

Committee Attendance:

Edie Greenwood	Ed Downey	Debbie Middlebrook	Patti VandeBogart
John Crodelle	Dianne Engleke	John Midwood	
Dale Culver	Bill Kish	Mimi Ramos	

Guests: George Kaye, Chris Kennan, Kaitlyn Lyle

Chair Edie Greenwood: Opened the meeting. Planner Nan Stolzenburg was available by phone (due to the road conditions in her area).

Recognize, promote and maintain the historic character of the community.

Edie: Asked Nan to review the section and put the points in her style so as to be consistent with the other goals. She asked that Ed's first paragraph be kept in as a preamble.

Encourage accessible recreational, cultural and educational opportunities that meet the social and community needs of all segments of the population.

Edie: Thought sections 11-12-13-14 were redundant. Wanted to make them more concise or combining into two.

Nan: It's up to the committee if they want to combine them.

Dianne: But they are all subtly different.

Bill: Asked about the town and village recreation committees.

Debbie: The village has two, one focusing on the Eddie Collins committee that is looking at redoing the park; the other one is focusing on the baseball for youth. George Kaye said the town rec committee is not very active.

Bill: Section 8: Asked if it's geographically possible to connect Lakeville and Salisbury to Millerton via bike paths.

John Crodelle: Clarified that there is no municipality for Lakeville; it is all the Town of Salisbury (Lakeville is a hamlet in Salisbury).

Bill: Section 9: Suggested rewriting it to "Raise awareness that arts and culture are important to the area and quality of life for all residents."

Committee agreed in Section 14 to change "no tech" to "lo tech."

Encourage active civic involvement, promote volunteerism and provide for local government that is responsive to the needs of its citizens.

Bill: Section 1: We need to amplify that an annual town or village hall meeting is a two-way conversation and not just a presentation from the town government.

Nan: Will edit it to make clarification.

Ed: Section 3: Reword "over time," not to be confused with overtime.

Edie: Confused with part of Section 4 – suggests removing lawn signs.

John Midwood: Section 5: Making volunteermatch.org into a tab on the town and village websites would be more effective than making it its own website.

Dale: Regarding the community calendar, asked if the committee is going to suggest events outside the community be added so there is a lesser chance of conflicts.

Edie: Agreed.

Section 10: Committee agreed to take out the beginning (Work with the Town of) and just leave it as Amenia, Pine Plains, Salisbury, Sharon, Lakeville, Salisbury, etc.

John Midwood: Asked who will do the review of Section 11 (annual review).

Edie: The Implementation Committee. She envisions the various committees doing an annual report.

Nan: Various committees will report to town and village boards.

Ed: Commented about using links to reach each municipality's website to better connect the people in the community.
Edie: We need to start with the basics and figure out the website infrastructure and who is going to keep the sites current. We have a need for a better, more accessible communication platform.
Ed: His concerns are Section 6 and 7 regarding websites and drawing people into involvement in the community.
Nan: Suggested rewording Section 6 to "ensure that the websites are linked" instead of "having a centralized website."
Edie: There's a need for each municipality to have a website.
Debbie: It's important for someone to keep a community calendar up-to-date.
Nan: The town and village can work together on one calendar where each can contribute.

Comprehensive Plan Implementation Steps

Edie: Page 1: Asked Nan if the first 3-4 pages are for the committee's benefit or will they be part of the plan.
Nan: She intended it to be part of the plan. The five major steps of the plan (A-E) are the starting task for the town and village.
Dale: Suggested including the County Legislator under implementation partners.
Ed: Suggested changing #3 under Implementation Partners from "Dutchess County (fill in the blank)" to "appropriate Dutchess County officials and departments."
Edie: Section C (provide maps in digital and in print), she asked if you need a separate computer for GIS.
Bill: In the past, we have had a dedicated for GIS that wasn't used. He would like planning board members have access to GIS data by a user's account and password that could be used on their personal computers.
Nan: It can be problematic on a personal computer; the data is not to be used for private use.
Bill: Planning board members need the ability to review GIS data on their off hours to prepare for a meeting.
Nan: The town and village would have to provide GIS software and data for it to be used.
Edie: Asked Nan to explain her thoughts in the section "Create an Implementation Committee".
Nan: There are different ways to have an Implementation Committee; could have one that oversees the town and the village, one for the town, one for the village. The committee needs to decide the best way to implement the Comprehensive Plan.
Edie: We need some structure, or the plan will sit on the shelf.
Ed: His concern about committees is that it's difficult to populate them. He doesn't think this committee is needed if you have the annual event of the town and village joint meeting.
Bill: Asked Nan what is the most important thing that the committee should be thinking about when she said the boards shouldn't do it alone.
Nan: She has seen too many times that once the plan gets adopted, the local government doesn't know what to do with it. They don't have adequate time to get things moving because they are doing so many other things. To move this forward, there needs to be structure so that the town and village boards know that things are moving forward, they are meeting the priorities that have been established by the plan or that board. She has never seen an elected board be able to take a comprehensive plan and start with actions to make it happen. They do it with partners, committees who do the legwork and report back to the board with options /suggestions. The boards help implement whatever the decisions are. Her advice is that the elected officials should be in the driver's seat to move things forward. They need interested citizens and local businesses and maybe professional help to get the legwork done.
Dale: His concern is that without an implementation committee, the boards having a lot on their hands, can only go in so many directions at once.
John Midwood: It would be beneficial to have one centralized committee and have a few members focus on different sections, i.e. housing, recreation, etc.
Edie: Alternatively, you have a person in charge of the implementation committee and have the committee be made up of members from all the other committees.
Ed: This creates too many layers for a small community that is part-time.
Ed: Passed around his comments on specific committees (from his email of 1/21/2019).
Nan: She agreed that having a lot of committees in a small community is hard and said the committees are all related.

John Crodelle: (Addressing Ed): How many people (ballpark figure) in North East and Millerton would be available to serve on any of these committees?

Ed: The pool is limited because we are a small community. There are particular skills that you have to have to do this: (1) having the time; (2) having a skill set that matches what is needed; and (3) the capacity to make decisions in a consensus-based way. It's hard to populate, given the boards that already exist. One consideration is how many committees can we sustain; he is concerned that we are separating interrelated topics too much. We need to create a structure and look at this holistic. Economic development is an issue that's relevant to the agriculture community, housing issues. Employers know that trying to hire people who can afford to live here is a real challenge.

Ed: One of the things he's looking for in the plan itself is the overall vision that will identify what the priorities are. The challenging issues are infrastructure development that is a predicate to economic and housing development. The other is preserving the agricultural nature of the community; it has a larger role in our business community than it has in the past.

Dianne: That one committee would need people with specific backgrounds.

Edie: Getting back to John (Midwood's) point, you could have designated subcommittees. Her concern is that because the committee will be big, you'll have trouble finding people to be on it.

Bill: The biggest challenge is finding the right chair and the most efficient person.

Nan: This chapter is where we would articulate what the overall priorities are that you expect to be worked on.

Dale: Thinks we have to fill out the charts before you decide how you're going to divide it out.

Action Table 1: Summary of Recommended Strategies and Action Steps

Nan: The plan needs to establish what the priority topics are. There are two levels: broad topics to start on and, within those topics, which are the actions that we feel should be worked on first.

Edie: There's a linear aspect; some things need to happen before others. High means starts year 1 or 2; Medium start year 3 and 4; Low start year 5+.

Dale: (First one regarding wayfinding program and signage) It's high priority because people coming into town don't know where to park and it creates congestion on Main Street.

Debbie: We've added additional parking signs.

Nan: She made this table from all the strategies from each goal; they are reorganized by type. Suggested looking through the list under each category and pick one, two or three that are "can do," "must do" or has to be done in order to grease the skids for some other project later on. Pick those as your high-priority projects.

Ed: Sewer is the most important; it drives other issues. It should be a town and village project; it has to have the capacity to serve the boulevard area and land that is south of the boulevard in the town because those are logical housing development areas.

Debbie: We had a sewer feasibility study; it brought us back to the one parcel (where S Center St turns into Mill St) that has always been under consideration. It will not meet the needs of all the village. It doesn't have the size or capacity to do what Ed wants it to do. Because the one parcel is not enough, it could be a town and village project to find an additional parcel.

Ed: We have a Preliminary Engineer Report prepared by C.T. Male Associates in 2009 that talks about addressing this regional approach.

Debbie: The current engineer said that study was lacking more current options.

Ed: It could be improved upon.

Debbie: It was improved and was presented at a village board meeting. They are looking at options because of the one parcel that won't meet all our needs.

Nan: Asked committee what other capital improvements projects that jump out as important or the next level. Sidewalks was mentioned by the members.

Edie: Mentioned Eddie Collins Field because it has momentum. In addition to the Recreation Committee, Townscape has taken an interest. The time is now to be moving forward with fundraising.

Bill: If the town and village had any influence on making the 5G wireless here, he would make it a priority.

Nan: Suggested identifying the top four instead of giving priority to each one under capital improvements. The others can get done as when they can.

Dale: Need to add the website item.

Edie: Create a centralized website and unified community calendar should be a high priority.

Dale: Doesn't think it has to be a centralized website; the calendar and the links from the village and town is enough.

Edie: Suggested creating a unified community calendar accessible through links.

Nan: Suggested naming five high priority projects and not giving any one project priority status.

John Crodelle: Yes, you need to spell out the goals and let the people know what the goals are and what the order of priorities of the project are. All of these projects are going to be governed by finances. If you overwhelm the taxpayers with projects that are going to increase their taxes, you're going to hit a roadblock quick.

Nan: Recommended keeping all of the strategies but identify the priority ones. The table will serve as an important summary for the people to get a good idea in just a couple of pages that the rest of the plan is recommending.

Debbie: You don't have to wait until the sewer project is done before you begin the other projects.

Dale: The high priority is based on the start time; it doesn't mean they will get finished before a lot of the others. We should include that the village and town hall meeting are a priority; if that doesn't get done, it will lead to the plan falling by the wayside and limit the impact of the next few steps. There's a lot of these things that are not high dollar or high time; it's a question of getting them accomplished. The high impact ones are going to take the most money and most time which means they will take the longest before they are done.

Edie: The section on Programs and Projects can take off if there is a particular individual who wants to make something happen.

Nan: There are some projects that you might feel are really important programs that the town and village want to have on their priority list. Suggested looking through the list under Programs and Projects and see if there's a consensus of three or four of them that are important.

Dale: It's important with some of these projects that you start and have no idea how long it's going to take. There are others that are critical, and you should say can be done in 90 days. They're not that big but pulled together they all add up.

Dianne: Asked how to lay it out so that the people see that the long projects that need to start now are at the top of the list and the other projects are further down.

Dale: To me, you have long-term high priority projects and short-term high priority projects that don't cost a great deal. If we want more volunteers, we have the descriptions of the task. Sometimes people don't apply because they don't know the time involved. Create a first-year checklist with the ones that won't take much money and time.

Nan: The categories of high, medium, low and ongoing could be replaced with what you said: the low-hanging fruit ones could be done right away, the high-priority short-term projects that need to get done and the other projects that are high priority, but they are going to take longer. We can come up with whatever category that works to help people identify them.

Dale: We could go down the Programs and Projects and categorize them out quickly.

Edie: One obvious one is to form new committees.

Bill: Once the committees are in place, whatever their jobs are can be prioritized.

Dale: The project seeking grants to rehabilitate structures for adaptive reuse and new affordable housing is a high priority item and could be started right away because we're not spending money to do that. We're trying to get money for that to be accomplished.

Edie: The Stakeholders and Implementation Partners – NECC is a logical partner, Townscape is another. Should we identify all of our community groups as Stakeholders?

Dale: It would be perfect spot for them to be involved because you wouldn't want to be competing with them.

Dale: There are so many of these projects that interconnect with the same small groups that you can break it down, so it fits into one area.

Edie: Mentioned Nan's questions marks on the chart on page 7 (Strategy Description), the NECC and the Library could go there (promote more educational classes and opportunities for adults and children including makerspaces).

Nan: Someone on the committee needs to go through list of Stakeholders and Implementation Partners and help round them out and add them in. There are different ways to organize the table: by priority, by short-term, by long-term or both. They need to be more definitive.

Bill: Suggested a separate table for short-term, easy-to-implement projects and they will all be high priority. For the larger, more expensive projects, prioritize them by in terms of P1 High, P2 Medium and P3 Low.

Dale: You should add Dutchess Community College, Webutuck, Dutchess BOCES and the Library in the section of promoting educational classes and opportunities (page 7).

Edie: Establish urban street program (under CI Programs with Program Component): That has been done with the Village and Townscape.

Ed: Something not to lose sight of with infrastructure of the Rail Trail is additional parking. With the trail being extended, it will be a starting point, not just an end. It will increase the demand for parking in and around the village to get on the Rail Trail.

Dale: Parking always seems to be an issue with whatever piece is being discussed.

Nan: One of the strategies to do is a comprehensive parking plan for the village. It's an item in the table on page 6 (Create a shared parking lot program in Village).

John Midwood: Although it's not specifically pinpointed, the Pedestrian Plan does have some parking studies incorporated with it.

Nan: Asked everyone if they agreed to split this up so there is one table that easy, short-term projects that can get done right away and then another table that has with high-priority, more complicated projects like sewers and sidewalks and a third table with everything else. She personally likes to see everything together, but it totally depends on how the committee thinks it will be most effective for people to look at and say they understand what we need to do.

Bill: Have one table for low-effort projects, one other table for all other projects and sort the second table in order of priority.

Nan: Asked if the committee would prioritize the other items other than the high priority one (Updating zoning and subdivision laws) under the Regulatory Updates (page 8).

Bill: In the past, we tried to revamp the zoning in its entirety, but it wasn't achieved. How do we want to approach it; we can't do it piecemeal.

Dale: The zoning and subdivision laws are to be updated after the Comprehensive Plan is done.

Nan: Within the zoning codes, there are definitions and parts such as a site plan procedure or special-use permits that had some updates. You can approach the code update as a complete overhaul, or you can split the code up into bigger chunks and work through the updating process in a sequential way.

Bill: Would like to end up with a rewrite of the zoning law but he is afraid it will end up not being finished for 15 years.

Dale: We need a rewritten law and it can't take that long because the Comprehensive Plan will not move forward without an updated code. The idea was to get the Comprehensive Plan done and the next step is to create a zoning review committee. The village and the town need to have their codes line up with the plan.

Bill: Asked if there is a way to prioritize the steps that are taken. One is the commercial site plan tract and the other is the residential subdivision tract. We could prioritize one of those over the other. We could redraw the zoning map into new zones.

Dale: He thought that in doing the zoning, we were going to look at what was already zoned and then figure out if that was in line with the plan. If it was, then work on the regulations. It needs to be a linear process; you have to identify the maps. If they are okay and what you want, the next step is to make the code work with the plan. We have things in our code right now that we will never use because they refer to things in the 1950s and 1960s. We are asked to render planning board decisions for applications where there are no definitions because they didn't exist then. The commercial piece is important because it could have the most impact; housing is super important because we keep saying there is no workforce here because the housing is so expensive, so we have to create the path for that. With the sewers, the highest priority after this Comprehensive Plan is a zoning review; it all makes the rest of it work.

Edie: Asked Nan which approach does she recommend.

Nan: Some of the sections in the zoning are so interrelated. You can go into this expecting a committee of volunteers to write all the code. Having a professional write it and then having the committee review it has been the most efficient

method. Ancram is a good example; they did their zoning update in chunks and integrated pieces at the end. Each section is important; all of the sections in the zoning have to work together.

John Crodelle: Agrees it is time to have the town board and village board rewrite the zoning code and it will probably require hiring a professional. The zoning code has to be changed by the elected legislative bodies.

Edie: The next step is to keep to the time table for an adopted plan and have a grant proposal written to submit by June, so we are in a position to hire a consultant to help with the code revision. The last couple of pages of this chart is an alphabetized list for the zoning update items; it's a cheat sheet for the zoning review committee.

Nan: Go through all the strategies and pull out the salient points of what the plan is recommending be changed.

Edie: These pages can be done any way that makes sense or left this way.

Dale: Because this list is all stuff we've gone over, the priority status is the same for each one. The new code has to incorporate all these things.

Edie: Asked for volunteers to help with Stakeholders and Implementation Partners; Debbie agreed to help.

Ed: The Harlem Valley Rail Trail Association should be included as an Implementation Partner.

Edie: The first cut of the document will run approximately 70 pages without the appendices.

Nan: She will work on all of this section and hopes to have Part One done by Wednesday or Thursday.

Public Comment

Chris Kennan: Going back to Ed's comments about the sewer project, it ranks by itself in terms of priority. It should be highlighted somehow on the list to make it distinct from all the other things that we all want to get done. It's the top on a long list. It should be an important focus on the Comprehensive Plan.

Meeting was adjourned at 6PM.

The next meeting will be held at the Town Hall on Wednesday February 6, 2019 at 6PM.