

## Committee Attendees

John Pollok, Roberta Roll, Jeanne Mettler, Chris Quinby, Rus Davis, Nancy Schultz

## Guests

Ed Ferratto, Copake ZEO, Jack Schultz

## Building Department Interview – Ed Ferratto

The Task Force discussed the possibility of the Building Department co-producing a brochure for citizens about building requirements and process in Copake. We want to project an image of being friendly to new businesses and try to make the process go as smoothly as possible. We want to change the culture from 'NO' to 'We will work with you'. There is some concern that such a brochure would not cover all that is necessary. However, we agreed that it would allow citizens to know when they should call and ask for more information.

People not only need building permits but closeout permits, certificates of occupancy, certificates of compliance and demolition permits. In some topics town requirements are more rigorous than state requirements. In this area there are additional difficulties because there are a large number of non-conforming lots, e.g. at Copake Lake and Taconic Shores.

We would like something similar to the Ancram brochure but more comprehensive. The Ancram brochure was the result of a collaboration of the people in the town hall. The Task Force would like Ed's help adapting the Ancram brochure.

When people come into the building department they try to make people aware of the zoning requirements for their specific project. Citizens also need to understand that they may need to go to the Zoning Board of Appeals (ZBA) and Planning Board. This can extend the amount of time it takes to get a permit. The brochure should identify the 'triggers' that require a project to be reviewed by one or both of these boards. They leave the Building Department with a hand written list of the steps that they need to do. Perhaps citizens would benefit from receiving similar checklists from the reviewing boards and having representatives from both boards available during building department office hours.

**Roberta** and **John** will work on the brochure together. If necessary, **Nancy** will do flow charts and other graphics.

## Minutes from July 10 meeting

**Everyone** will e-mail updates to 7-10 minutes that are now posted in the Dropbox.

## Bike Event

The Task Force authorized Jeanne and Chris to move forward on the event. Our proposal for a community bike ride will be submitted to the Town Board at the August 10 meeting. We seek town sponsorship to cover the liability and will not be raising money.

The committee is Jeanne Mettler, Melissa Hermans, Jim Fahey, Jerry and Carol Powers.

### **Other**

**Roberta** will try to get Marcia Becker and Hillary Thomas for interviews in September.

Roberta called Didi Barrett's office about funding opportunities including Rapid Care. **Jeanne** and **Roberta** will see Didi Barrett and Kathy Marchione in September. **Nancy** will be visiting Congressman Gibson's office in September and bring up some of our agenda items if the opportunity presents itself.

**Roberta** will also e-mail Vince from CMH about our ideas to build support and possibly survey.

The Task Force will ask the town board for a budget of approximately \$3000. **Roberta** will make a written request.

**Nancy** will staff a brochure table at Eddie Collins Park for the Harlem Valley Rail Ride on July 28.

**Adjourn 9:03**

**Next meeting 9/11/13**