

**Town of Ancram
Zoning Revisions Committee
March 1, 2010**

Members Present: Hugh Clark, Terry Boyles, Barry Chase, Barbara Gaba, Bonnie Hundt, Kyle Lougheed, Don MacLean, Bob Mayhew, Jim Miller, Bob Roche, Jane Shannon, Dennis Sigler
Others Present: Donna Hoyt

The Chair called the meeting to order at 7:00 p.m.

1. The committee briefly reviewed the charge it is to accomplish.
2. Because this was the first meeting of the ZRC, committee members introduced themselves and offered brief comments about five points of interest:
 - a. How the member would judge whether the ZRC had succeeded;
 - b. What parts of the Comprehensive Plan are of special interest to the member;
 - c. What knowledge/skills/experience the member brings to the ZRC;
 - d. What “bugs” each member about committees;
 - e. What is a personal trait that each member asks other members to tolerate.
3. The committee then discussed how it will operate to accomplish its task, identified responsibilities it expects the Chair to fulfill, and identified attitudes and actions expected of all committee members (see enclosure 1).
4. The committee next considered how it will make decisions—by consensus, by majority vote, or by some other method. Recognizing that deciding by consensus not only seeks the agreement of most participants, but also the resolution or mitigation of minority objections, that consensus solicits input from all committee members, and that agreement among committee members will aid agreement among community members, the committee opted to reach decisions by seeking consensus. However, if all reasonable efforts to attain consensus are fruitless, the committee will use a 9:3 “super majority” vote of the total committee to decide an issue.
5. For continuity if the Chair is absent, the committee selected Barry Chase as Vice Chair.
6. Because it will be extremely difficult for any committee member to take detailed notes of deliberations and decisions while also moderating or engaging in those discussions, the committee urges the town board to provide a paid recorder, or an unpaid volunteer, or at least a tape recorder to aid preparation of accurate, complete meeting minutes.
7. For info: The Cary Institute will conduct a land use planning forum on March 6. Don MacLean offered to also provide info to committee members about online zoning/subdivision training.
8. The March 8th meeting will focus on purpose statements and potential questions for Nan Stolzenburg about tasks and timelines. This meeting adjourned at 8:54 p.m.

What do ZRC members expect Chair to be/know/do?

Organize and keep committee moving. Plan meetings:

- Determine date, time, place of meetings;

- Notify members about meetings, agenda, and printing needs by Fri afternoon for Mon meeting;

- Prepare agenda that realistically fits in time available, and coincides with task list/timeline;

- Set up physical arrangements.

Start and end meetings on time (not more than two hours; normally 7:00 p.m.-9:00 p.m.).

- Use meeting time efficiently, e.g. consider sub-committee for wordsmithing

Announce questions and actions to be deliberated and decided.

Moderate discussion:

- Keep discussion focused on the question being deliberated:

 - pros & cons, near-term & long-term, whether proposal coincides with Comp Plan;

- Keep discussion from unnecessarily returning to issues already deliberated and decided;

- Involve all committee members in discussion;

- Recognize who's to speak—only one person speaks at a time;

- Listen—to what's said and what's not said;

- Referee deliberation; call "time-out" as necessary; guide committee to decision.

From time to time, summarize major questions, actions, decisions, and assignments.

Provide clear, comprehensive minutes—especially useful for those who missed meeting.

Serve as liaison with consultant, Nan Stolzenburg.

Ensure committee operates within budget.

Report periodically to town board.

What do we expect Members to be/know/do?

Prepare for meetings; review agenda and background info.

If suggesting agenda items, provide to Chair by 5:00 p.m., Thursday, for Monday meeting.

Notify Chair about absences, or arrange for colleague to notify Chair.

Use email and telephone IAW OML...for info exchange—not deliberation or decision.

Show up for meetings!

Participate in deliberation:

- Keep to the question being deliberated, and to the point you're making.

- Think before speaking: make your point coherently and concisely.

- One member speaks at a time; Chair moderates and recognizes who's to speak.

- Assess question and solution in an orderly, but flexible, way:

 - Listen;

 - Maintain objectivity—think pros/cons, near-term/long haul, coincidence w/CP;

 - Consider alternative situations and solutions;

 - Be prepared to summarize opposing arguments before stating own position;

 - Moderate own views to consider preferences/best results for total town;

Respect other viewpoints: Argue the question/suggestion/proposal; don't attack the person—no screaming, shouting, or fistfights.

Ask for clarification about any point not understood.

Humor is always welcome.

Enclosure 1 to March 1 Minutes