

**\*\*\*\*DRAFT\*\*\*\***

The Town of Forestburgh Town Board held their meeting for Planning Matters on **Monday, May 21, 2012** at the Town Hall.

Supervisor Sipos called the meeting to order at 7:00 p.m.

Roll Call: Present – William B. Sipos, Supervisor  
Eugene D. Raponi, Councilman  
John W. Galligan, Councilman  
Susan Parks-Landis, Councilwoman  
Michael Cregan, Councilman

Absent – None

Recording  
Secretary – Joanne K. Nagoda, Town Clerk

Others  
Present – William D. Bavoso, Attorney for the Town  
David Bavoso, Attorney for the Town

**PUBLIC COMMENT** – None

**MINUTES** – Town Clerk, Joanne Nagoda submitted minutes of the April 30, 2012 meeting for planning matters for review. **MOTION** by Councilman Cregan, seconded by Councilwoman Landis to accept the minutes. Vote: 5 ayes – 0 nays. Motion carried.

**COMMUNICATIONS** – A letter of interest for the planning board was received by Jill Onorato, copies are in all board member files.

**UNFINISHED BUSINESS**

**WEBSITE VENDOR** – Supervisor Sipos introduced Jonathan Falk of Virtual Towns and Schools and turned the floor over to him. Mr. Falk gave a brief overview of his company, that they are based out of Massachusetts and have been in business since 1998 and deal solely with municipalities and school districts. They have just shy of four hundred clients, mostly in the north east, and have forty in New York. We offer different modules that are expandable, so if the town wishes and the budget allows, we can do live streaming of meetings, online payment of taxes and so on. Our system is designed so that people here at the town hall can update the website in a matter of minutes. All you need to know how to use is word processing and e-mail. As I understand it now, your information has to be sent to someone outside of town hall and when they get around to it that is when the site gets updated. Our websites are all custom designed, you will see similarities in what I am about to show you, but that is because this town liked the look of another towns layout. You are not limited to that, we do not hand you templates and say pick one. We make our site user friendly so that the constituents can get the information they want from several places on the site. The system is designed so that you load a document once and it can be accessed from four or five different places on the site. Mr. Falk then displayed several different designs, then he went on to explain how urgent information can be displayed on the website, he stated that their websites are browser based, so any changes don't need to be made while in the town hall, as long as the user has a password, they can change the site from their home, smart phone, anywhere, so if an emergency occurs, you can update it at any time. Last year during Hurricane Irene, our staff came in and Supervisors and Town Clerks from all over were calling them and they were updating websites with emergency news, because many lost their power and or internet connections. There is also an event banner giving the information on this town's Memorial Day Parade, then the day after the parade, this banner is gone so you don't have outdated information on the site. We also have a "Where do I go for" tab, if you click on that an alphabetical listing will come up for the user to search for what they need. Calendaring is unlimited, which means each department can have its own calendar or it can be color coded, so if someone goes to the main calendar and

they are looking for parks and recreation info and that is in red, they can just scan the calendar for items in that color and they are all linked to more information. We also offer “e-subscribe” these are permission based, they can opt in and enter their e-mail address and for example when Joanne creates an agenda and loads the documents associated with it, it will automatically be e-mailed to them. They don’t have to come to the website to see the information. They can remove themselves at anytime. Also, our servers are in a bomb-proof and flood proof facility and none of our sites went down during Hurricane Irene. We offer comment forms which is linked to the person in the town in charge of that, it is a blind link so the user just hits send, but it gets to the right department. There is also a committee volunteer form and users can volunteer for various committees or projects. Again, these are all options that are available to you; you don’t have to use them. Ongoing user support, we have on staff, customer support people it’s part of the contract, its unlimited hours of live phone support. Anyone with a password at the town can call up and we walk you through whatever you need step by step. They are our employees, it is not a third party call center and their only task is to support our clients. We also have a support site, some are pdf’s, some are video, we also have monthly free online tutorials that are twenty five minutes in length, there are four to six a month on different topics, people can sign up. We also offer online statistics so you can see what is working and what is not, we also staff who view our client’s websites checking for broken links, information that is out of date, and they will send a report to you. How does this work? Well, basically there are three meetings, the first is design, you tell us what you want, we send it to you, you approve it, change it whatever you want, we go no further until you are happy with the design. Then we do a requirement analysis with each department head to see what they want on their page and the last step is training. Councilwoman Landis asked for a list of references, to which Mr. Falk invited her to go to their website and visit any of the towns there. Councilman Raponi asked if there were different packages. Mr. Falk replied that he submitted two different quotes, one is for the meetings to take place here at the town hall. That costs a little more due to my travel expenses and time. The other quote is all online, all of the meetings take place on the internet. There is a design and development fee and then there is hosting and maintenance fee. The design and development fee is split into three annual payments so you may pay it off over three years. The one with the meetings here is \$2,995 a year for three years, after the design and development fee goes away it drops to \$1,995.00 per year. If we do it all online it is \$1,198.33 a year for three years after the design and development goes away, it is \$2,250.00 per year. Our contracts are yearly, so if after a year you are not happy, and we currently have a 95% retention rate, you can tell us we don’t want you anymore. Councilman Galligan stated that the success or failure is all on our end, to which Mr. Falk replied yes. Councilman Creegan asked what is the average start up time? Mr. Falk responded it takes about eight to twelve weeks to get a site live. It’s really more how quickly can you get us the content and how quickly you arrive at a design. Mr. Falk thanked the board for their time and encouraged them to contact with any questions they may have. Clerk Nagoda gave a bit of a cost breakdown by being able to eliminate the newsletter for most residents, excluding the elderly that don’t have computers, etc. Annually it is costing the town over \$2,200.00 in postage just to mail the newsletter, that does not take into account how many reams of paper are used depending upon the length of the newsletter, the toner for the copier, the time to assemble it. If we could cut the newsletter down to maybe fifty or so copies that need to be mailed, it would pay for this website. Councilman Galligan stated that he feels we should do this, there are too many people complaining and we need to a good site. At this time the board invited Mr. Falk to return for our regular monthly town board meeting on June 7<sup>th</sup> and do the presentation again. Mr. Falk is available and will be here.

**SPRING CLEAN UP CONTAINER RFP’S** – Supervisor Sipos stated that we have received three proposals for dumpsters for clean up. Clean up will be June 1 & 2, according to what Superintendent Hogue submitted and he states we will need four dumpsters. We received quotes from Sullivan County First Refuse and their quote is four (4), thirty yard roll off containers at \$145.00 per container. They will pay the town \$182.00 per ton for metal. However, based upon the memo from Superintendent Hogue, since we have no policy on scrap metal, he will not be accepting scrap metal at this clean up. Thompson Sanitation submitted a quote of \$160.00 per container and if we were collecting metal, they would have paid us \$200.00 per ton. DP Disposal quoted \$150.00 per container with no mention of scrap. **MOTION** by Councilman Galligan, seconded by Councilwoman Landis to accept the quote of Sullivan County First Refuse for \$140.00 per container for clean up. Vote: 5 ayes – 0 nays. Motion carried.

**ZONING REVIEW** – Supervisor Sipos stated that at the last meeting we started going through work of the zoning review committee, we got through the first section of definitions. Tonight I would like to see us start on Section 3, page one – which would be what is too replace Section 85-2 of the current zoning code. Also, we have no other planning board work, there have been no further applications or inquiries at this time. Logging permits and gas drilling and fracking, while listed on the agenda are going to be added into this document that we are currently revising. Supervisor Sipos stated that first there are definitions for this section of the code, he skimmed over the

definition that were read and reviewed last month. Katherine Barnhart stated the definitions in this section are not the same as the definitions in other sections. Discussion was held that the other set of definitions are listed in the subdivision section and for example, the definition of “alley” is similar in both, however one definition states a numeric width. The board agreed that all definitions should be consistent. Supervisor Sipos said they were addressing more of the content than definitions to correct and address the matters that caused issue between the planning board, the town board and the public, and were looking for ways to streamline the process for the public. I would like to have applicants apply to the town engineer for review first and then if all of your documentation is correct, then appear before the planning board. Supervisor Sipos added that one other thing that must be addressed is the timeline for the permitted use of a building. I want to make it so that what is currently there and operating, for example, the Dragonfly – it’s a bar and that is the only thing that it ever was, but there was great debate in the town that it should go before the planning board and other’s felt it shouldn’t, however someone else brought to my attention that if they had appeared before the zoning board of appeals, they could have rendered a decision. Attorney Bavoso stated that the zoning board of appeals may issue variances and issue determinations and I’m not sure that would be a determination. However, since you are re-writing these zoning and subdivision regulations, you can write them anyway you want them. Discussion was then held on difficulties with current pre-existing non-conforming use properties and special use properties.

Moving along, Section 75-3 deals with enforcement with the zoning officer. The section was read and reviewed, Councilman Creegan stated that we are going to put the planning board back, however do we want this to read planning board and town board? It was discussed that it should read both, in the event another large project like Lost Lake comes in and the town board wishes to be lead agency. Mary Ann Toomey asked if this document, for the purposes of agricultural districts, does it comply with the county’s agricultural district they created in Forestburgh? Supervisor Sipos and Attorney Bavoso stated it should and it does. Discussion was also held on the zoning map specifically area around the gorge, where there are some parcels that are currently 2.5 acres and to make it 5 acre would create problems, we will have to look closely to the revisions to the zoning map also. Definitions in the subdivision regulations were also reviewed, some definitions such as “corner lot” must be re-defined for easier comprehension. Lot line changes or amendments also need to be streamlined, there shouldn’t be such a major process to adjust a boundary line, it’s time consuming and expensive and many people are just filing easements rather than go through the entire process. Attorney Bavoso stated the only way to shorten this is that the town board or planning board is granted the authority to waive public hearings. Discussion was held to have the town engineer and building inspector review them. Open space is another area that has come up quite a bit and this definition is also too confusing, the numbers that are in here were plugged in by Chuck Voss and we need to look at those. The general consensus was it was just too confusing.

The board agreed to stop at Article III Procedures for Filing and Review of Plat Maps.

**ADJOURNMENT** – MOTION by Councilwoman Landis to adjourn at 8:35 p.m.

Respectfully submitted,

Joanne K. Nagoda,  
Town Clerk