

MEETING MINUTES
SALEM COMPREHENSIVE PLAN COMMITTEE
April 21, 2008
7 p.m. Town Hall

Attendees: Dorothy Schneider, Chuck Alexander, Steve Alexander, Joseph Childs, Bill Eberle, Bruce Ferguson, Rob Laukaitis, Brigid Nosal, Pat Phillips, Eileen Ryan, Anita Witten

The meeting started with a discussion about public participation in the plan. Nancy stated that she went to a Town Planning Board meeting and gave a brief talk about what the committee was doing. She stated the Planning Board was aware of the committee but didn't know when the committee met. It was discussed whether the committee members should go to other organizations to give presentations. It was mentioned that several committee members are participants in the other organizations such as the Town and Village Boards, the Court House, etc. so they can inform those organizations about the Committee. Formal presentations to local boards and organizations should be done once a consultant is hired and an agenda should be used at each presentation so the same information is given to everyone.

It was discussed that more information including meeting times and any significant events can be posted on the website. Eileen agreed to talk to the webmaster Sara Kelly about putting more info on the site.

A list of farms that was compiled by Bruce Ferguson was distributed. This list had not yet been cross referenced with the other list of businesses developed earlier on in the process. It was suggested that a map of the agricultural districts may help to identify farms and leased land used for farming which should also be included. The committee decided that having contact names, emails and addresses would be helpful and provide any consultant we may hire with a good place to start for the farmland protection plan. Chuck agreed to work on cross referencing the list of farms and try to incorporate contact information. Joseph stated that he could get the farms from the agricultural districts to Chuck. Another source of farm information that was suggested was Terry Ptacek at ASA (Agriculture Stewardship Association).

The RFP was the next topic of discussion. The deadline for proposals to be submitted is May 2nd. Joseph is the contact person for submissions. Joseph stated that as of the meeting he did not have any submissions. Eileen stated that John Brennan from the Dept. of Agriculture and Markets said that if we do not get any responses we should let him know. He said many of the planners were busy at this time and we may not hear back from them.

The committee discussed having a subcommittee review the RFP. The conclusion was that most committee members wanted to be involved so a designated subcommittee was not necessary. It was decided that Joseph would put any proposals in the filing cabinet in the Town Office as he receives them and committee members should go there to make

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copies and/or review the proposals. Joseph will email Eileen when he puts a proposal at the Town Office and Eileen will send an email to the rest of the committee.

A budget was briefly discussed. A budget must be in place and include the 5% matching (whether in kind services or actual dollars). Everyone was alerted that if they have the Town or Village lawyer review anything or ask the County to provide maps or other information this should be tracked to be included as in kind services.

Any consultant that is chosen by the committee must be recommended to the Town Board for approval. It was discussed that the committee may be able to get the selection done prior to the next Town Board meeting on May 14th but the committee did not want to rush a decision and decided it may be best to wait until the next Town Board meeting in June.

Bill suggested that the Planning Board will also like to have some input prior to the final decision on a consultant.

The final topic was the status of the library of documents at the three sites in Town (the library, Town Hall, and the Court House). The Master library is completed and in the filing cabinet at the Town Hall. Another Library is complete and labeled and in the archives room at the Court House. The third site still needs to be completed and labeled and will be available at the Library. It was suggested that each needs to be labeled so that people will not remove the documents from any of the sites.

Anita suggested that a large map be posted at the Town Hall so people could see the area. Steve stated that he would contact the county and get a map that illustrates the agricultural districts in the Town.

Action items:

Chuck will cross reference the farm lists and try to get contact information.

Steve will get a map of the ag districts from the county.

Joseph will notify Eileen when proposals are received

Eileen will email the committee when proposals are received

Eileen will ask the webmaster to include the regular meetings on the website

THE NEXT MEETING IS SCHEDULED FOR MAY 19, 7 p.m. at the TOWN HALL