

COMMUNITY PRESERVATION FUND  
ADVISORY BOARD MEETING  
September 4, 2008

Minutes

Present:

Victor Behoriam  
Richard Biezynski  
Susan Ezrati  
Pete Hubbell  
Brent Kovalchik

Absent:

Miriam Latzer  
Philip Seymour

Meeting Chairman: Victor Behoriam

Recording Secretary: Susan Ezrati

Chair Behoriam called the meeting to order at 7:40 pm and asked the Board to join him in the Pledge of Allegiance to the flag. The chair noted a value of the rotating chair is that it gives each member the opportunity to set the meeting agenda.

He distributed the following agenda for the meeting:

- I. Determine whether Community Preservation Fund (CPF) money can be used for:
  - a. Planner expense (to develop Community Preservation Project Plan (CPPP) and parcel inventory.
  - b. Interest payments on Property Development Rights (PDR) Bond, etc.
  - c. Management & Stewardship of program properties (define what 10% actually is)
- II. Limit cost of development of CPPP/parcel inventory by using Open Space Plan and avoid duplication of effort.
- III. Set Date for CPPP review (37<sup>th</sup> month after acceptance of current CPPP?)
- IV. Liase with other Boards and Task Forces?
- V. Outreach to community
  - a. Assure fiscal responsibility of advisory board
  - b. Receive input on available lands

The Board discussion began with comparisons of the Red Hook Open Space Plan and the Warwick CPPP. The Board consensus was that the Open Space Plan was a very good basis for the Red Hook CPPP. The discussion evolved around what additional information and structure would be required to convert the Open Space Plan to a CPPP that the advisory board could recommend to the Town Board for their review and

approval. Members noted that the CPPP required a complete inventory and identification of individual parcels that met the criteria set out in the Open Space Plan. They noted that a parcel I.D. map would be helpful in order to obtain IDs for the parcels identified in the Open Space Plan. In addition, the Advisory Board would need to restructure the outline to conform to a CPPP similar to the Warwick example. Members of the Board concurred that the Board would need the assistance of the Town Planner, Ted Fink, to write the CPPP.

The Board then turned to the first two issues on Chairman Behoriam's agenda. A general discussion of the need to limit use of CPF monies for administrative expenses took place. It was noted that the Board should be frugal in this project and avoid duplication of the efforts that are already being undertaken by other Town Boards and that are memorialized in the Open Space Plan.

Consideration of the procedures required to set these limits and obtain Town Board concurrence followed. In particular, the Advisory Board recognized that they needed additional information on how the Town Planner would be compensated for assisting the Board in this project. The Chair offered to get clarification from the Town Supervisor prior to the next meeting. The Chair noted the importance of assuring the fiscal responsibility of the Advisory Board. He noted that a community on Long Island was currently being audited for failing in this responsibility.

Discussion of setting a date for the next revision of the CPPP took place. Victor noted that the fact of a regular review would allow some flexibility in the Stewardship (fiscal control) language. A dollar limit on administrative, legal, planning support could be set with some certainty about what would be required if the Board knew that there would be the opportunity to modify the language within a specified period. He also noted that a specific revision "deadline" would discipline the Board against the tendency to avoid difficult decisions. It was suggested that February 2012 was an appropriate target for the next revision of the CPPP, assuming the Board made quick progress on the current plan.

Further discussion on how the board could craft language as a part of their recommendation to the Town Board that would assure that the funds would not be dissipated by expenses that ordinarily would be paid out of general fund revenues such as maintenance of parks or trails. Richard Beizynski noted that these issues would arise with respect to lands purchased for scenic use, parks and trails. Discussion of the general stewardship obligations of the Advisory Board followed.

The Board considered how the Board's progress should be reported to the Town Board, including how frequently it should report to the Board. Members suggested that the first report would be given within three months.

Pete Hubbell recommended that the Board liase with other boards that are considering issues related to the CPPP. Brent recommended that initial recommendations of the Advisory Board be sent to various task forces for their review in order to assure that the recommendations include issues current with those task forces.

Action items prior to the next meeting include:

1. Victor will speak to the Town Supervisor about the fiscal resources available to the Board.
2. Assuming that the Town planner has been contracted to assist the Advisory Board, Victor will request that he provide an outline of the CPPP a week before the October 2, 2008 meeting of the Advisory Board. This outline will be distributed to Advisory Board members so that they can be prepared to make real progress at the meeting.
3. The Advisory Board will start with the Open Space Plan to begin the inventory of desirable "acquisitions" by the CPF.

Next meeting Date: October 2, 2008, 7:30 pm at the Town Hall.

Chair for the October meeting: Pete Hubbell.

Respectfully submitted,

Susan Ezrati

Recording Secretary Pro-Tem.