

Town of Stamford
Comprehensive Plan Advisory Committee (CPAC)
Monthly Meeting Agenda
March 24, 2010

1. Call to order
2. Approval of Minutes from March 10
3. Old Business
 - a. Survey
 - i. Was proofed on Monday, March 22 and will be mailed by the end of week.
 - ii. Extra copies will be provided at drop-stops.
 - iii. Press release?
 - b. Plan outreach workshop to be held in April
 - i. Marketing
 - ii. Workshop plan
 - iii. Facilitator role
 - c. Documentary: *A Farm for the Future*, Saturday, March 27 at 12:30 pm
4. New Business
5. Next meeting(s): April 28, May 26, June 23, July 28
6. Adjournment

Stamford Comprehensive Plan Committee
Minutes for March 10, 2010

In attendance: Beth Adams, Kelly Keck, Nancy Haycock, Deborah Grant, Lorelle Phillips, Paula Nissen, Brooke White, Mike Triolo

1. Approval of Minutes

The minutes from January 27th were approved.

2. Committee Membership

The Brockways have resigned from the committee.

3. Survey -- finalizing

Most of the meeting was devoted to finalizing the survey.

The following changes were decided upon and submitted to Nan Stolzenberg::

--We are going to ask that the survey be returned to us by April 30.

Four drop-boxes will be set up by Brooke at: Stamford Town Hall, Stamford Village Hall, Stamford Public Library and the South Kortright School. The boxes will also have blank copies of the survey for anyone who does not receive one through the mail.

--Q. 4: The spacing on box "18-24" will be changed to be consistent with the other boxes.

--Q. 7- The lines for all questions will come out to the margins, to be consistent, instead of indenting (a), (b), etc.

--Q. 13 - The two categories (Town Provides) and (Town Supports) will be put into bold type, the same as in Q. 26, and the rows shaded out to avoid confusion.

--Q. 20 – The word "national" was added to clarify.

--Q. 22 – The word "small" was added to clarify.

--Q. 24 – The word "fracking" was changed to "hydrofracking."

--Q. 25 – The word "town" was capitalized.

--Q. 27 – This was changed to read, "of the activities listed above in Question 26". Not 27.

--Q. 28 – This was changed to read "How important is dairy farming/agriculture in the Town of Stamford..."

--Q. 29 – The odd spaces were eliminated in the last box on the page.

--Q. 29. Changes were made to clarify --"Support local farmers markets, and stores that sell local agricultural products." "Promote and encourage local agricultural products."

--Q. 30 – The question was rewritten to read: "Would you be interested in buying more local agricultural products, such as dairy, meat and produce?"

--Q. 34. – A line was added after the question.

-- Q.35 – All categories were changed to lower case to be consistent.

--The list of "Overall Topics" was moved to the last page so that all the topics would be on one page. It was hoped that a double column would work here.

-- The line "Feel free to explain why in the space below" was deleted because this was repetitious.

Agriculture Survey Section:

There was more discussion about whether there were any other questions that could be added to the survey to emphasize the agricultural character of the town. The number of dairy farms in the Stamford keeps decreasing as milk prices erode. We considered several ideas, and then decided that rather than lengthen the survey, we would make a few changes in the questions we already had, to clarify and emphasize “dairy” rather than just use the term “agriculture.” We felt the workshop will be a good opportunity to trouble-shoot ideas for what we can do as a community to support dairy farmers.

4. Printing of the Survey

We discussed Nan’s research. Since we only had partial information on the printers this was difficult. Neither one indicated how quickly that would process our survey once it is delivered. One printer (Accuprint) was more than twice the cost of the other printer. (Times Journal). We couldn’t figure out why there was such a large difference especially since the more expensive quote was for a bulk mailing that would be slower than first class mail. However, it was felt that since Nan had no experience with Times Journal, we should go with the firm she knows well. Mike felt we could get a grant for the entire amount. A motion was passed to approve the Accuprint firm’s quote, but to ask first whether bulk mail will be forwarded by the post office or not. Also, to request that we be given 50-100 extra copies of the survey so that we can put these in the drop boxes.

Kelly wants to proof the package before it is sent off.

5. Press Release

Simultaneously with the mailing of the survey, a press release will be sent to all the local newspapers.

6. Workshop

We decided to hold the workshop on April 24, if that date is available. If not, May 1st is the back-up date.

(Nancy confirmed that April 24, from 10:00 a.m.-12:00, is available at the Hobart Community Center on Cornell Avenue.)

7. The documentary, “A Farm for the Future,” has been rescheduled for March 27 at the Stamford Library at 12:30 p.m. for those who are interested.

8. Our next meeting is March 24. We will spend the entire time discussing the workshop on April 24.

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**