

August 19, 2024

**Agenda for Comprehensive Planning Special Board (CPSB) 10<sup>th</sup> Meeting**

6:30-8 pm, Mon 19 August 2024 at Jay Community Center and on Go-To-Meeting

**Advance material:** Agenda, Draft Minutes of meeting #9 (15 July 2024), Draft To-Do List to Prep for Kickoff (as of 19 Aug 2024), Initial Thoughts on Crafting Survey (19 Aug 2024), Flyers for Jay Day, Energy Fair and Chesterfield meeting

**Other references:** Jay RFP (5 July 2024) (forwarded by email 3 July), AES Northeast Comp Plan contract draft (Manning/8-16-2024), AES Northeast Proposal (5 Aug 2024), Memo on focal topics (updated 16 Aug 2024), Chesterfield Kickoff Reflections & Survey memos (from May 2024 meeting), Example items for Standard Briefings (from May 2024 meeting), Draft Slide Deck (by Olivia on shared drive, email link 7/15/2024), Draft Press Release (by Olivia on shared drive, email link 6/20/2024), ARVBA presentation inputs (17 Jun 2024)

**1. Open 10th meeting:**

- welcome AES Northeast Managing Partner Scott Allen & Principal Consultant Dr Ann Ruzow Holland
- call for additional agenda items and individual comments
- review and approval of minutes from 9th meeting

**2. Update on Bid Acceptance and Contracts:**

- Town board approved AES Northeast bid 8 August
- Jay-AES NE contract discussions 12, 16 Aug: reviewing draft
- Essex Cty Grant Admin Jess DesLauriers submitted Jay-DEC contract draft to NYS authorities
- We have DEC authority to begin reimbursable work as of 1 Aug, although contract may not be approved by NYS until late Sept
- anyone available to attend Chesterfield Comp Plan meeting Wed 21 Aug 5:30-7:30? (flyer)

**3. Preparing for Public Kickoff Thu 17 Oct 2024 (T):**

- Affixing the date: any objections/alternative/concerns for consideration?
- Kickoff intentions: late afternoon/evening, Community Center, information boards/briefing, web & paper survey, comment cards, roving CPSB members, handouts, solicit for volunteers
- Draft To-Do list: brainstorming additional items & discussing responsibilities

**4. Public Engagement:**

- press release announcing kickoff and hiring of AES Northeast [after formal contract]
- Jay Day (Sat 24 Aug): town table, flip briefing, flyer handout, comment cards/board (?)
  - what's the right question(s)?
  - ARVBA presentation question was "What is a key issue you want addressed in the town's comprehensive plan?"
- Energy Fair (Sat 14 Sep): table, flip briefing, flyer, comment cards/board (?), website ref (?)
- update Town Board meeting (Thu 12 Sep)
- update town committees prior to public kickoff; communicate their roles as working groups
- discuss website needs

- additional public engagement: brainstorming

5. Developing Public Survey:

- Chesterfield survey: demographics, quality of life, future priorities, share ideas/photos
- Initial thoughts memo & tie to focal topics memo
- Discussion

6. Preparation for September 16<sup>th</sup> Meeting:

- as Jay-AES NE “kickoff meeting”?
- final prep for public kickoff
- work on public survey
- define post-kickoff plans: interviews, research, follow-up to survey, public engagement plan, community profile, prep for vision workshop
- should we reschedule October 21<sup>st</sup> meeting?

7. Board Expansion:

- need an individual for administration, reports, contract management
- add high school student representative in September (?)
- other positions (1-3) after public kickoff; also working group opportunities

8. Comments and Open Discussion:

9. Adjourn:

Next Meeting: Monday 16 September 2024: 5-6:30 pm at Jay Community Center and Go-To-Meeting