

**NEWFIELD TOWN PLANNING BOARD
INFORMATION, RESPONSIBILITIES AND
MEMBERSHIP APPLICATION**

The Newfield Town Board is actively seeking citizen participation on the Planning Board which plays a central role in planning for and developing the Town's future. Please take a moment to review this information before completing the application. If you have any questions or need more information, please feel free to call the Chair of the Planning Board, Karen Trask at 607-564-1820.

In March 2007, The Newfield Town Board passed Local Law #1 2007 to establish a Town Planning Board. The Planning Board's first job was to create a comprehensive plan that reflects Newfield's community values, assets and proposes a vision for the future while providing goals, objectives and action steps to implement the plan.

Newfield's Comprehensive Plan was adopted by the Town Board on September 12, 2013.

The Planning Board will now take on the task of implementing the Action Steps as prioritized by the Town Board and the Newfield Community. We recognize that many of the objectives and action steps are already being implemented and pursued by the Town Board and other community organizations. The Planning Board's goal is to understand those efforts, keep abreast of them and encourage them, as well as work on other Action Steps. Action Step # 14 in the Plan provides more detail.

There are five members on the Planning Board who are interviewed and appointed by the Town Board. Terms of service are 5 years although, when filling a vacancy, the initial appointment may be for fewer years.

Meetings are currently held on the 1st and 3rd Wednesdays of each month. This may change as the Planning Board begins working on its new tasks. It may decide to meet once a month or more than twice a month, depending on the projects at hand.

Serving on the Planning Board is an important and generous commitment made to the Town of Newfield and its future.

Planning Board Member duties and responsibilities:

- Read the Newfield Comprehensive Plan and be familiar with the action steps.
- Become familiar with NY Open Meetings Law.
- Complete a mandatory minimum of 4 hours of approved training annually as described in NY Town Law 271 (7-a). Failure to attend training may result in removal.
- Abide by Newfield Resolution 4-2001 Code of Ethics (see attached).
- Attend bi-monthly meetings regularly and provide timely notice to the Planning Board Chair if unable to attend.
- Members will respect the valuable time of their co-members and visitors and arrive on time to meetings.
- Check email or phone messages regularly and respond in a timely manner.
- Accept responsibilities outside of meetings and be accountable for assignments.
- Come prepared with documents necessary for discussion.
- Become familiar with materials (minutes, documents, etc.) prior to meetings.
- Promptly notify the chair if changes need to be made to the minutes or agenda.

- Notify the chair if he or she is unable to review documents prior to meetings and help problem solve the issue.
- Read the NY Planning Federation Short Course Booklet.

Every Planning Board member must understand and agree that:

- A meeting cannot be called to order without a quorum. (3 board members present).
- Meetings start at 7 PM.
- Meetings cannot be rescheduled without public posting at least 72 hours ahead of time.
- Missing three consecutive meetings without notice may be deemed cause for removal.

THANK YOU IN ADVANCE FOR YOUR INTEREST IN SERVING YOUR COMMUNITY ON THE NEWFIELD PLANNING BOARD AS WE STRIVE TO BRING THE PLAN'S VISION TO REALITY.

**TOWN OF NEWFIELD
166 MAIN ST.
NEWFIELD NY 14867
PLANNING BOARD APPLICATION**

Name: _____ Date of Application: __/__/__

Address: _____

Phone(s): _____ Email: _____

Occupation(s)/ Place of Business: _____

Education: _____

Why are you interested in this position?

What particular strengths would you bring to this position?

Describe constraints you might have related to serving on the Planning Board.

Relevant Experiences and Community Affiliations:

Describe any experiences you have had organizing volunteers and chairing meetings.

Describe any experiences you have had conducting research, surveying a focus group of people and writing informative documents.

Describe experiences you have had which could shed light on your communication skills.

Describe experiences which demonstrate an ability work with people from diverse backgrounds and with differing points of view.

Have you read Newfield's Comprehensive Plan? Y N

I have read the attached Planning Board Responsibilities and Information Sheet and believe I have the ability to fulfill the duties required of a Planning Board Member for the Town of Newfield.

You may print this application and return it to Karen Kenerson, Town Clerk, 166 Main St., Newfield, NY 14867, OR save the filled out application and email it to townclerk@newfieldny.org. The Town Board will review your application and arrange a personal interview.

For Office Use Only

Board Approval: _____ **New** **Re-appointment** **Filling Vacancy**

Term Expiration: _____