

**Town of Ancram
Comprehensive Plan Committee
Minutes of Regular Meeting
August 13, 2007**

Present: Art Bassin, Jim Bryant, Barry Chase, Kyle Lougheed, Don MacLean, Absent: Leah Wilcox, Monica Cleveland

The meeting was called to order at 6.59 PM

Chair Bassin asked for a motion on the prior minutes and the proposed Agenda. A motion was made by Mr. Lougheed and seconded by Mr. Chase to accept the prior meeting minutes from August 6 as presented, subject to corrections, and the proposed Agenda for the 8/13 meeting. Motion carried.

Chair Bassin and Mr. Bryant described their presentation to the 8/9 Town Board meeting, which updated the Town Board on developments over the past month, including retaining the consultant, signing the NYS GIS Data Sharing Coop agreement, deciding on the water study and the resignation of Ms. Broe. Mr. Bryant reported that he stressed to the Town Board the importance of communicating to the Community and including as many members of the Community as possible in the Comprehensive Planning Process.

Chair Bassin announced that the contract with CPEA and the Agreement with the NYS Data Collection Coop had been signed by Acting Town Supervisor Jerry Roberts.

The Committee then briefly discussed the "First Meeting Agenda" which had been reviewed last week, and concluded that all the issues had been resolved.

The Committee then discussed the status of the Profile data gathering effort, and agreed to try and have the materials not already available collected by the end of August. Mr. Bassin indicated that the two sections of the Profile that Ms. Broe was assigned need to be reassigned, and will ask Ms. Wilcox if she could include them in her efforts.

The Committee then focused on the next steps, and agreed it was important at the 8/20 meeting with Ms. Stolzenburg to schedule the first public meeting and the survey, and to begin the planning for those events.

The Committee then discussed the need to coordinate a communications piece which distinguished between the Comprehensive Plan and the Revaluation. Mr. Bryant commented he was scheduling some time with Bob Podris, Ken Leggett and Jane Shannon to focus on this issue, and hoped to have it sorted out by the end of the month. Once he had discussions with Podris, Leggett and Shannon, he would be in a better position to estimate when the first edition of the communications piece/community calendar might be published.

Mr. Bryant also announced that the Town Board had selected a consultant to develop the Town Web site. He expects the site to be available by the end of September assuming there are no development or coordination issues among Town departments.

The Committee then discussed the role and use of the “email communications list” after the website was available. Mr. MacLean expressed the view that the email list should not be used once all the information was up on the website in order not to create an impression that email users were getting special treatment. Mr. Chase concurred. Mr. Bassin expressed the view that sending an email reminding people of upcoming meetings or events was more proactive and inclusive than posting information on a website, and suggested that actively reminding the Community about the Comprehensive Planning Process was good thing, not a bad thing, because it could increase participation. There was discussion about perhaps using the email list to announce meetings and when other items (minutes, reports) were posted on the site. The Committee agreed to discuss this issue again with Ms. Stolzenburg. (Note: the email communications list is now being used only to communicate meeting agendas on an ongoing basis. No minutes have been sent around. In addition, new members to the list get an email package which describes what the Comp Plan process is all about, along with attachments which include the “What is a Comp Plan” flyer, the RFP, the CPEA Proposal, the FIA from UNH, the 7/12 Town Board Report and Budget, the planning issues list, a recent press release, and a recent agenda.)

The Committee then discussed the “key people” interview list and organized the names into groups to facilitate the interview process. Mr. Bassin will summarize the “groups” and circulate the list to the Committee for additional review and discussion next week. Mr. Bassin also asked all Committee members to send around their suggested list of “10 questions” to ask each person/group being interviewed as part of the Comprehensive Planning Process.

Mr. Bassin indicated he had received several more suggested additions to the Planning Issues List, which would be included in the next version of the List. There was discussion of the properties in Ancram which need repair and renovation. It was suggested that the Ancram center problem be described as a “revitalization opportunity” rather than “derelict real estate”. The Committee agreed.

Mr. Bassin mentioned he had a list of people who had been identified by the Town Board and Comp Committee members as possible replacements for Ms. Broe. Mr. Bassin said he would advise the Town Supervisor of the Committee’s recommendation, and follow the Town Supervisor’s guidance on how to proceed.

Mr. Bassin suggested the Committee plan to meet again on 8/20 with Ms. Stolzenburg, and again on 8/27, and further suggested the Committee plan to meet on Saturdays from time to time to permit participation from Community members who were not able to attend the Monday night meetings.

There was no new or old business.

A motion was made by Mr. Loughheed, seconded by Mr. MacLean to adjourn the meeting at 8.40.