Planning Board Meeting May 19,2022

Minutes of discussion

The meeting was called to order at 1600

In attendance were Ned McElroy, Michael Palm, and Mark Canfield. Guests include Allison Smith, WEVD representative, and Carol Ogilvie, the board's consultant.

The agenda was approved by a unanimous vote.

Minutes of the previous meeting were not available. All were in favor of postponing the reading and acceptance of the minutes to the next meeting.

The digitized version of the Visioning Survey was reviewed by Carol and shared via Zoom. The final section of the survey must be revised to incorporate the lead in questions to the answer section that were missing. Carol will review the needed changes with the developer. She will provide the revised version to Mr. Canfield as soon as it is available. The board has allowed Mr. Canfield to accept the changes and move to have the survey finalized.

The discussion then moved to understanding how the survey would be "mailed out" to all property owners. The email addresses that the Village District has will be used. We are avoiding any expense of mailing as well as the difficulty mail in responses can have on tabulation. It was decided that only digital responses will be accepted. Mail in responses will be costly to include in the summary of responses. A formal noticing will be developed that explains the expected survey response delivery and response method. This noticing will be posted on the WEVD website, at conspicuous physical locations around the Village, and on the WEA website. Ms. Smith will discuss with Judy Kinney, Assistant GM, explaining the need for why the posting should go on the WEA website. The notice will be developed by Mr. Canfield and shared with Ms. Smith.

The timeline dates have been changed due to having missed the first target date.

Mr. Canfield advised of his conversation with Mr. Griffith, President of the WEA regarding the need to have a board member participate as a Planning Board member. WEA was meeting on Tuesday May 17 and was to discuss our request. The outcome of this meeting is to be learned. Mr. Canfield will speak to Mr. Griffith about their deliberations.

Ms. Smith suggested the board needed to supply a means to answer calls or email questions anyone might have about the survey. The board agreed that this information would be supplied.

The next meeting dates were agreed to: June 2, June 16, and June 30.

Meeting was adjourned at 4:52

Respectfully submitted

Mark Canfield

Interim Planning Board Chair.