

8 Jan 2024

Agenda for Comprehensive Planning Special Board (CPSB) 4th Meeting

5-6:30 pm, Mon 8 Jan 2024 at Jay Community Center and on Go-To-Meeting

Advance handouts: Agenda, Minutes of meeting #3 (6 Dec 2023), Info memo on DEC grant application status, Info paper on status of DEC Grant application development, Lessons Learned from NYS DOS Grant Request Debrief, DEC Smart Growth Guidelines and Application Instructions (pdf), DEC Smart Growth Application Questions (pdf), DOS DEC application comparisons, DEC scoring criteria for requested texts, Draft DEC SG grant appl responses 5 Jan 2024, Work Plan Worksheet (blank template), Example letter to consultants for updated estimate, List of consultants and prior estimates, Encl A updated for estimates on process, Encl B updated for estimates draft solicitation, Example Cost Estimate from Jun 2023.

1. Open 4th meeting (Wally):

- call for additional agenda items and individual comments
- review and approval of minutes from 3rd meeting

2. Review of DEC Grant Application Status: (Wally)

- memo on status, welcome help on essays; challenge of character limits
- meeting with Jess DesLauriers of Essex County Tue 9 Jan at 11 AM (Elizabethtown)
- anticipating more work week ahead: workplan, roles, budget, public engagement
- discussion/questions

3. Developing a Vision: (Wally)

- roles of CPSB and consultant; modeling for advisory committees
- what do we need to learn, when & how; how shall we proceed

4. Public Engagement Plan: (Wally)

- what do we need to include in grant application/workplan (process)
- how shall we conduct public engagement before/after award and before consultant hire
- what methods should we consider in public engagement (brainstorming)

5. How and When to Expand Our Board: (Wally)

- balancing making progress and reflecting the community
- discussion (Note: any discussion of specific individuals should defer to executive session)

6. What's Next: (Wally/All)

- getting application finished and submitted
- discussion on work for Feb-April (till grant decision)
- schedule for meetings Feb-Apr

7. Comments and open discussion (All)

- executive session if time permits and group desires

8. Adjourn