

**Village of Chatham
2013 Comprehensive Plan**

NOTES

Meeting #7

September 4th, 7:00 p.m. Tracy Memorial Hall

Attending: L.Locke, J. DelRossi, L.Ponter, A.Gaylord, K.Kaczmar, M.Sarris, T.Curran

Absent: K.Ellis, M.Wollowitz

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- No comments on August 7th Meeting Notes or comments from August 21st meeting.
 - Member outreach since last meeting:
 - It was decided at the 8/21 meeting to resent the business questionnaire to CABA members and an additional list was created of people to send it to.
 - Joanne stopped in to the fire department, and contacted the agricultural society, and various seniors. She needs to follow up with the fire department. Both the department and the agricultural society showed interest in being part of the comprehensive plan.
 - It was decided to do a focus group meeting with at the Payne Home on September 27th. A second meeting will be held for seniors from all other housing locations. It will take place on Tuesday, October 1st at 5:30 p.m. at the Library, which can hold up to 40 people. Joanne will produce a flyer. She also has contacts to distribute them, and others to make phone calls via a phone chain.
 - Lael and Joanne drafted some questions to structure the meetings. They ask about aging-in-place issues, e.g. on the Village's walkability. Some of these issues may lead ultimately to zoning changes.
 - Tom Chulack contacted Melissa and they'll be talking again soon.
 - Leo touched base with Walt Simonsmeier, and he and Aaron will be setting up a way to speak with him. He is a valuable source of information given his experience working with other municipalities.
 - Karen has done some follow-up for the CABA questionnaire and has more time going forward to do more work with the business community on the plan.
 - Lael described the process for distributing the CABA questionnaire. She just compiled responses from the 12 submitted so far.
 - Karen raised the issue of the progress toward improvements to the rear parking lot. Mayor Curran described the Consolidated Funding Application grant proposal for funding a "green infrastructure" approach with permeable pavement, among other

strategies. If funded, it would provide 90% of the project cost and the remainder would need to be raised. The green infrastructure approach has strong advantages given the grading issues on that parcel, in addition to which it qualifies for funding. A traditional engineered approach would not likely be fundable, even though it would be much less expensive. We will know this fall whether the proposal has been approved. In the meantime, the Village needs to move forward to install Jersey barriers or some similar approach that establishes the required buffer, as required by CSX in the lease agreement. Karen has talked to the other landlords of abutting buildings so that they understand the need to be involved.

- Karen also met with an economic development group in Kinderhook to learn about their issues.
 - Lael met with Rich Kraham, who agrees to help with the community meeting. He's very enthusiastic about getting a good plan. He's also eager to run a 2-page spread about the plan process in the October and November issues of the Chatham Press. The timing is good for the meetings we're planning (see below.)
 - Lael and Ellen have been speaking with Norman Mintz, a well-known expert on "main street" revitalization issues. He is interested in helping by doing a meeting with the business community. This will be a Friday evening event (1.5-2 hours) with a discussion facilitated by Norman. In addition to the business community, the meeting should include stakeholders including elected officials, schools representatives, fraternal organizations, the agricultural society, county business leaders, and others. The strategy is to elicit conversation about the many positives of Chatham and then brainstorm key issues. A synopsis of this meeting can be presented at a general community meeting. We are aiming for November 1st at the firehouse. The meeting will be informal and social with wine and refreshments. Karen offered to supply wine. It will take some effort to get a good representation from the business community, including non-CABA members.
- Planning for General Community Meeting:
 - Lael and Ellen have also been discussing a first general community meeting, aiming for a 3-hour meeting on a Saturday morning. We're considering November 9th assuming we can secure space in the elementary school, which provides both plenary space as well as room for break-outs and displays.
 - A draft agenda was distributed to the community. The format would begin with a brief explanation of the comprehensive planning process with identification of committee members; and a brief update of the outcomes of the 1995 plan. The main purpose of the meeting will be a group exercise in the SWOT format – Strengths, Weaknesses, Opportunities, Threats. Attendees will be broken up into groups of no more than 15 +/- with facilitators and volunteer "scribes" from each group. They will be asked to brainstorm the SWOT issues or features of the Village, and then asked to prioritize each category into the top 3 items. After a break, during which the facilitators compile and compare results, the meeting will

reconvene for reporting back by each group, and reporting on the cumulative results. The outcome should be a general consensus on top issues to be the focus of the comprehensive planning process and give direction to the comprehensive plan committee.

- The committee will take part in the meeting, including as facilitators. We should have about 10 different facilitators identified in all.
 - There should be a variety of outreach strategies including water bill notices, handing out flyers at key locations, etc. We should try to engage young people as well, and Melissa will speak with her daughter about helping to mobilize high school students.
 - With many meetings coming up – the seniors’ meeting, etc. – it’s important that launch information about the comprehensive planning process with a press release as soon as we can pin down the specific dates, times and locations for the November meetings as well. This is also important for the Chatham Press spreads.
 - The committee also discussed how to enliven the general community meeting with an opening “ice-breaker” or some informal or playful touch that would leaven the atmosphere and energize the participants.
 - The community meeting will also be an opportunity to recruit volunteers for the comprehensive plan process. Once priority topics are identified, that could lead to a sub-committee structure, with meetings taking place outside of the larger committee meeting.
 - We’ll continue to discuss the details of the community meeting at upcoming committee meetings.
 - The next meeting will be Wednesday, September 25th. Some members may not be able to attend, but we are working around time limitations. We will convene at 6:30 instead of 7:00. In the future, if that’s too early for some members, they can arrive later as necessary.
- 1995 Plan Updates:
 - The committee needs to continue and conclude its notes on outcomes from the 1995 plan as there will be a report on that to the public at the general community meeting. Ellen will pull together a synopsis of points that can be presented on displays and discussed in the brief update at the start of the meeting.
 - Meeting adjourned 8:05 p.m.

Submitted by E. Jouret-Epstein, September 5, 2013