

Town Hall
1650 Route 9w
P.O. Box 305
Milton, New York 12547

Conservation Advisory Committee

Town of Marlborough

Meeting Minutes
For
January 9, 2013

Meeting Called to order - 7:30pm by Walt Falkenberg

Members Present – Walt Falkenberg, Scott Corcoran, Joan Delatorre, Cindy Lanzetta, Al Lanzetta, Mici Simonofsky, Brian Simonofsky, Anita Walters, Janine Pinada, Noel Russ

Approval of Agenda – Cindy recommended that we Include Environmental Management Council (EMC) report on the agenda in the future. Approved by all

Chairman's Report – Walt brought up that the meeting would be run according to Roberts Rules of Order and that we would need a Backup chairperson. Walt explained that since our committee is an open committee items would be passed by a simple Majority of members present excluding members of the public that are observing.

Walt also announced that at the Re-org meeting the Town Board committee persons assigned to the CAC committee would be Anthony Pascale and Scott Corcoran.

A roster was handed out and all names, Phone numbers, and E-mail addresses were confirmed.

- New Business – 1. Backup Chairperson a motion was made by Al Lanzetta to have Cindy Lanzetta be the Backup it was Seconded by Joan Delatorre. Approved by all.
2. A target date for completion, and report to the Town Board on the Project was scheduled for the Second Town Board Meeting in May. (May 27, 2013)
3. Walt brought up that our first order of business for the Planning Board Project would be the interviews as discussed at the December Meeting and had all members review draft letters to those individuals.
- Cindy commented that all correspondence should be CC'd to the Town Supervisor and we all agreed to also CC the Town Council members. Draft letters were approved first six people Joe Porco, George Salinovich, Tom Corcoran, Colleen Corcoran, Pat Hines, and Bill Giametta.
- We also discussed time frames for the Interviews, and agreed that 15-20 minutes is fair and could run slightly longer if need be. Scott mentioned that we should also include the Zoning Board of Appeals Chairperson so we could work on coordinating the two Town Boards, all members agreed. Flexibility was brought up because we will be asking Town Professionals to come for interviews and to alleviate expense to the Town, that we could most likely meet them prior to their board meetings if need be, Scott did mention the Town employees could use Comp. Time for the interview.
- When the individuals contact the chairman they will be given a specific time for the interview and have it explained that we would like a report from them on items specified in their letter, and that questions will be asked on their report which should include i.e.: (problems/ concerns, present format, what doesn't work, costs or fees, expiration dates) and what they would do to make it more applicant friendly and enforceable.

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4. The committee would like to expand the interviews to include past applicants, and professionals that have submitted applications in the past to evaluate their experiences. All Agreed.

New business cont.

5. Items committee would like to verify:
 - Current checklists
 - a. Reviewed by whom?
 - b. When reviewed
 - c. Is review completed prior to scheduling (to prevent applicant's return for insufficient documentation)
 - d. Responsible party signatures
6. Communication between Town Departments

Meeting Adjourned – 8:30pm