

Ancram Comprehensive Planning Committee First Regular Meeting April 26, 2007

Members present: Art Bassin, Nancy Broe, Jim Bryant, Barry Chase, Kyle Lougheed, Don MacLean, Leah Wilcox; absent: none

1. Committee met for first time since Katherine Daniels' presentation on the Comprehensive Planning process. Primary order of business for this first organizational meeting was to elect a chair and vice chair, and appoint a secretary.
2. Art Bassin was elected chair. Barry Chase named vice chair.
3. Committee decided to ask Monica Cleveland to be secretary of the committee.
4. Don will check with Town Lawyer about use of email and other legal issues related to the Committee's operation.
5. Leah will check with county planning department on which other towns around us has gone through the comprehensive planning process.
6. Barry will find out about what Pine Plains has done/learned.
7. Committee agreed to meet frequently enough initially (say weekly) to get the process going.
8. Jim stated getting the comprehensive plan done by year-end would be a good target.
9. Committee agreed all meetings would be open to the public.
10. Committee agreed on the next meeting:

Date/Time: Monday, May 7, 7.30 - 9 pm at Town Hall.

Proposed Agenda:

1. Develop a RFP for retaining a consultant. Don will try to get Katherine Daniels to join us with a proposed RFP draft and draft of a consultant proposal evaluation methodology. If possible, she should email us a copy of the proposed RFP and evaluation documents prior to the meeting.
2. Identify 10-12 consultants to send the RFP to.
3. Discuss and establish basic Committee philosophies, processes etc. for things like how to communicate when we are meeting, what we are up to, use of email, keeping minutes, etc. etc.
4. Finalize role of secretary.