

**Town of Stamford
Comprehensive Plan Advisory Committee (CPAC)
Monthly Meeting Agenda
March 10, 2010**

1. Call to order
2. Approval of Minutes from January 27
3. Old Business
 - a. Review and finalize survey questions to be sent to all Stamford Town landowners in March
 - i. Return date for survey
 - ii. Return method for survey
 - iii. Edit survey (listed in Question 27 to 26)
 - b. Discuss printing options for the survey
 - c. Plan outreach workshop to be held in April
 - i. Marketing
 - ii. Date of workshop
 - iii. Workshop plan
 - iv. Facilitator role
 - d. Documentary: *A Farm for the Future*, Saturday, March 13 at 12:30 pm needs to be rescheduled
4. New Business
5. Next meeting(s): March 24, April 28, May 26, June 23
6. Adjournment

Stamford Comprehensive Plan Committee
Minutes for January 27, 2010

In attendance: Beth Adams, Kelly Keck, Nancy Haycock, Deborah Grant, Lorelle Phillips, Harry Nissen, Paula Nissen, Mike Triolo
Consultant: Nan Stolzenburg

1. Approval of Minutes

The minutes from December 30th were approved.

2. Committee Membership

Nathan Kanarek has resigned from the committee. The Brockways have missed the last three meetings and Paula said she would call them and ask if they are still intending to participate in the work of the committee. If they resign, another dairy farmer may be recruited for the committee. Kelly will call Lori Ziek to see if she is still on the committee.

3. Research Projects

Still missing are Lori Ziek's sections, Jim and Jean Kopp's sections and John Houshman's sections. The Nissens offered to look up cultural and historical resources and museums, and Nan will add whatever is listed on the State Historic Preservation website to that. Mike said he would provide a list of municipal properties. Kelly will contact Jim and Jean Kopp to see if they have completed their two sections on water and sewers.

4. Documentary Presentations

Kelly proposed that every two months committee members could meet at the Stamford library to watch and discuss relevant documentaries on planning topics. This was approved, and Kelly said he would organize the first documentary. Nan also mentioned that the APA has instructional videos on planning available.

5. Survey

Most of the meeting was spent discussing the draft survey. Lori Ziek's sections were not submitted so those cultural and recreational questions are the only ones that have not yet been incorporated into the draft survey.

Nan will make all changes that were decided upon at the meeting and forward the new version to everyone on the committee. We will finalize the survey at the February 24 meeting.

Prior to the next meeting, Nan will get a quote on printing, addressing and mailing the survey. At the meeting we will then decide whether we will contract it all out, or whether we will do the actual mailing ourselves. We will also discuss our distribution strategy at the next meeting, in particular how we can make the survey available for renters who will not be receiving a survey through the mail.

6. Workshop

At an earlier meeting in October, it was agreed to hold the workshop on a Saturday morning from 11:00 a.m. – 1:00 p.m. at the Hobart Civic Center. We will check the availability of dates at the Center with Virginia Brockway. The date and place of the workshop will be mentioned in the survey mailing.

The next meeting is February 24 at 6:30 p.m.

Email from Nan on March 7 re: Printing Quote

Hi Kelly. I just found out that my son has an event at school at 6:30 on Wednesday. It is short so we could either talk a bit earlier so that I am done by 6:15 (our conversation may be too rushed if we talk at 6) or I could call you when I get back – probably 7:30. If that doesn't work, we could talk on Thursday. Let me know what you would like to do.

FYI – here is the quote information I got for the printers:

Times Journal in Cobleskill: They quoted me about \$675 for all the printing, mailing, AND postage. They sounded like they never did this kind of thing before and the postage rate they use is carrier route – which means it has to be sorted in exactly the way the carrier brings it and if it is out of order, it doesn't get delivered. While I like their printing costs and I am sure they can print things for a lower rate, I am not confident about their mailing services.

Accuprint in Albany (usually the place that I go to and has a long history of doing printing and mailing). I am attaching their quote. You can see that they are higher than Times Journal AND this doesn't include the postage – which is based on how much it weighs and would go out bulk rate. They estimate around 30 cents each bulk rate. The nice thing is that they do everything including taking a mailing list that has duplicates (which the real property list does) and de-duplicating it, stuffing, licking, labeling, sorting, taking to the post office and it is out.

The other option is for us to get the printing done (survey, return envelope) and the committee could stuff them into the envelope, put return address and mailing address labels on and bring it locally to the post office and use regular first class postage on it. The Times Journal printing would probably be cheaper, and postage first class would be about \$440 (for 1000 pieces) plus the cost of the labels and mailing envelopes. That way may be quicker (printers could print quick and the committee could stuff and stamp in one evening) so from a money point of view t his might work.

These are the options and details we need to discuss, and then the committee needs to decide what to do about.

So let me know if I can call you a bit later on Wednesday or if we have to move it to Thursday.
Nan

Email from Nan on March 7 re: Workshop

Hello All. Since I am not able to be at the meeting on the 10th, Kelly asked me to prepare some information on the workshop. Attached is a pdf of a powerpoint that shows the workshop. It is busy – I try to take advantage of having folks come out as much as possible, so I try to get a lot accomplished. The major features of the workshop are:

Explain what a comprehensive plan is

Gain information for the Analysis on strengths and weaknesses:

Negatives

Positives

Ask for some ideas on how to fix the negatives and maintain the positives in Town

Develop a vision statement.

Believe it or not, this really can be done in 2 hours!

If you want to add/subtract or change anything then please let me know. I want the workshop to be productive and positive so if this doesn't do it for you, then let me know what you want instead.

I have also included a sheet I use for the committee members – I would ask you to participate by being a “table facilitator” – basically someone who moves the conversation along and writes everything down. The key to the workshop is to keep the conversation flowing and not get caught up on one topic or one person. This is not the workshop to get deep involved in a topic, but to brainstorm what the issues are that we need to address in the plan. The vision statement part usually is very successful and it will help directly with the development of that part of the plan.

So – take a look and discuss these at the next meeting.

Given our loss of the meeting due to snow, Kelly also thought that the March 27 meeting is too ambitious to still hold given that we want to get the survey mailing out to advertise the workshop. So my dates are:

Any Saturday on April but April 17!

Please let me know...

Nan

Public Workshop

Table Facilitator Pointers

You have two main roles:

1. Keep the conversation moving from person to person. This is a round robin exercise so the point is to have everyone at the table participate, everyone speak one at a time, and not to allow for detailed conversation. The point is to generate ideas. Do not let one person monopolize the conversation. Follow round robin brainstorm method:

The consultant will start the process. Each person will take a minute or two to generate a list of their ideas related to the activity. Ask one person at the table to start and offer an idea related to the activity. **NO DISCUSSION IS NEEDED – SIMPLY GET THEM TO OFFER THEIR IDEA. IF TOO THEY GET TOO LENGTHY, PLEASE POLITELY SAY YOU HAVE TO MOVE TO THE NEXT PERSON.** Ask each person at the table what their idea is and write it down verbatim. Go around the table as many times as needed until all person's ideas are offered. The key to a successful brainstorm activity is to limit the discussion. The goal is to generate as many ideas as possible, not get details and consensus. In fact, everyone at the table may disagree with the idea given, but that idea is still valid. And remember there is no judgment on ideas generated.

2. Write everything down as closely as you can to what the person said. You will have worksheets and pencils at the table to record this all on so you don't have to prepare anything.

Remember the “rules” of the workshop:

- **No idea is a bad idea**
- **Show respect for each other**
- **Focus on issues, not persons or positions**
- **No criticism of people or ideas allowed**
- **Everyone at table speaks**
- **Everything gets written down**
- **A quantity of ideas is the goal**
- **There is no detailed discussion – please work to get participants to give their idea without a lot of explanation or background**