

**TOWN OF SALEM  
COMPREHENSIVE PLAN  
MEETING MINUTES  
MAY 21, 2007, 7 p.m.**

In attendance: Dorothy Schneider, Chair, Nancy Higby, Bill Eberle, Joseph Childs, Brigid Nosal, Chuck Alexander, Rob Laukaitis, Eileen Ryan

Absent: Judy Flagg, Anita Witten, Bruce Ferguson

Guest Speaker: Cathy Hamlin, Washington County Planning

The meeting began with Dorothy introducing Cathy Hamlin from the Washington County Planning Office. The group introduced themselves to Cathy and she began her presentation. The presentation describes what a comprehensive plan is and what it is not. Cathy pointed out that the Plan is not zoning but can be used as a guide to help the Town Board to develop zoning and/or guide the Town's Planning Board when reviewing projects submitted for review.

The presentation noted several local communities that have recently started or completed comprehensive plan projects. Cathy stated that grants are available but competitive. She stated if we can identify another community to work with (village and town) or identify a certain area to concentrate on (i.e agriculture planning) it may be easier to get a grant or other funding. She also stated that some of the funding must come from the Town. Cathy mentioned that looking at consolidating services with other local municipalities is an area of interest for Statewide right now.

Cathy mentioned that at some point in the plan development process it would be beneficial to hire consultants to help with the plan. She stated that she has a list of companies that do planning work. She suggested that prior to hiring anyone we look at other work they have done and enlist someone that has done work in a rural community which has different needs than an urban community.

Including the local community is essential to the planning process and eventually public hearings are required prior to formally adopting the final plan. Cathy stated that getting the community involved early will help to identify the areas of concern to the community.

Finally, Cathy stated once the plan is adopted there should be ongoing monitoring of the implementation of the plan which should include a committee/committees comprised of people not on the Town Board to ensure the Town is implementing and using the plan as a guide.

Cathy stated that a one to two year time frame was realistic for completing a plan, a 20 year outlook (with intermediate updates) is typical, starting with a community survey is common (surveys should be developed to elicit perspectives and not opinions) and possibly starting by limiting the scope of the plan to a single area and building upon that over time.

Several resources were identified such as the MPO, the County archives, LC/LG regional planning, NYS Data center, US Census Bureau and the Technical Assistance Center at SUNY Plattsburgh.

The session contained a lot of information and the group thought it was very informative.

The Comprehensive Plan meetings should be open meetings and be noticed in local publications.

The next meeting is scheduled for Monday June 18, 2007, at 7 p.m. at the Town Hall office.