

# Conservation Advisory Council Meeting Minutes

Date: April 26, 2021

Members: Jennifer Dean, Chair; Fred Henson (arrived 7:14); Jennifer Hixon; Victoria Manieri; Adam Tobey

Also present: Jack Conway, Town Supervisor (left 8:01); Tina Tierney, Town Board Member, liaison to the CAC (left 8:02); Adam Yagelski, Director of Planning

## CALL TO ORDER

Chair Jennifer Dean called the meeting to order at 7:01 pm. She noted that the meeting was being held remotely, and would be recorded, transcribed, and posted to the Town's website, pursuant to Executive Order No. 202.1, issued by Governor Cuomo on March 12, 2020, and advisories issued by Federal, State and Local officials related to the COVID-19 virus.

## CAC RECORDER

Victoria Manieri suggested that the role of CAC recorder rotate through the committee members. Jennifer Hixon volunteered to record tonight's meeting. Victoria volunteered to record next month's meeting.

## FORMAT FOR MEETINGS

The group agreed to meet on the 4th Monday of each month from 7-8:30PM. Extra time or meetings will be scheduled as needed.

A standardized agenda was drafted, as follows:

- Call to order
- Read virtual meeting policy
- Pledge of Allegiance
- Roll call
- Confirm or assign meeting recorder
- Vote on previous meeting's minutes
- Old business
  - Review process (including website, GIS needs, project checklist)
  - Review known projects
- New business
  - New project applications
  - Updates
  - Other new business (open discussion)
- Public Comment
- Wrap up, including action items

## IT UPDATES

All members should have received instructions for setting up eastgreenbush.org email accounts, and should login as soon as possible. Contact [mhart@eastgreenbush.org](mailto:mhart@eastgreenbush.org) or call Lisa O'Brien at 518-477-4775 with technical questions.

Jennifer Dean should have received credentials and instructions for Zoom and Google/YouTube accounts, as well as [cac@eastgreenbush.org](mailto:cac@eastgreenbush.org) mailbox. She and Adam Yagelski will arrange to meet for IT knowledge transfer. Adam Tobey volunteered to assist Jennifer Dean as IT backup.

## ACTION ITEMS TO DISCUSS

**Website tasks** - Plan to consolidate NRWG and NRI content with CAC content. Group should review this content and think about content areas for CAC before next meeting. Jennifer Dean will invite Meaghan Hart, Director of Finance and IT specialist, to our next meeting to guide discussions of website revamp.

**Checklist for project review** - All agreed Hudsonia's Checklist for Site Resource Assessment with NRI looked like a promising model and agreed to study it further before next meeting. As we review projects, we may wish to tailor the model to fit our needs.

**File storage** - Meaghan Hart is reviewing storage options for Town, but has not finalized recommendation yet. For now, team can use Google drive to share documents.

**GIS needs for CAC** - At some point, Adam Yagelski, Adam Tobey, and Meaghan Hart will meet with ESRI representative to determine best way to achieve CAC's goals using ESRI software and services. Before that meeting, group will determine prioritized needs for GIS, for instance, sharing current NRI maps on website, creating new layers, data points, or attributes, etc. Adam Yagelski will draft list of requirements. Adam Tobey offered to investigate QGIS, a free and open source GIS software. Jack Conway advised the group to define its needs so the Town can include them in budget planning.

**Calendars** - Group endorsed the idea of rotating CAC representation at Planning Board and possibly Zoning Board meetings as well as pre-application meetings with the Project Review Team. Adam will share meeting calendars in time for next CAC meeting. Once the CAC has its process better defined, it could invite Planning Board members to a joint meeting to discuss.

## PLANNING/ZONING BOARDS 101

Adam Yagelski, Director of Planning and Zoning, presented an overview of the state and local laws that undergird the planning process and directed the team to various resources on the Town's website and the DEC website that explicate the SEQR and EAF process. Adam Adam will share his presentation with the group. Adam noted that the 2006 Comprehensive Plan remains in force until the revised plan is adopted, which it should be shortly.

## WRAP UP/ACTION ITEMS

- Sign into eastgreenbush.org email - committee members
- IT knowledge transfer - Adam Yagelski, Jennifer Dean, Adam Tobey
- Review NRWG and NRI sections of EG website - committee members
- Invite Meaghan Hart to next meeting - Jennifer Dean
- Draft ESRI/GIS requirements - Adam Yagelski
- Review QGIS - Adam Tobey

- Review Hudsonia checklist and other materials - committee members
- Post meeting agenda, notice to website - Jennifer Dean
- Share PPT presentation with committee - Adam Yagelski
- Review PPT presentation and references - committee members
- Next meeting - Monday, May 24, at 7 pm - committee members

The meeting was adjourned at 9:01 pm.