

**TOWN OF SALEM
COMPREHENSIVE PLAN
MEETING MINUTES
JUNE 18, 2007, 7 p.m.
DRAFT**

In attendance: Dorothy Schneider, Chair, Joseph Childs, Chuck Alexander, Rob Laukaitis, Eileen Ryan, Anita Witten

Absent: Judy Flagg, Brigid Nosal, Bill Eberle, Bruce Ferguson, Nancy Hand Higby

Old business:

- Definition of **MPO** is a federally-required planning body responsible for transportation planning
- Anita provided a list she compiled of all Salem businesses (Chuck will scan and send to Eileen to be included to the final meeting minutes)
- <http://www.dos.state.ny.us/lqss/publist.htm> (contains a lot of info regarding local governments)
- <http://www.dos.state.ny.us/lqss/pdfs/schohariecp.pdf> (Schoharie comprehensive plan)

New Business:

Everyone agreed that using an agenda would be helpful going forward. Anyone that has agenda items can send the to Eileen via email (emryan_98@yahoo.com) or Dottie Schneider. Any items received by Eileen will be forwarded to Dottie prior to the meetings for inclusion on the agenda.

Dottie suggested that we speak to consultants to get an idea of how to move forward with the process. LaBerge was mentioned as one possibility, Saratoga Associates is another firm that also does comprehensive planning.

Joseph Childs had the following suggestions for going forward

- the committee should do some individual research and look at other town's plans
- committee members should review the current plan (located at www.salem-ny.com) to determine what we feel should be revised in the old plan
- develop a list of categories for the plan
- develop an organization of the plan
- review the purpose of the plan in the context of long term growth for the town

Chuck suggested different approaches to developing the plan

- Revise our old plan using other town's current plans for ideas
- Create a general frame work from scratch
- Use brainstorming techniques to come up with categories for the plan

It was suggested that we consider the option of doing one consolidated plan for both the village and the town which may help in getting grants. If the committee does not do a consolidated plan, it was agreed that the village must be mentioned and considered in any Town plan. Joseph stated he would talk to the village trustees regarding the possibility of a consolidated plan.

The Committee then began to brainstorm some possible categories for the plan
Demographics.

- Profile/character of the town (agriculture, arts)
- Land Use
- Housing
- Economic Development / Commercial development
- Community Services and Facilities
- Infrastructure defined as the basic facilities, services, and installations needed for the functioning of a community or society, such as transportation and communications systems, water and power lines, and public institutions including schools, post offices.
- Recreation
- Cultural
- Environment
- Maps (throughout the plan in appropriate places)

The committee discussed the need for a survey to bring forth ideas from the community

Action items:

Dottie will try to locate the survey questionnaire that was used for the last plan.

Joseph will talk to the village regarding a possible consolidated plan.

All – agenda items will be forwarded to Eileen or Dottie for the next meeting.

Eileen will send final meeting minutes to Mary Kilpatrick, Town Clerk for filing.

The next meeting is scheduled for July 16, 2007 7:00 p.m. at the
Town Hall.