

June 17, 2024

## **Agenda for Comprehensive Planning Special Board (CPSB) 8<sup>th</sup> Meeting**

5-6:30 pm, Mon 17 June 2024 at Jay Community Center and on Go-To-Meeting

**Advance material:** Agenda, Draft Minutes of meeting #7 (20 May 2024), Input for Town Summer letter & ARVBA newsletter, Remarks at 30 May ARVBA meeting, Summary of ARVBA informal inputs (30 May 2024)

**Other references:** Jay Final Draft RFP (12 Jun 2024; 6 files; forwarded by email on 12 Jun); Chesterfield Kickoff Reflections Memo, Survey Questionnaire memo, Press Release Draft, Example items for Standard Briefing (all four files sent with May agenda on 20 May)

### 1. Open 8th meeting:

- call for additional agenda items and individual comments
- review and approval of minutes (as amended) from 7th meeting

### 2. Request for Proposals Status:

- Final Draft RFP submitted to Supervisor, town attorney and county on 12 June
- On 13 Jun Jay town board approved issuing RFP subject to final legal & county review
- NLT date for queries: 19 July; for answers to queries: 24 July; for proposal submission: 3 PM, 31 July; to be followed by considerations (& possible interviews 1-6 Aug) and recommendation to town board on 8 August
- Key elements: essential & desired tasks; scoring system; 3-person evaluative panel

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

- Urgent: get town website link up & populated, put out public information
- Pre-award: brief/handouts on process; accept informal inputs; contract with DEC by 1 Aug
- Award: evaluate proposals, coordinate award, negotiate formal contract with consultant, establish agreement on details for public kickoff
- Pre-Kickoff: define event (briefing, information boards, queries), public survey (project website, questions), schedule and publicize
- Useful: discuss comp plan update with town committees, continue identifying key issues, start defining vision alternatives, research background information and examples from other communities

### 4. Public Information:

- Town summer letter draft
- ARVBA newsletter draft
- ARVBA presentation (30 May; no slides); informal input received using notecards
- Development of briefing slides, presentation, queries and handouts
- Opportunities for presentations, queries and handouts (4 July, 24 Aug Jay Day, others)
- Collecting and compiling public inputs

### 5. Contracts and Negotiation:

- DEC contract
- post-award formal contract with consultant

- proposed kickoff arrangements (preferred date/time/location; materials, publicizing)

6. Preparation for July Meeting:

- brainstorming comp plan alternative future visions
- identifying key issues/key focal areas & subjects not for detailed evaluation
- defining and initiating initial data collection & research
- evaluation panel stand-up

7. Board Expansion:

- add 3 or 5 new members
- what tasks are we seeking and when
- what other representations are we going to seek
- how we want to interview and select

8. Comments and Open Discussion:

9. Adjourn

Next Meeting: Monday 15 July 2024: 5-6:30 pm