

**Salem Comprehensive Plan Committee/ Agriculture and Farmland Protection Plan
Steering Committee**

**Meeting Minutes
13 October 2008**

Attendees: Lissa Chambers, Eileen Ryan, Nancy Hand Higby, Joseph Childs, Bill Eberle, Anita Witten, Robert Laukaitis, Liz Brock

Public Kick-off Meeting:

Concept and Agenda:

Liz described the need to start the planning process with a public kick-off meeting to introduce the plan to the community and engage them at the very beginning. It was described that the agenda for that meeting would include an introduction by the Town Supervisor and Village Representative about why funding was sought from NYS Dept of Agriculture and Markets for this plan. Liz can then lead (with another facilitator or two) a conversation with the public in attendance about the Strengths/Weaknesses/Opportunities and Threats to agriculture in the Town of Salem. Eileen suggested also having a handout so people who were less likely to voice their opinion at the meeting could contribute a perspective in writing.

Publicity:

It was decided that publicity would be done by several methods including: flyers distributed about town, articles in local papers about the meeting and targeted phone calls by committee members to the list of agricultural businesses in town as organized by Chuck Alexander. Lissa and Nancy were going to coordinate another meeting to divide up the phone tree list and phone calls are targeted to be made two weeks prior to the meeting. Liz will provide a stock script for use during these phone calls describing the public meeting. Anita and Dottie were nominated to take care of getting flyers out and the notice into the papers.

Timing/Location:

Several dates were suggested as possibilities – Nov. 13, 19 and 20. Possible conflicts include a Board of Education meeting and a Planning Board meeting. Nancy, Eileen and Bill E are to research conflicts and report back to Liz with final chosen date. Meeting time was set for 7:00 – 8:30. Location was determined to be at Proudfit Hall.

Establishing a Steering Committee:

We discussed that the steering committee for the plan should be different than the Comprehensive Plan Committee and that membership should include people working in all aspects of agriculture in town, as well as some key members of the comp. Plan committee to provide continuity between the two processes.

We brainstormed the following list of people to invite to be members of this committee. The people listed in brackets were charged with inviting these members to join the committee.

- Lissa Chambers
- Seth McEachron (Lissa)
- Sheldon Brown - or Jim or Dan (Lissa)
- Phil Lewis (Anita)
- Meg Southerland (Lissa)
- Paul or Karen from Three Corner Field Farm (Nancy)
- Pat Sheldon (Lissa)
- Bruce Ferguson (Eileen)
- Dottie Schneider (Eileen)
- Chuck Alexander (Eileen)
- John Steele as an alternate if one of the others says no

Interviewee Candidates

It was determined that the identification of interviewee candidates should be done by the new steering committee for the plan. It will be on the agenda for next month's meeting.

Town/Village Relationship for the Plan

Liz asked for clarification on the relationship between the Town and the Village for the Plan. Eileen explained that the application to NYS Dept of Ag and (NYSDAM) was a joint application between the two entities, but that only \$25,000 was sought. The Town is providing the cash match and the NYSDAM contract is only with the Town. The Town therefore is acting as the lead agency and will have the contract with AFT. However, the understanding is that the plan will address needs in both the Village and the Town and should be consistent with the Village General Development Plan.

Action Items

- Liz to write and provide script for phone calls for public meeting
- Eileen to inquire about Board of Education meeting date
- Bill to find out about Planning Board meeting date
- Nancy to secure Proudfit Hall when we have a meeting date
- Lissa and Nancy to coordinate division of phone tree
- Anita to coordinate with Dottie the distribution of flyers for the public meeting
- Anita, Eileen, Lissa and Nancy to contact potential members of the steering committee and report back to Liz via email or phone.
- Liz to get contract finalized with the Town

Next meeting date for Steering Committee of Farmland Plan

10 November 2008, 7:00 – 8:30 pm at the Town Hall