

Meeting Minutes  
Comprehensive Plan Committee Meeting  
November 7, 2007

Attendees: Ellen Hendrickx, Betsy Imershein, Bob Mayer, Jim Metzger, Rebecca Strutton, Kathy Sullivan, Carolyn Summers, Harry Thomas, Richard Bass.  
Absent Steve Corrigan and Lynda Merchant

1. Kathy Sullivan opened the meeting at 8:00PM in the Media Rooms 1 & 2 in the James Harmon Community Center.
2. Kathy introduced Betsy Imershein, a new member of the committee. Kathy gave Betsy the option of waiting until the next meeting to talk about her background and reasons for participating; members of the committee introduced themselves at Betsy's request.
3. The minutes of the October 24<sup>th</sup> 2007 meeting were accepted and will be posted.
4. Committee reports
  - a. Communication. Ellen Hendrickx and Jackie Lhoumeau announced that the CPC website is up and running. Jen Corso will be posting reference docs, the agenda and minutes on the web site. Other documents will be added, including drafts generated by the CPC that the public can comment on. Jackie posed a question to the Committee; How does the CPC want to receive comments/emails? Trustees Jerry Quinlan and Diggitt McLaughlin described the system used by the Board of Trustees and suggested that it could work for the CPC. One email address serves the entire committee; all committee members receive all emails and have the option of replying individually. Rebecca suggested that we all take turns as point person to answer the e-mails, everyone would receive the response and could add to it if so inclined. Jim thought that e-mailers should provide their name or state a reason for not giving their name, in case they truly feared repercussions. Re blog; Ellen and Jackie thought we should give it a try. Jackie thought we could find ways to keep mischievous users out and also thought we could separate it from the website. Kathy said she wanted to hear the views of Jen and Fran before making any decision. Bob asked about the difference between e-mails and a blog and it was explained that the blog is web-based; therefore anyone can see what everyone has written. After further discussion, it was decided that the CPC e-mail address will be cpcfeedback. Jim suggested that the Planning Board and Trustee reps should be included in the CPC email list.
  - b. Plan Review. Rebecca drafted a framework (attached) for reviewing other comprehensive plans. Kathy commented that it would have been very useful for the previous process committee's work to have had Rebecca's list of questions as a guide. She emphasized that implementation was one area that was overlooked in some of the plans the previous committee had reviewed. Kathy also mentioned that Fran had loaned her his copy of the Rhode Island plan, which she is scanning to pdf to post on the website. Ellen suggested that talking to committee members from other towns that had completed this process might be one way to get a sense of the "big picture" as well as determining retrospectively what did and did not work in their plans. Review assignments will be discussed at the Dec/Jan meeting.
  - c. Draft outline. Richard and Jim put together a draft outline (attached). Jim gave an overview, including some of the thoughts that went into the subjects and ways in which the outline could serve the committee, including as a guide for students, if, in fact, Richard is able to work out a study project with a planning class from one of the local colleges. Kathy suggested that we take up a full and extended discussion of the

- outline as our first agenda item at the next meeting. In the meantime, committee members are encouraged to e-mail comments to Jim and Richard in advance.
- d. Kathy mentioned that she is still working on clarification/response to Harry's previous question re the open meetings rule. He had asked for specifics regarding what is allowable for meetings outside of the public forum. She also thanked Fran for his assistance in obtaining copies of the LWRP and Vision Plan for committee members.
  - e. Village Committees. Bob produced a comprehensive list of Village committees (attached). He mentioned a conversation with a member of the Economic Development Committee regarding the relationship between the CPC and the EDC. For Bob, that query begged the question of the relationship of the CPC to the numerous other committees of the Village. Should these standing committees become subcommittees of the CPC? Betsy, Carolyn and Ellen currently serve on three of the committees and discussed some of the issues currently in front of these existing committees. Ellen mentioned that the Architectural Review Board is finalizing guidelines and wanted clarification as to how the Guidelines should be interfaced with the Comprehensive Plan and whether that would dictate a delay in their adoption. Carolyn mentioned that the Parks and Recreation meetings spend a good deal of time discussing budgets and practical day-to-day issues, without a lot of time left over for "visioning". In addition, Ray Gomes, a Village employee, is in charge of that Committee. Everyone on the CPC felt strongly that we should be hearing from these committees as a way to gain a better understanding of the issues the committees have been dealing with. Kathy thought that we as a committee needed to determine our own overarching goals, which may then touch on the work of the other boards/committees. Harry thought that the Village committees might already have entirely different goals, but that we should start out by finding out what they are doing. Clearly, they can be wonderful sources of information. Richard's suggestion that we attend the other committee meetings and ask questions was strongly endorsed by the entire committee. Jim mentioned that the Board of Trustees has liaisons to the other committees. At that point, the CPC trustee liaison Jerry Quinlan clarified that it was the intent of the Trustees to establish the CPC as the Steering Committee for the Village's comprehensive planning process, with designated liaisons to the Planning and Zoning Boards. It was also mentioned that use of the Village committees as CPC subcommittees might be seen as a less open public process, because the members of the Village committees are appointed by the Trustees for a fixed term. By having a completely open process for public involvement at the subcommittee level, the CPC can maximize public participation.
  - f. Rising Waters. Carolyn mentioned a project spearheaded by the Nature Conservancy, assisted by Bio-Economic Research Associates that will bring Hudson River community leaders together with scientists, economists and climatologists to consider the consequences of different climate change scenarios and to plan strategies for protecting critical habitats and human communities. At Kathy's request, Carolyn agreed to find out more information.
  - g. Schedule. Kathy drafted a timeline (attached), which included the work of the Committee to draft a plan, as well as the legal timeline for formal adoption by the Trustees. Richard suggested that we could finish the plan in 12 months. Kathy clarified that her schedule actually has the CPC finishing the plan in 18 months. Betsy was in agreement that it would be in the best interests of the Village to finish the plan in 12 months, but that to meet such a tight timeframe, she felt, would require that a consultant be brought in. Ellen brought up the issue of frequency of our meetings and suggested that it would impact the completion date. At present, we are

meeting approximately every 2 weeks. To meet the 12 month goal, we would have to possibly meet on an even more frequent basis. Kathy stated that her schedule anticipates using the free planning services available to the village as a Greenway Compact community to convene a community-wide visioning session in early spring. The CPC will meet with the Greenway representative at a future meeting. It was agreed to table further discussion of the schedule until the first February meeting.

#### Other business/agenda items for next meeting

1. Reminder: the Trustees will meet with the LWRP committee (Local Waterfront Revitalization Plan, the CPC, and many of the other Boards and Committees to discuss the Comprehensive Plan for the village and how it may overlap with the LWRP on Tuesday November 27<sup>th</sup>, 2007.
2. It was agreed to assign the plans for review at the Dec/Jan meeting.
3. Student planners would start in January. Richard might use students from Hunter, which might require some reimbursement for transportation expenses.
4. Outline will be number one on the next agenda.
5. Hold further discussion of soft site analysis/build out analysis for future meeting
6. Schedule meeting with Greenway planning consultant

Next meeting will be held on December 5<sup>th</sup> at 8:00 PM in the Media Rooms 1 and 2 on the lower level of the James Harmon Community Center, 44 Main Street.

Meeting was adjourned at 10:05 PM

#### Next Comprehensive Plan Meeting

Wednesday, December 19<sup>th</sup>, 2007

James Harmon Community Center Media Rooms 1 & 2  
8PM