

Town of Enfield Planning Board Meeting Minutes - September 5, 2012
Enfield Community Building

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PRESENT: Virginia Bryant, Ann Chaffee, Calvin Rothermich, Marie Vandemark, Dan Walker

Excused Absence: Stephen Givin

STAFF: Alan Teeter/Building Code Enforcement Officer
Sue Thompson/Planning Board Recording Secretary
Vera Howe-Strait, Town Board Representative
Debby Teeter, Town Member

Meeting called to order at 7:05 p.m.

Ann Chaffee made a motion to accept the minutes of the June 6 meeting with the following changes: The name June on first page is changed to "member of the audience". Calvin Rothermich seconded the motion. Minutes passed unanimously.

Ann Chaffee made a motion to accept the minutes of the August 1 meeting. Marie VandeMark seconded the motion. Minutes passed unanimously.

Dan Walker made a motion to accept the minutes of the August 14 meeting with the following changes: Date on Minutes changed from August 13 to August 14. Calvin Rothermich seconded the motion. Minutes passed unanimously.

Minutes of the Planning Board (June 6; August 1; August 14) were placed on the Enfield Town Website with notation of unapproved/draft on minutes.

Virginia Bryant reported the Survey Committee (Virginia Bryant; John Tavares; Arthur Godin; Nancy Spero; Judy Hyman) met on Sunday September 2. There was discussion on the Town mail list which Debbie Teeter uses for the community newsletter. Suggestion was made to contact the County Assessment Office to find all addresses for out-of-town owners of property. Ann Chaffee suggested contacting the Penny Saver Newspaper to place the survey in the newspaper. Debbie Teeter reported that there were approximately 950 addresses on the mail list. She said the newsletter should be out in the mail by October 1. She also reminded the Board that other venues need to be addressed besides using the survey.

Virginia Bryant asked Judy Hyman to report on the Survey Committee meeting. There was discussion during Judy's report with the Planning Board and audience on the topics.

- Samples of Comprehensive Plan surveys from the Towns of Freeville, Hector and Newfield were used as a reference for Enfield's survey.
- Create a survey – how data will get collected, how it will go out.
- The Community Newsletter is a good source to use for the survey to go out to the community.
- How to get residents over 18 to complete the survey.
- Keeping data confidential – name and addresses.

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- Keeping track of duplicate returns. The top sheet with the name/address should be checked against the mailing list. The top sheet will be separated from the survey before given to the Committee to compile the results.
- On-line returns will be checked with paper copies.
- Some towns had big returns from placing their survey on the web and some did not.
- Suggestion of using a separate envelope for the mailing with a statement printed on the outside of the envelope stating what the survey is. The Survey committee wanted to know if the statement could be placed on the front page of the newsletter. Debbie Teeter answered yes.
- Could the survey be placed on a different color paper than the rest of the newsletter? A suggestion was made to leave it on white paper in case copies need to be made.
- The cost of having a copy of the survey made at the Town Hall is waived.
- There was discussion on if the address, ages and how many people live in the household should be placed on the top sheet.
- Survey should not be limited to people just living in the town. It should include those out-of-town who own property. Art Godin asked if non-resident property owners were on the newsletter mail list. Debbie Teeter answered that no, they were probably not on the mail list.
- Discussion on the importance asking for name and addresses for possible use of feedback contact.
- Discussion on how important duplications are or are not and the main fact is that the Board wants to get as much information back as possible.
- There was discussion on how to involve the different level of school age children – Elementary, Junior and Senior. The suggestion of “Service Workers” could talk to students was made.
- There was a suggestion of the survey being placed at the Fire Station during the voting process in November. Virginia Bryant will check to see if the survey can be placed there.
- A member of the audience asked if a household income question should be placed on the survey. The income levels should be wide range and optional.
- Debbie Teeter suggested meeting with the different community groups and having open ended questions instead of using the survey.
- Discussion on question Number 14. School District. Odessa/Montour should be added to the list and the question of what school the children attend will be added.
- Dan Walker asked how important the school issue was, as this issue is not addressed in the original Comprehensive Plan. There was discussion on where residents send their children to school. Judy Hyman will write up a school question and send to the Survey committee for approval.
- There was discussion on Number 4 that asks for the number of people who live in a resident. Should this question be placed on the top page?
- The survey will be placed on the Town website in pdf format. It was recommended to use Google Survey as the Town website does not support a format to get results back in an excel format. Beth McGee and Sue Thompson will put the survey on Google.
- Virginia Bryant asked that the survey be wrapped up by the Town Board meeting next Wednesday September 12. There was discussion on if the Planning Board needed

permission from the Town Board to send out the survey. Virginia Bryant will attend the Town Board meeting and report to them in regard to the survey.

- The date of November 10 for the survey to be returned was agreed to by the Planning Board.
- Virginia Bryant stated the Town Board would like to see the Comprehensive Plan written by February 2013.
- A member of the audience asked if there was a budget to cover survey costs, maps, etc. in regard to the Comprehensive Plan. Virginia Bryant will talk with Roy Barrier about the budget.

Virginia Bryant announced that there was vacancy on the Planning Board. The Board has 3 applicants to choose from. There will be a Special Planning Board meeting September 19th to interview the candidates. The Planning Board will then send their recommendations to the Town Board.

Ann Chaffee made a motion to adjourn the meeting. Calvin Rothermich seconded the motion. Meeting adjourned at 8:25 p.m.

Respectfully submitted,
Sue Thompson
Recording Secretary