

**TOWN OF SMITHVILLE
PLANNING BOARD MEETING MINUTES
WEDNESDAY, JANUARY 5, 2022**

Call to Order: Chair Deborah Lilley called the meeting to order at 7:00 p.m.

Planning Board Members Present: Chair Deborah Lilley, Bob Brooks, Dakota Warren, Marie Kehl, and Donna Marie Utter, Clerk.

Planning Board Members Absent: Fred Heisler, Jr.

Others in Attendance: Shane Butler

1. REVIEW/APPROVAL OF MINUTES:

- A motion to approve the minutes from the meeting held on December 1, 2021 was made by Board member Kehl, seconded by Board member Warren with the following correction: 2. New Business – second paragraph “Board member Heisler will call.....” All members voted aye, motion carried.

2. NEW BUSINESS:

Comprehensive Plan Update: The Comprehensive Plan is updated every 5 years and 2022 is the fifth year of the current plan, so this will be a priority of the Planning Board for 2022.

- Shane Butler, former Chairperson, stated that usually a survey is completed by residents of Smithville to get their feedback on what they think needs to be updated or changed and what the goals are for the town going forward. Updates that are noted throughout the year can also be made. For example, the Town of Smithville no longer has any responsibilities regarding the dam, so that needs to be updated in the plan.

- Discussion was had regarding how to get public input – survey, posting on website, notice on outside lighted board, notice posted at the Post Office. Shane stated that last time Survey Monkey was used to develop the survey and the program (which is free) tallied the results of the survey as well.

- Chair Lilley stated that the Board should begin to think about how to get public input. Most comprehensive would probably be through a mailing to each resident. Including the survey with outgoing tax bills at the end of December was also discussed with completion of the update plan in 2023 instead of 2022.

- Chair Lilley suggested that copies of the Comprehensive Plan dated 2017 and a copy of the survey and the results be made by the Clerk for all Board members to review prior to the next meeting. She also suggested that the Board review 1 or 2 sections, depending on their length, at each meeting and then the Board’s ideas for updates can

be compared/compiled with ideas from the community. All Board members were in favor of proceeding as set out by Chair Lilley.

- Shane Butler asked that Board members make sure information on the List of Town Officers and Officials which Alison handed out is correct. If not, let her know.
- Chair Lilley stated that this is all new to her and she will need help from everyone, and thanked everyone in advance for their cooperation and help, as the Board moves forward.
- A discussion on the day of the week and time for meetings was discussed. The Board decided that it will continue meeting on the 1st Wednesday of each month, with a new meeting time of 6:30 p.m. Chair Lilley will send an Agenda to the Clerk for preparation and distribution prior to each meeting.

3. ADJOURNMENT:

- There being no other business to come before the Planning Board, a motion to adjourn the meeting at 7:30 p.m. was made by member Brooks, seconded by member Kehl. All members voted aye, the meeting was adjourned.

Next Planning Board Meeting is Wednesday, February 2, 2022 at 6:30 p.m.

Submitted by: Donna Marie Utter, Planning Board Clerk