

COMPREHENSIVE PLAN COMMITTEE  
MEETING MINUTES  
January 22, 2014

**Committee Members Present**

Jim Schoenig – VOB Mayor  
Christine Piccini – VOB Deputy Mayor  
Tom Boissonnault – VOB Trustee  
Mary Bryde – VOB Trustee  
Teresa Stockburger – VOB Trustee  
Peter Hansen – VOB Town Clerk  
Anthony Mole – VOB Attorney  
Bob Cullen – Councilman, Town of Southeast  
Tiffany Zezula – Managing Director of the PACE Land Use Law Center  
Rick Stockburger – Planning Board  
Jack Gress – Coalition for a Better Brewster  
George Gasper, AIA – Resident  
Barbara Barosa  
Roisin Grzegorzewski – Research Asst. of the PACE Land Use Law Center  
Harold Lepler  
Bob Dumont

Deputy Mayor Christine Piccini led the Committee in the pledge of allegiance.

Deputy Mayor Christine Piccini made a motion to open the meeting. This was seconded by Ms. Bryde and unanimously passed. Meeting began at 7:08pm.

Ms. Piccini advised attendees that Meghan Taylor has offered the services of the EDC to review the suggested flyer to make it more marketable. This will be done at no charge.

Ms. Barosa began the meeting discussion.

First topic discussed was to confirm locations for the public sessions.

- . It was agreed that the Southeast Museum was not suitable as they were closed and there was no heat.
- . It was confirmed that the Studio Around the Corner was already occupied on the required dates.
- . It was confirmed that for the public session on Thursday morning, March 20, 2014, the meeting will be held at 50 Main Street in the Village of Brewster.
- . It was agreed that Garden Street School is preferable for the other two public sessions --- Wednesday evening, February 26, 2014 and Saturday morning, March 8, 2014.
  - Mayor Schoenig confirmed that public sessions can be held in the school, but only in the auditorium. He also advised that the school has no chairs. He will confirm the use of Garden Street School for the Wednesday evening and Saturday morning public sessions. He also stated that he would advise that there would be a police officer present at these public sessions.
  - Mr. Gress offered 40 chairs and 10 tables.
  - Other committee members will approach the fire house and churches for additional chairs. Ms. Stockburger to check with the First Baptist church; Mr. Boissoinnault to also search out chairs.

Next topic discussed was agenda and specifics for the actual sessions.

- . Ms. Zezula stated that it would be nice to have 100 people in attendance, but it's more likely that there will be 40-50 people attending. Therefore, those people will be divided into two groups. Ms. Zezula and Ms. Barosa will host one group and Mr. Czajka and Ms. Taylor will host the second group. They will serve as facilitators and recorders so no committee members will be required as recorders. Each group will discuss one topic, and after approximately thirty minutes, the attendees will switch rooms to hear the other topic.
- . Ms. Zezula asked about the televising of these sessions. Mr. Boissonnault confirmed that only the first introductory portion of the public session would be televised. He is investigating companies for pricing.
- . Ms. Barosa confirmed that Mr. Nolan will be giving Planning Trends welcome speech at both the Saturday and Thursday morning public sessions.

- . Ms. Barosa asked about easels. Ms. Zezula needs a third easel, but has all other material (flip charts, markers, etc.).
- . Ms. Barosa asked about visuals at these sessions. Suggested a blow up of the zoning map. Mr. Hansen stated he has existing zoning maps to provide.
- . Mr. Gress will provide a sound system should it be needed.
- . Mr. Hansen will arrange for beverage/cookies for the sessions. (No donations were forthcoming.)
- . Ms. Zezula advised that she may bring students to help and observe (and they may serve as back ups).
- . Mr. Hansen confirmed that he will arrange for Spanish translators at the sessions. Mr. Joe Hernandez will attend as one translator. Ms. Zezula also stated that Mr. Nolan speaks Spanish.

Ms. Bryde asked about formally approving the minutes of these committee meetings or if they are automatically accepted. Ms. Zezula responded that the draft minutes should be formally accepted.

- . Therefore, Ms. Bryde made a motion to accept the minutes of the January 8, 2014 meeting. This was seconded by Mr. Boissoinnault and unanimously accepted.

The discussion turned to the flyers and surveys.

- . Mr. Shoenig is awaiting a decision on including the flyers in the ebackpacks.
- . What email address would be used for the distribution of the flyers?  
Response: Mr. Hansen's.
- . Mr. Stockburger asked that the flyer include Survey Monkey instructions. Ms. Zezula added to include the locations of the public sessions.
- . Ms. Barosa also suggested that the flyer could serve as the cover sheet for the survey.
- . Mr. Hansen is arranging to have the flyer translated into Spanish.
- . Questions were expressed at the meeting about the survey. Mr. Gress stated that as an informed business man and a resident he was puzzled as to how to answer some of the questions. Mr. Mole said that he also had questions. Ms. Barosa said that she had discussed the questionnaire with Joe, Christine and Tiffany.

. Ms. Barosa to revise survey questionnaire and redistribute to committee. Mr. Gress suggested that the surveys stick to ten questions. This was agreed to by the committee and confirmed.

### Survey Monkey costs

- . Ms. Grzegorzewski explained that there are two plans available. Plan One is free and allows for ten questions, maximum, and no opening sheet is permitted. We'd need to open two links, one for English and one for Spanish, in order to comply with this requirement. Breakdown of survey responses is provided but can't print pdf of reports. Plan Two allows for unlimited questions. Cost is \$204/year or \$24/month for any amount of surveys. Therefore, there could be a Spanish and English business survey and a Spanish and English resident survey posted with this plan. Reports provided.
- . Either plan can be set up with a credit card.
- . Decision was to go with Plan Two at \$24/month, for now. Ms. Grzegorzewski will contact Mr. Hansen for Survey Monkey set up and execution, and will provide link for flyer. She will provide user name/password, but will serve as the administrator and the only one to make changes.
- . Mr. Cullen asked if town residents can participate in the survey. The answer was, Yes.
- . Mr. Cullen also asked about how to ensure that the same person wasn't filling out multiple surveys. Ms. Grzegorzewski will check into this.

### Scheduling was discussed next.

- Ms. Barosa and Mr. Hansen to set up schedule and coordinate distribution of all correspondence at the same time.
- . Ms. Zezula stated that the flyer was the most important piece of correspondence and this should be completed within the next week. The EDC will provide input to revise current flyer within the next week and distribution by email.
  - . Committee members (Mr. Gress and Mr. Stockburger) will print flyers and distribute.
  - . Mr. Hansen will enlarge and print flyer for businesses in Village.
  - . Mr. Hansen to create press release and distribute to Ashley Tarr. Mr. Schoenig said no press release to Journal News.

- . Ms. Zezula suggested further distribution of flyer information thru emails.
- . Ms. Zezula still looking for list of stakeholder group names and contact information. She would call each of these stakeholder groups and ask about their upcoming meetings in order to attend and talk about the public sessions. She is looking for association names, church names, Putnam County Landtrust, Team Brewster, etc. Ms. Stockburger to send her a list of email addresses.
- . Ms. Zezula to speak at the Patterson Rotary meeting on Tuesday morning, February 28, 2014 at 7:30am. Committee members to check about Brewster Rotary meetings and Chamber of Commerce meetings.
- . Mr. Hansen to check with churches.
- . Mr. Cullen said that St. Lawrence Church distributes weekly emails and he'll ask about including information about the public sessions in these emails.
- . Ms. Stockburger to check with Fire Department about leaving information about the public sessions at their next dinner on February 25, 2014. (Ms. Bryde reminded the committee that these dinners are social events and that it wouldn't be appropriate to ask to speak.)
- . Mr. Schoenig suggested talking about the public sessions at the Town of Southeast meetings. Mr. Cullen to talk to Southeast Supervisor Tony Hay about speaking at the next Southeast meeting.
- . Mr. Boissoinnault, who is president of the Hill Neighborhood Organization, will send information about the public sessions to this organization's members and arrange to have Ms. Zezula attend their next meeting on February 13, 2014. Ms. Zezula would conduct a mini-facilitation session at this meeting.
- . Mr. Hansen will look into leaving flyers at the next Trailblazers Award meeting to be held on January 31, 2014.
- . At this time Mr. Gress stated that it would be appropriate to have a representative from the fire department on this committee.
- . Mr. Boissoinnault said that the fire department has public meetings monthly. Contact is Mike Ligouri, 845-279-2786.
- . Mr. Lepler suggested that county engineers and architects should be contacted.
- . Mr. Stockburger stated that on May 14, 2014 the committee is expecting information from the developers.
- . Mr. Gaspar stated that any building over 30 feet is an issue.

- . Mr. Hansen to talk to Betsy Palmieri.
- . Mr. Stockburger asked about contacting the Envision Brewster Group.
- . Ms. Zezula asked about the PTA. Mr. Hansen to reach out to teachers' association.
- . Ms. Zezula asked permission from committee about contacting the contacts that are provided. Committee said, Yes.
- . Mr. Dumont suggested contacting the Board of the Studio Around the Corner.
- . Mr. Cullen suggested contacting the Library Board.
- . Ms. Zezula will compile a list and provide to committee for prioritization.
- . Ms. Zezula also said that she is working with Ms. Piccini to talk with the Planning, Zoning and Village Boards in March, 2014. This would be a less generic presentation.

Ms. Barosa reminded the committee that the next Comprehensive Plan meeting is Wednesday, February 12, 2014; snowdate on Thursday, February 13, 2014.

Mr. Stockburger brought up the subject of the Existing Condition section and that most are recommendations that need to get changed, e.g., parking. He stated that things just can't be changed as they affect information in the Zoning section.

Mr. Gress stated that his understanding was that the effort was to list changes that exist.

Mr. Hansen stated that he would have the Envision Brewster members stay after tomorrow's meeting.

Mr. Boissoinnault made a motion to close the meeting. This was seconded by Ms. Bryde and passed unanimously.

Meeting adjourned at 8:35pm.