

May 20, 2024

Agenda for Comprehensive Planning Special Board (CPSB) 7th Meeting

5-6:30 pm, Mon 20 May 2024 at Jay Community Center and on Go-To-Meeting

Advance material: Agenda, Draft Minutes of meeting #6 (15 Apr 2024), Town of Jay Award Letter (DEC 15 Apr 2024), Grant Guidelines (DEC 2 May 2024), Chesterfield Kickoff Reflections Memo (20 May 2024), Chesterfield Comp Plan Update Survey Questionnaire memo (20 May 2024), Heads-Up email memo on RFP (18 May 2024), with attachments [Jay RFP draft (17 May 2024) including overview, draft document, figures 1 & 2 and table 1], Press Release Draft (18 Apr 2024), Example items for Standard Briefing (20 May 2024), Example CPSB member tasks memo (20 May 2024)

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

1. Open 7th meeting:

- welcome to Adam DeSantis, new board member replacing Matt Stanley
- call for additional agenda items and individual comments
- review and approval of minutes (as amended) from 6th meeting

2. DEC Grant Application Status:

- 14 May kickoff with DEC and county; comment by Matt Stanley
- awaiting DEC to provide us further details on contracting with them. Have until 1 Aug to do so.

3. Feedback from Chesterfield Comp Plan Update Kickoff:

- memo & copy of survey questions

4. Review of the Draft RFP:

- open discussion for all board members to ask questions, raise concerns, suggest changes and make comments
- discussion/decisions on way ahead, schedule

5. Final Review of Press Release on Receipt of Grant:

- establishing public expectations through the summer

6. Getting Website Created and Uploaded:

- relationship to town website
- content
- getting it done & maintained

7. Creating Standard Presentation/Handout/Asks for Informal Input:

- 1st event: 30 May to ARVBA Spring Meeting
- suitable for each of town committees for 2nd week of June or July

8. Formalizing Dates/Times for CPSB Meetings:

- recommended: 3rd Mondays, 5-6:30 pm

- June 17; July 15; August 12, September 16
- full participation even if remote

9. Work Agendas for June & July:

- upload/improve website content/standard briefing & handout
- draft written public engagement plan
- prepare for contract awards & kickoffs
- more examination of ideas on vision alternatives, issues of interest
- begin taking in public informal inputs

10. Board Expansion:

- recommended: not to exceed 11 members; odd number best
- every member should have a responsibility, as well as contribute to diversities of group
- example responsibilities
- when to advertise and invite, add members

11. Comments and Open Discussion:

12. Adjourn

Next Meeting: Monday 17 June 2024: 5-6:30 pm [tentative]