

Town of Salem Comprehensive Plan
Committee Meeting
December 17, 2007
7:00 PM Town Hall

Attendees: Dorothy Schneider, Chair, Joseph Childs, Bill Eberle, Robert Laukaitis, Eileen Ryan,

Guest speakers: Chuck Voss and Joe Hyland, CT Male

Previous Action items:

Dorothy stated that the additional financial information needed for the grant application was received from Steve Alexander and Anne Dunnigan. She said that the application is almost ready to be submitted and hopefully it will go to the Department of Agriculture and Markets by Christmas.

Speakers

Chuck Voss is a senior planner at CT Male with 19 years of experience. He stated that CT Male has significant resources for planning. Chuck has worked on many Comprehensive and zoning plans in the past including for his own Town of New Scotland and is also a member of the planning board. Chuck stated that CT Male can help come up with ideas for the plan and help implement those ideas.

Chuck stated CT Male has a large planning group, does comprehensive plan work, open space laws Farm Preservation Laws, and cell tower laws.

Joe Hyland has a background in environmental engineering and is a project manager for CT Male. Joe stated that the Quality Communities grant from the NYS Dept. of State would be a possible grant to apply for comprehensive plan funding. This is a reimbursable grant (costs can be incurred and then reimbursed) and is an 80/20 grant (requires a 20% matching). This grant can be used for things such as mapping, hiring a consultant to help write a plan, and data collection. The applications for this grant are usually due in the fall.

The speakers stated that it is good to have both the Town and Village involved in doing a joint plan. He stated that if the village was not part of the process it would leave a large hole in the plan.

Joseph Childs: Could/would CT Male define a format for the plan?

CT Male: After interacting with the committee to decide what is desired such as more text or more graphics, they could then help define a format they would think meets our needs. They stated that any report should be user friendly since it should be used by the Boards (Village, Town, and Planning) to guide the development and direction of the Town.

Joseph Childs: Would there be recommendations and how would they be implemented?

CT Male: Yes recommendations are part of the plan. It can be structured in a way that the recommendations define a goal and define who is tasked to complete the goal and the timeframes it would be expected to be completed. These timeframes would be general such as within the next 2 years... Many tasks could be assigned to committees.

CT Male stated that the Boards need to be involved and it should be an agenda item at Board meetings. He also suggested that there be a comprehensive plan liaison to the Boards. One method to accomplish the recommendations may be to format the plan as an agenda. Plans are generally long term but not more than 10 years out. Plan recommendations are often implemented through the creation of zoning laws.

Joe Hyland stated that the plan helps to leverage funding for other grants. He also said that the information on the soil and infrastructure is needed by planning boards. Demographics are needed to identify if the growth is following the plan.

Chuck Voss asked why the Village and the Town decided to come together for the plan. Dottie replied that the Town Supervisor wanted to revise the plan and when they talked to the Village Board Joseph Childs agreed to be the Village representative to determine if it would be beneficial for the Village to participate. Joseph Childs stated the Village thought that a combined plan may not have proper consideration for the Village. It was also mentioned that it may be easier to get funding and grants for a combined plan. Chuck Voss suggested there could be a mini master plan inside the main plan to address just the Village.

Chuck Voss went on to say that CT Male would meet with the committee to determine the scope of the plan by posing questions such as what brings people to Salem to live and to visit. Doing some exercises such as posted visioning to get ideas on how the committee would like to capture and preserve the Town while guiding development and growth. The plan would set a tone for development and growth boundaries.

CT Male can do work on an hourly basis, for a piece of work or a full plan depending on what the Town wanted. It was asked that CT Male provide in writing an estimate of some of the fees (hourly, full plan) that they would charge. It was mentioned that they did a full plan for one community for between \$40,000 and \$50,000.

Bill Eberle suggested that any consultant should start by meeting with both the Village and Town Boards to inform the Boards about a comprehensive plan and its purpose and hear ideas from these two entities. It is crucial that there is support from both these entities to get a completed plan.

The next meeting will be held on Monday January 14 at 5 p.m. Nan Stolzenburg from Community Planning and Environmental Associates is scheduled to speak.