

October 9, 2024

**Agenda for Comprehensive Planning Special Board (CPSB) 12<sup>th</sup> Meeting**

6:30-8 pm, Wed 9 October 2024 at Jay Community Center and on Go-To-Meeting

**Advance material:** Agenda, Draft Minutes of meeting #11 (16 September 2024), Memo on Community Survey draft 3.0 (9 Oct 2024), Jay Community Survey Draft 3.0, Jay ME Stakeholder Questionnaire (Sep 2024) memo, Comp Plan website portal page as of 9 Oct 2024, Open House Boards memo as of 9 Oct 2004

**Other reference:** Jay Comp Plan Community Survey draft 2.1 Sep 27 2024 (email 28 Sep)

1. Open 12th meeting:

- call for additional agenda items and individual comments
- review and approval of minutes from 11th meeting (16 Sep 2024)

2. Updates on Items of Interest:

- Recreation Economy for Rural Economies grant opportunity (Olivia)
- Orientation on major tasks to do for Open House Thu 17 Oct 2024 (Wally)

3. Community Survey Draft 3.0:

- Major changes since version 2.1 (described in memo)
- New format for presentations (need relevant photographs)
- Review of content and any final recommendations
- Decision: approval or further revisions
- Need for 'postcard' handout with QR code & website; also link to Jay Community News and town/comp plan websites
- Will need to test survey once it is finalized and uploaded

4. Website Update:

- Initial portal page
- Need for editing & recommendations for additional pages, including survey, more detailed information, opportunities to get involved; need for photographs and other visual
- How much of our meeting materials do we want uploaded?

5. Open House Materials:

- Organization of Open House (diagram to provide at meeting)
- Open House boards: see memo for list
- "Share your concerns & ideas" sticky note inputs

6. Final Planning to Conduct Open House (5:30-8 pm 17 Oct @ Community Center):

- Setup earlier in day; meet at least ½ hour prior
- Registration table: sign in sheet; handout survey 'postcards'; answer questions
- Information/working group/query boards, working group & other tables, handouts
- Website by AES Northeast up, running and validated by 16 Oct including survey
- Afterwards: collect inputs and written observations; clean-up

- JCN thank you note for 18 Oct; virtual to Open House content & queries

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

- Recent press release and media stories
- Update to Town Board meeting (7 pm Thu 10 Oct)
- Presentation to Ausable Acres Property Owners Association (10:30 am Sun 13 Oct)
- Agenda item with Jay/Wilmington Democratic Committee (7 pm 14 Oct)
- Presentation with Ausable Valley Rotary (6 pm 15 Oct)
- Agenda item for Jay Economic Dev Cmte (12 pm 15 Oct); Jay Climate TF (4 pm 16 Oct)
  - communicate roles as working groups; invite participation & handout at Open House
- readdress via town website, JCN, supervisor’s note, town alert list, other

#### 8. Preparation for beyond the Open House: “preview of coming attractions”

- Open House results at November meeting
- Survey results at December meeting
- Nov-Jan: 10 stakeholder interviews and 6 focus group interviews (Ann Holland)
  - recommendations on individuals to interview? (all)
  - will define focus groups after inputs from Open House and survey, taking into account those who self-identify; to be determined: basis of groups (geography? other?)
- Nov-Jan: Initiate GIS study; housing and land use study; collection of relevant documents and reports, local and regional planning documents & ongoing initiatives; consultation with community leaders of neighboring communities
- Nov: recommendations on subjects to be researched & materials to be collected
- Dec: reassess focal topics and supporting questions to enable beginning of research
- Nov-Dec: readdress public engagement plans to keep town informed
- Dec: Prepare for visioning workshop early in 2025

#### 9. Board Expansion:

- need a secretary/member: nominations?
- high school student representative (identified by Michael Rafferty; yet to be interviewed)
  - up to 4 other high school students may be chosen to be part of working groups
- other positions (1-3) after open house; also working group opportunities

#### 10. Comments and Open Discussion:

#### 11. Adjourn:

#### 12. Next Meetings:

- Monday 18 November 2024: 6:30-8 pm at Jay Community Center and Go-To-Meeting
- Monday 16 December 2024: 6:30-8 pm at Jay Community Center and Go-To-Meeting