

Town of Chatham Comprehensive Plan Steering Committee

MINUTES

NOVEMBER 16, 2005 6:30 PM

TOWN HALL

MEETING CALLED BY	Mike Hart
TYPE OF MEETING	Additional Monthly Meeting
FACILITATOR	Nan Stolzenburg
NOTE TAKER	Bob Balcom
ATTENDEES	Mary Gail Biebel, Roy Carwile, Randi Walker, Ira Marks, Mike Hart, Bob Balcom, Nan Stolzenburg, Kary Jablonka (6:55 pm), Jean Rohde (7:00 pm), Rick Werwaiss (7:25 pm)

Agenda topics

2 MINUTES CALL TO ORDER MIKE HART

DISCUSSION	The meeting was called to order by chairman Mike Hart at 6:45 pm.
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5 MINUTES NOVEMBER 2, 2005 MINUTES BOB BALCOM

DISCUSSION	Mary Gail Biebel made a motion to approve the November 2 minutes (2 nd Ira Marks) with amendments. Unanimous	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Attach comments and questions and post to website	Bob Balcom	ASAP

90 MINUTES OLD BUSINESS – STRATEGY WORK MIKE HART/NAN STOLZENBURG

DISCUSSION	Mike Hart gave an overview of how meeting should be conducted with resolution and discussion regarding the questions/comments generated from the last meeting.	
<p>The committee continued reviewing each question with discussion. Generally discussion focused on answering the thirty seven questions with much discussion regarding proceeding with caution for using a heavy handed approach toward controlling all aspects of planning. Much discussion followed regarding mobile/trailer/manufactured homes and their place in the plan. Discussion then turned to the difference between agricultural overlay vs. agriculture districts. Finally, the group agreed to recommend to the Town Board the necessity for purchasing a computer that could house the GIS software and files for use by the Planning Board, ZBA, Town Board and others. The group also requested that Nan send a combined strategies listing. The following is a listing of the comments made during the discussion:</p> <p>-No gas stations in hamlets. -Regarding Natural Resources: 1) Strategy addressing pesticide/herbicide applications to lawns. Support for Integrated pest management 2) Goal 6 – consider adding siting criteria for outdoor wood boilers and burn barrels.</p>		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Email combined strategies to committee members	Nan Stolzenburg	ASAP

15 MINUTES NEW BUSINESS/TASKS/BUDGET MIKE HART

DISCUSSION	Mike presented a handout that outlined upcoming budgetary needs to complete the plan. The committee discussed the various budget components and made suggestions for modifications. (See document attachment at end of the minutes.) Mike suggested that the committee prioritize strategies as the group continues work. Discussion then turned toward the cost of obtaining a cost/benefit analysis. It was decided that the committee should seek a ball park estimate which was expected to be expensive.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Final Budget to Town Board	Mike Hart/Nan Stolzenburg	ASAP

5 MINUTES

OPEN FORUM

MIKE HART

DISCUSSION	None
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2 MINUTES

ADJOURNMENT

MIKE HART

DISCUSSION	A motion to adjourn at 9:42 pm was made by Ira Marks (2 nd Rich Werwaiss). Unanimously carried.
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OBSERVERS	Marge Cartwright
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(SEE NEXT PAGE FOR DRAFT BUDGET DOCUMENTS)

November 2006

Town of Chatham Comprehensive Plan

SCOPE OF WORK ITEMS TO COMPLETE IN 2006 AND ESTIMATED FEES	
1. Collate all available town inventory information and pull together the SWOT analysis (Strengths, Weaknesses, Opportunities, Threats).	8 hours / \$680.00
2. Work with the Steering Committee on a regular basis to discuss strategies and work with them to develop a full set of strategies. The time for this is not known so I have quoted on a per meeting basis.	\$42.48 per meeting in mileage; \$212.50 per meeting for time at meeting (2 1/4 hours per mtg)
3. Prepare for and attend two public information meeting(s) or educational programs on draft strategies and recommendations as requested by the Steering Committee. When ready, the Steering Committee will present the full set of drafted strategies to the public.	8 hours plus mileage / \$750.00
4. Develop full plan: All above components (profile, maps, public input summaries, vision, issues, SWOT, Strategies) will be combined to form the draft plan. (This could also include inclusion of photos and illustrations, formatting, etc. if desired)	40 hours / \$3400.00
5. Work with the Steering Committee to develop an Action Strategy that outlines priorities, and implementation steps needed.	6 hours/ \$5 10.00
6. Assist, as needed, in adoption of comprehensive plan Assist with filling out of EAF for SEQR Assist with the two required public hearings Assist with county planning board review requirements Assist with drafting resolution for adoption Facilitate and assist with Town Board's review of draft plan	10 hours \$850.00
7. Phone, incidental copying, supplies, postage	\$350.00
8. 100 Copies of draft plan, 100 copies of final plan (based on 100 page document with color maps, bound, estimating about \$20.00 per book)	\$4000.00
OPTIONAL ITEMS	

After adoption of plan, develop new site plan, subdivision and/or zoning language for amendments as called for in the plan. (This does not include legal review which we could do, or your town attorney could do.)	\$9,500 depending on complexity of needed amendments.
Cost Benefit Analysis (To Be Discussed)	

November 2006

Some thoughts on a Cost/Benefit Analysis (received input from The Hudson Group for assistance):

The Town could determine in the plan:

- what is important to them
- where Town actions can reasonably be expected to make a difference
- The cost of these action versus the payback
- Who pays the costs and who gets the benefits

Cost-Benefit studies can 1) determine what are the public/local governmental costs (capital and operational) to implement the plan versus the tax and user fee revenues and other "measurable benefits" from this plan and 2) the broader social/societal **net benefits** that would accrue to local residents businesses and etc. from the implementation of plan.

We could directly work on number 1, if the comp plan is detailed enough with proposed capital projects/ their costs and other information. However, number 2 is much more difficult and not necessarily overly quantifiable. But from a practical budget view, is there enough funding to spend on #1 to do it right? These issues are not easily analyzed like accounting/auditing municipal finances.

It may be worthwhile for you to consider a fiscal dimensions element to the Plan to include some discussion on the implications of adoption of some of the key components of the plan on the Town (and school district) budget - outlook for expenditures and revenues in the next 5-10-15 yrs. This would provide some quantitative and qualitative information relevant to the potential ramifications of the plan. Depending upon the depth and details, this does not have to be an very costly analytical item.