

**TOWN OF STANFORD  
DRAFT MASTER PLAN REVIEW COMMITTEE  
OCTOBER 17, 2013**

PRESENT:

Tom Angell  
James Sansum  
Richard Bell  
Mark Burdick  
Duffy Layton  
Larry McKeough  
Kathy Zeyher  
Gary Lovett  
Karen Mosher  
Jeffrey Spiers

ABSENT: Tom Dewhirst

Call to order: 7:07pm

MINUTES OF SEPTEMBER 19, 2013-

The Committee reviewed the draft minutes. Mr. Angell moved and Mr. Bell seconded to approve as written, with all present voting in favor. Motion carried.

ADMINISTRATIVE-

Mr. Burdick stated that he feels every comment reviewed by the Committee should be addressed or acknowledged. The Committee generally agreed. Mr. Layton clarified that the Committee will address their response to the Town Board, and not to the individuals or groups that authored the comments.

The Committee made minor revisions to the format of the comments spreadsheet.

OLD BUSINESS-

1. 2014 Budget:

Mr. Burdick asked the Committee for input on budget needs for 2014. The Committee agreed that they foresee the need for funds for consultant costs in the future, but felt they were not far enough along in the review process to be able to accurately estimate what their needs will be. Mr. Burdick agreed to ask the Town Board if reserve funds will be available at a later date to cover consulting expenses if needed.

The Committee agreed to budget for secretarial work for two meetings per month in 2014, the costs of printing, maps and office supplies, and the cost for a Committee website. Ms. Turck agreed to get a quote for the cost of the website domain. The Committee estimated they will take 6 months to a year to complete their review.

2. Quorum-  
Mr. Burdick informed the Committee that a quorum exists when 6 or more of the 11 members are present, but noted that a vote will only carry when the majority of the entire Committee votes in favor (6 or more members).
  
3. Comment Review:  
Committee resumed classification of comments into master plan categories, with comments number 6-20 classified.

ADJOURNMENT-  
The Committee adjourned at 9:05pm.

Submitted By: \_\_\_\_\_

Michelle Turck, Secretary

Approved By: \_\_\_\_\_

Mark Burdick, Chairman

APPROVED