

## Town of Richford Planning Board

MINUTES – January 7, 2015

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PRESENT – Charlie Davis, Bill Stell, John Schwartz, Chuck Merrill, Victoria Nuzzo, Emilie Stuhlmiller

Meeting started at 7:07 pm.

Reviewed the December 3, 2014 minutes. Davis moved and Stell seconded to accept the December minutes. Unanimously approved.

### NEW BUSINESS:

Davis presented the 2015 meeting schedule, the first Wednesday of every month. Nuzzo nominated Davis for a 2-year term (2015 and 2016) as Chair; Merrill seconded. Passed unanimously.

Discussion about the newsletter. Important to have the contact list updated and accurate.

Nuzzo will write a short article about the Comprehensive Plan Committee, and ask Supervisor Wilcox for his report, and contact the Assessor for her article.

Discussion about new NYS regulation regarding disposal of electronic items, light bulbs, batteries, etc. All material must be disposed of properly. Concern that residents will dump material rather than recycle, since it cannot be included in Town trash. Davis discussed process with Town of Candor Highway Department which has run a similar program for two years. Site must include a fully enclosed building, and materials have to be transferred to an appropriate waste management facility. Davis will research further and present to the Town Board.

Discussion about holding an amnesty day for all trash – white items, scrap metal, tires, etc. Village of Lisle did this last year, filled 5 dumpsters, and the scrap metal was sufficient to pay for the dumpsters.

Schwartz reported that Tompkins Community Action (certified by NYS) prepared an estimate to perform an energy audit of the Town Garage, the Town Hall, and the Graded School. He will present the information to the Town Board. TCA will give a powerpoint presentation to the Town Board about the benefits of the energy audit, and will provide information to home owners about how they can qualify for low-cost or no-cost audits, and help in making energy improvements.

Schwartz prepared a grant application to Stanley Tools for help paying for this energy audit and then implementing the audit. NYSERDA also has grants that Richford can apply for. Tompkins Community Action is interested in working with the Town on applying for grants to pay for the energy audit and implementation.

Schwartz is attending a 6-session workshop on writing grants, held by the Community Foundation of south-central NY.

Schwartz discussed needs of the Graded School and the potential it has to use as a community center. Upstairs has a beautiful wooden dance floor.

Davis presented a copy of the Town of Richford Workplace Violence Prevention Policy that Supervisor Wilcox gave him. Davis will scan it and put it on the Town website under Local Laws.

Schwartz moved and Merrill seconded a motion to adjourn the meeting. Unanimously approved.

Meeting adjourned at 8:25 p.m.

1. The Comprehensive Plan Committee (CPC) can have the same membership as the Planning Board (PB). It is advisable to have the PB officially recognize the CPC.
  - There should be NO discussion of PB issues at CPC meetings.
  - Public notice is required if a PB meeting is combined with a CPC meeting.
  - IF CPC has non-PB members, then CPC should give monthly report to the PB. Otherwise, appropriate for CPC to report to PB at 1-3 month intervals.
2. CPC must advertise all meetings and adhere to the Open Meeting Law.
  - Put meeting notice on website
  - MUST inform newspapers – send out press release for every meeting at least 1 week before the meeting, and it is up to the papers to print the information or not.
  - MUST conspicuously post in one or more designated public locations – the Town Hall, etc.
3. Minutes must be taken: at a minimum, must record all votes, proposals etc, and a short summary of what was done.
  - Minutes should be available to public within 2 weeks.
  - Minutes do not have to be posted on the website – only available if anyone requests to see the minutes.
4. Persons attending a CPC meeting can participate in discussions as a guest. CPC can consider inviting interested guests to join the CPC if the person would be a positive addition to the CPC.
5. Suggests varying time and location of CPC meetings to increase opportunity for public participation.
6. Go to where people meet and talk with them there.
  - Can combine CPC with community potlucks, chicken bbq's, etc. Make presentations and gather feedback - public can participate without having to sit through a formal meeting.
  - For example, on a large board have a formal list of issues (“action items”) and five suggested ways to improve. Hand out stars to people and have them place a star on what they like. This allows people to react to what is presented, and not have to think of all the possible answers (that is what the CPC does).
  - Important to be positive in these presentations.
  - Record every group presentation – the place, date, number of attendees, etc. This will document support for the Comprehensive Plan, that can be useful during Public Hearings and discussion with Town Board.
  - Can take photos of what people like or dislike, and ask people why they like/dislike each photo.
  - Work with ministers of local churches and ask them to share information.

7. Involve the Town Board in the entire process.

- Invite a Town Board member to serve as a liaison between Town Board and CPC. If Town Board does not want to attend CPC meetings, then they have less standing to reject a final Comprehensive Plan.
- CPC should give a report at every Town Board meeting and this report will be recorded in Town Board minutes. End with “Thank you very much. We welcome your participation in this process”.
- Town Board approval is the final step in the process. Town Board can refuse to adopt the Comprehensive Plan.

8. Comprehensive Plan format

- Include a plan for implementation in the Comprehensive Plan: state How to meet the goal, Who is responsible for next step, and include a time frame. Can be a chart or a bullet point. See “Action Implementation Guide” (page 133-170) of the Newfield CP for examples.
- For example: the Goal is “Improve physical appearance of the Town”.  
How - “Increase Code Enforcement of existing laws”  
Who - “Code Enforcement Officer”  
Time frame - “Immediately”  
If a Town Board liaison, that person can help with assigning tasks to the appropriate individual/board.
- The more community participation the better. Increase community participation in each action item.