in the SEQRA office
 - DEC now electronically fills in part of the EAF which is only as good as the underlying information
 - Easy to give false “Negative Declaration”, declaring no environmental impact
 - DEC assumes the Town is assessing the situation within local context. Nancy felt that the EAF process favors Towns with local ordinances in place.
 - DEC can’t substitute for Town regulation

Nancy said she feels we need to begin working on Action Step #1. She will call Jeff Hart to expedite our meeting in response to the Feb 27 and March 23 emails.

Tabled Business:

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

Next Newfield Planning Board Meeting is April 16, 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:

- Progress report from Grants writers and CDF investigators.
- Names of potential helpers
- Update to Community Organizations list- Plan outreach strategy
- René- Park Foundation
- Nancy- Discussion with Jeff Hart
- Outline of Steps to address Action Step #1

Motion to Adjourn: René

Second: Tom

Approval: Unanimous

Meeting Adjourned: 9:05pm