

September 16, 2024

Agenda for Comprehensive Planning Special Board (CPSB) 11th Meeting

6:30-8 pm, Mon 16 September 2024 at Jay Community Center and on Go-To-Meeting

Advance material: Agenda, Draft Minutes of meeting #10 (19 August 2024), Consultant Draft Survey (9 Sep 2024), Flyer for Open House, Jay Day & Energy Fair presentation reflections (Sept 2024)

Other reference: Memo on crafting public survey (19 Aug 2024), Memo on focal topics (updated 16 Aug 2024)

1. Open 11th meeting:

- call for additional agenda items and individual comments
- review and approval of minutes from 10th meeting (19 Aug 2024)

2. Update on Contracts:

- Jay-AES NE contract signed
- Jay-DEC contract finalized: funds released
- Need to create tracking and payment schedule

3. Update on Recent Events:

- Ausable Historic District initiative (Matt S)
- Jay-Black Brook Neighborhood Watch (Matt S)
- Barkeater Trails Alliance (Olivia)
- Jay Day & Energy Fair (Wally)

4. Planning for Open House Thu 17 Oct 2024:

- Open House intentions: Drop by in between 5:30-8 pm; Community Center, information boards/briefing, web & paper survey cards, comment posts, roving CPSB members, handouts (?), solicit for volunteers for working groups
- Comp Plan website by AES NE and content to be uploaded including some sort of introduction to the site, yet to be written
- Decisions to be made: looped slide show/explanatory boards; working group tables/other arrangements; comment boards/alternatives for collecting inputs

5. Public Engagement to Advertise Open House “Getting the word out”:

- Jay Day (Sat 24 Aug): Didn’t get much traction with computer-based brief
- updated Town Board meeting (Thu 12 Sep)
- Energy Fair Sat 14 Sep 2024: had separate table with “flip briefing” rather than computer; white board with post-it notes got some inputs; distributed many flyers
- update town committees prior to open house; communicate their roles as working groups
- press release announcing open house and hiring of AES Northeast as soon as possible
- announcements via town website, JCN, signs at key intersections of town
- additional public engagement: other newspapers; use town notification list

- Decision: do we commit to a periodic town update to individual who request it or use JCN for updates?

6. Public Survey Consultant Draft:

- Based on our focal topics, Chesterfield & St Albans/other surveys “get things on the page”
- Still needs refinement: too many questions, needs to be easier/quicker to take; wording review
- Upfront explanatory intro message needs to be written for survey front end
- Card handout to be done to link to site; tie to town website and separate Comp Plan site
- Feedback needed on draft survey: missing/unneeded subjects? Do the questions tell us what we need to know, especially to identify public concerns for addressing in comp plan update?
- Decisions: break into two parts or simplify/simplify; how long to run survey (1 month?)

7. Preparation for beyond the Open House:

- Survey results for December meeting; Preliminary results at November meeting
 - Nov: reassess focal topics and supporting questions to enable beginning of research
- Interviews: group and individual: brainstorm list of potential interviewees/groups
 - schedule key individual surveys in Oct-Nov as time permits following Open House
 - group interviews later following survey
- Collect relevant reports and studies from other sources
- Readdress public engagement plans to keep town informed
- Prepare for visioning workshop early in 2025: focus of December meeting

8. Board Expansion:

- need a secretary: brainstorm names
 - Decision: recruit immediately or defer till after Open House
- adding high school student representative (To be picked by Michael Rafferty)
- other positions (1-3) after open house; also working group opportunities

9. Comments and Open Discussion:

10. Adjourn:

11. Next Meetings:

- Zoom meeting, 6-8:30 pm, Monday 7 October 2024: Final prep for Open House
- Open House: Thursday 17 October 2024:
- No 21 October meeting (superseded by Open House)
- Monday 18 November 2024: 6:30-8 pm at Jay Community Center and Go-To-Meeting