

July 15, 2024

Agenda for Comprehensive Planning Special Board (CPSB) 9th Meeting

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

Advance material: Agenda, Draft Minutes of meeting #8 (17 Jun 2024), Memo on focal topics and alternatives (15 July 2024); Example CPSB member tasks (from May 2024 meeting)

Other references: Jay RFP (5 July 2024) (forwarded by email 3 July), Initial concept & vision memos (from Nov 2023 meeting); Chesterfield Kickoff Reflections Memo & Survey Questionnaire memos, Example items for Standard Briefings (from May 2024 meeting)

1. Open 9th meeting:

- call for additional agenda items and individual comments
- review and approval of minutes (as amended) from 8th meeting

2. Status and Schedule of Request for Proposals:

- Final Draft RFP issued by Essex County on 5 July; modified schedule
- Proposals due 9 am, Monday 5 August
- NLT date for queries: 2 pm 24 July; for answers to queries: 31 July
- Evaluation and possible interviews: 5-7 August; recommendation to town board on 8 August
- Goals: Award 9 August; Negotiation with Awardee: 12-21 August; Announce Kickoff date: Sat 24 August (Jay Day); Kickoff date: TBD prior to 18 October; Contract approval: August
- For discussion: evaluation board; negotiation with awardee

3. Key Tasks from Now to Public Kickoff in Sept/Oct:

- Urgent: get town website link up & populated
- Pre-award: answer bidder queries; prep for evaluation committee, negotiations, kickoff, survey, announcement; evaluate proposals, recommendation to town board
- Award: send award letter, negotiate formal contract with consultant, establish agreement on details for public kickoff; publicly announce awardee after formal contract
- Pre-Kickoff: define event (briefing, information boards, queries), public survey (project website, questions), schedule and publicize
- Useful as opportunity permits: discuss comp plan update with town committees, continue refining focal topics, start defining vision alternatives, research background information on focal topics and comprehensive plan examples from other communities

4. Contracts and Negotiations:

- DEC contract (to be negotiated through Essex County Community Resources)
- evaluation committee: evaluate bid proposals, RFP criteria, may also conduct interviews
- post-award formal contract with consultant (intended to be approved by town supervisor)
 - consideration of consultant proposal for conducting comp plan vs. our RFP details
 - administration/payments; consultant elements & schedule
 - proposed kickoff arrangements (preferred date/time/location; materials, publicizing)
 - performance of early elements: kickoff, survey, interviews, research; initial divisions of labor
 - certifications and other contractual requirements (to be confirmed by town/county attorney)

5. Decisions to Define Kickoff:

- Kickoff schedule: weekday/weekend, late afternoon and evening/evening only, Community Center/JEMS, information boards/briefing(s), web & paper survey/web survey only, comment cards/verbal inputs, snacks & drinks/no refreshments, discussion tables/roving committee members, solicit CPSB & WG volunteers at kickoff/solicit participation separately, handouts

6. Initial Thoughts on Focal Topics and Vision Alternatives:

- identifying focal topics
- developing vision alternatives
- defining kickoff materials and survey to elicit useful inputs to focal topics and vision alternatives

7. Public Information:

- Announcement of consultant selection (after formal contract)
- Kickoff announcement & public invites
- Jay Day (Sat 24 Aug); Community Sustainment & Energy Fair (Sat 14 Sep) handouts; posters
- web information (town and comp plan project)
- briefing slides/information boards
- Kickoff handouts/surveys/volunteer information sheet

8. Preparation for August 19th Meeting:

- invite to consultant to participate; discuss consultant proposal vs RFP, discuss kickoff/survey
- go over public information drafts
- finalize detailed plans for announcements, kickoff, website, survey, initial research

9. Board Expansion:

- add 3 or 5 new members (town supervisor determines final selection and appointment)
- draft responsibilities list (from May meeting memo)
- timing of selection: before/after kickoff?
- how we want to interview and select: written submission/appearance before CPSB?
- Note: lots of additional opportunities for participation/volunteers in working groups

10. Comments and Open Discussion:

11. Adjourn:

Next Meeting: Monday 19 August 2024: 5-6:30 pm at Jay Community Center