

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

Attendees: Dorothy Schneider, Chair, Chuck Alexander, Joseph Childs, Bill Eberle, Bruce Ferguson, Nancy Hand-Higby, Robert Laukaitis, Eileen Ryan, Steve Alexander, Town Supervisor

Previous Action items:

Bruce is meeting with the Town of Greenwich officials to discuss their comprehensive plan process on Tuesday.

Dottie: Spoke with Saratoga Associates, who provided a letter with information regarding grants and contact people.

Dottie also spoke with Cambridge Village and determined that their plan work started in 2004 and went until 2004. The committee met monthly during this time.

Anita Witten spoke with Betty Little's Office. She felt there was support for the planning process and that 2007 grant money was already distributed and we needed to apply soon to be considered for 2008. Anita did not provide any detail as to grant names and where we could get grant applications.

Joseph Childs stated the Village Board agreed to a joint plan with the Town and Village.

New Business:

Steve Alexander, Town Supervisor, stated that the Town wanted to revisit our comprehensive plan that was revised in 1997. He stated that funding opportunities may increase if a current plan was in place.

Joseph Childs passed around documents that he had found previously from the Town of Avon. The documents gave an overview of the planning process the Town used to develop their comprehensive plan. He felt this was a good document to provide some direction to the committee.

It was agreed that since the Village Board approved a joint plan, the committee should review the village plan that is currently on the Town website. Committee members should contact Joseph for a copy of the plan or download it from the website. There was some discussion regarding the different aspects of the Village and Town and it would have to be addressed/ worked around during the process. For example the Village has zoning ordinances but the Town does not and any plan cannot dictate that the Town or Village must adopt the other's current policies.

Dottie discussed the process the Village of Cambridge used to complete their plan. She stated that Cambridge started their process in 2002 and adopted their plan May 3, 2004. During the process the committee met once a month. They established a list of goals based on discussions with various groups. Cambridge did not do a survey but did

extensive out reach with community groups such as Churches, business leaders, schools. Cambridge had many open meetings – they started with a workshop to identify issues important to the Village. Some questions asked were what residents liked about the Village, what was working for the Village, what problems were perceived, what improvements could be made. From this they concluded what the present issues were, what conditions existed and what did the community want in the future. The meetings were generally well attended by the public.

The Town of Cambridge is currently working on their plan.

Dottie: presented a letter from Saratoga Associates. Saratoga associates worked on the Fort Ann plan. This plan was a joint Village and Town plan. It was stated that Betty Little's Office was pushing consolidated planning between Towns and Villages. The letter also contained some possible funding sources and contact information.

Bruce stated that he spoke with Chazen and was referred to Chris Round. Bruce stated Chris agreed to come and talk to the committee about the planning process and what consultants could bring to the table. Bruce also suggested contacting Mike Wielt who was involved with the Cambridge plan and now works on his own.

Nancy suggested we contact Jackie Keren a local grant writer to get an estimate of costs to write a grant proposal. The Budget process for the Town has just started and it was suggested that the Budget Officer (Steve) request some funding from the Town Board for writing a grant to try and get outside funding. Nancy also mentioned that the key to the plan will be to get follow through on recommendations from the Town Board. Everyone agreed that recommendations that were not implemented from the last plan were still relevant and should be looked at for inclusion in the new plan.

Nancy also provided information on the Historic Preservation Conference that will take place on September 29 at the Courthouse.

**Next meeting October 15 at 7:30 pm, Town Hall Please note change in the usual time**

Agenda will include a recap of action items and a presentation by Chris Round. An agenda will be sent at a later date. Any items to be added should be sent to Dottie or Eileen.

Action items:

All: review the Village of Salem plan.

Nancy: contact Jackie Keren regarding grant writing  
(Dottie will be the backup if Nancy cannot reach Jackie)

Bruce: Confirm Chris Round for the October meeting at 7:30

Anita: Get more detail from Betty Little's office on grants and where/how to apply.

Eileen: Prepare meeting minutes (send to Sara Kelly graphics for the website)