

April 12, 2024

**Agenda for Comprehensive Planning Special Board (CPSB) 6<sup>th</sup> Meeting**

5-6:30 pm, Mon 15 Apr 2024 at Jay Community Center and on Go-To-Meeting

**Advance handouts:** Agenda, Draft Minutes of meeting #5 (18 Mar 2024) (amended), Updated Process Memo (12 Apr 2024 draft) [potentially to be used also to develop press release, fact sheet and website document], Jay Comp Plan Update Website and Records memo (12 Apr 2024 draft), Workflow Diagram & Public Engagement Diagram (15 Apr 2024), Workflow Diagram (12 Nov 2023 [for comparison]), NYS Local Open Space Planning Guide (extract), Climate Smart Comprehensive Plans NYS memo

**Other references:** Jay Application for DEC Grant (31 Jan 2024; 13 files; forwarded by email on 26 Feb 2024)

1. Open 6th meeting:

- call for additional agenda items and individual comments
- review and approval of minutes (as amended) from 5th meeting

2. DEC Grant Application Status:

- awaiting announcement of grants: DEC rep stated 9 Apr as “hoping before Earth Day” [22 Apr]

3. If We Receive Grant: Public Information:

- press release & fact sheet for website
- Jay News/Supervisor Weekly Note; ARVBA Spring Newsletter
- populate and maintain website
- briefings for town committees
- events: ARVBA Spring General Meeting (30 May); Jay Energy Fair (15 Jun [T]), 4 July, Jay Day (24 Aug)
- respond to inquiries and receive inputs
- discussion & tasks for distribution

4. Proposed Phasing of Plan: Distinguishing ‘What’ from ‘How’:

- phase I “What:” develop 2-4 visions of town future; broad choice for decision
- phase II “How:” given direction, working groups delineate goals & proposed actions
- consultant helps throughout
- implications: revise Request For Proposal & schedule [new workflow diagram]
- discussion and decision

5. Best Value Solicitation:

- alternative to best price, limited to grant amount; evaluates scope, experience and proposed plan
- requires careful delineation of essential tasks and desirable tasks
- implications: revise RFP & establish means for evaluating proposals
- discussion and decision

6. Follow-up Discussion on Vision Development:

- values to vision to goals to actions
- alternative visions of town future
- data gathering needed (e.g., population & housing)
- public input to shape: community workshop
- public input and selections: public hearing

7. Public Engagement Plan:

- formal mechanism for gathering public input: how much, how to sequence
- first draft public engagement diagram
- additional methods: brainstorming
- discuss; plan yet to be drafted

8. Work Prior to May Meeting:

- public announcements
- redrafting of RFP; begin reviews by town attorney & Essex County
- first draft of public engagement plan
- thinking about values/vision/alternative futures
- continued thinking on implications & issues for town committees  
(examples for open space and climate smart communities)

9. Next Meeting: Monday 20 May 2024: 5-6:30 pm

- dates for June/July? [consider standardizing dates and times]
- consider remote voting

10. Comments and Open Discussion:

11. Expanding Our Board (Executive Session):

- need for a lead on economic development
- open solicitation? approaching specific individuals?
- youth participation (to potentially begin in Fall 2024)

12. Adjourn