

**MEETING MINUTES**  
**SALEM COMPREHENSIVE PLAN COMMITTEE**  
**February 18, 2008**  
**7 p.m. Town Hall**

Attendees: Dorothy Schneider, Chuck Alexander, Joseph Childs, Bill Eberle, Bruce Ferguson, Nancy Hand Higby, Rob Laukaitis, Brigid Nosal, Eileen Ryan

Steve was not present so the committee tabled the discussion regarding a process for getting items posted to the website. Dottie said she would talk to Steve about a process.

The next topic discussed how the Agricultural Protection Plan would fit into the Comprehensive plan. The Agricultural Protection Plan grant that we applied for is not for a full comprehensive plan but for an Agricultural Protection Plan. The group discussed that the protection plan could be a section of the full plan and that we could expand on the existing information in the current Comprehensive plan since the current plan has a significant agricultural portion already. One suggestion was we consider our top three choices from the consultants that we contacted and develop a firm scope of work to send for proposals. If we get the grant, grant regulations may require that we do a formal request for proposals (RFP) and formal documented evaluation of the responses when choosing a consultant.

The group was polled as to the consultants they liked best. Several people stated they liked Nan Stolzenburg from Community Planning and Environmental Associates (CP&EA. Some pros mentioned by Joseph include Nan's thorough discussion of the difference between older plans and newer plans, the plan adoption process and required hearings, the general environmental impact study requirement (GEIS) and how Town laws would be developed based on the plan. The focus of CP&EA on rural communities was also a plus. Some of the cons included the distance of the consultant from Salem (consultant is in Schoharie), the small size and amount of attention they could provide to us. It was suggested that a call be made to Easton officials to see how they like the work being done for them.

The American Farmland Trust also was considered to be one of the top firms for our purposes. After further discussion the group thought that CP&EA, American Farmland Trust and Chazen would probably be the top three but we should still send the proposal to all five firms. A firm scope of services would need to be developed to get firm costs from the consultants. The grant contract may be able to guide the committee on developing this scope of service. The scope must be based on grant requirements.

The next topic was a discussion on where to keep a "library" of documents so that people could go a review the documents at their convenience. After some discussion the group concluded that two places with different operating hours would be a good solution. The Bancroft Library and the Courthouse seemed appropriate choices. Nancy will contact

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both to see if they will allow us to keep our documents available at these two places. A copy of the Cambridge plan that is in draft will be included.

Joseph discussed the Village Development plan. He is ready to submit it to the County Planning Board and would like some feedback from the group. The plan is currently available on the village portion of the website. Joseph discussed that the original plan is still appropriate and that the goals and objectives haven't changed. He made upgrades based on the assumption that these goals and objectives have not changed. He stated that the maps in the original plan were of poor quality and needed to be supplemented. He also pointed out that the original plan made no mention of how the village relates to the town. Joseph stated that he felt that the village won't get enough individual consideration in the joint plan and that the updated general plan is not contradictory and can co-exist with a joint comprehensive plan. He requested others review the plan to see if they felt it would be conflicting.

There was minimal discussion on what the plan emphasis should be - one suggestion was to review what grants are available and emphasize those areas where a grant would be beneficial to the Town to possible help in getting grants in the future.

Action items:

Dorothy – Talk to Steve regarding the website posting, contact Easton officials regarding consultants work.

Nancy – contact Bancroft Library (Peg) and the Courthouse (Al) to arrange for a library of the documents.

Chuck – print copies of the Village General Development Plan for Bill and Brigid.

Bill – contact the new County planner Chris DeBolt to discuss possibly meeting with the group.

The next meeting is scheduled for **Monday, March 17 at 7 p.m. at the Town Hall.**