

Town of Jay Comprehensive Plan Special Board (CPSB)
October 9, 2024 (Meeting #12) Minutes

Present: Wally Walters (chair), Melinda Beuf (vice chair), Tim Rowland, , Councilor Olivia Dwyer, Matt Gillman, Adam DeSantis, Scott Allen (Managing partner from AES)

Present Via Go-To-Meeting: Dr. Ann Ruzow Holland (Principal Consultant from AES),

Absent: Tamber McCabe (Board secretary); Supervisor Matt Stanley (ex-officio member)

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 references: Jay Comp Plan Community Survey draft 2.1 Sep 27 2024 (email 28 Sep)

Meeting called to order at 6:33 pm

Motion to approve September 16, 2024 minutes made by Olivia Dwyer, second by Matt Gillman, all in favor, none opposed.

Update on Items of Interest:

- Olivia Dwyer presentation on Recreation Economy for Rural Communities (RERC) grant opportunity: federal planning assistance for smart growth technical assistance to rural communities dependent upon recreational economy; no community contribution required; to boost outdoor recreational economy and revitalize main streets; partnership of EPA, USDA, Northern Border Regional Commission, Appalachian Regional Commission and Denali Commission; application timeline may line up with our comprehensive plan efforts
- Meeting overview: primary goal of preparing for Open House

Community Survey Draft 3.0:

- Survey content finalized; substantial changes from previous draft; thanks to everyone on the board who contributed ideas, edits and recommendations
- Presentation example from AES NE of survey from Jay, Maine
- Survey includes topics of each working group, as well as public safety, and reduced demographic questions
- Board approved content for release to AES NE to put on Survey Monkey; Tim Rowland to provide photos
- Ann Holland described how she can code narratives and interviews
- The group discussed the possibilities of future surveys but deferred any decision to do so
- An extensive discussion was held on how to divide the district geographically for use throughout the update, with decision to use the delineation provided by Supervisor Stanley while recognizing many residents have varying understanding of the boundaries

Website Update:

- Board review of draft website: too hard to read against background, fonts too small. Revisions recommended before release to public. Scott Allen promised changes.
- Board also recommended linking to town website.
- Three initial pages needed: survey, plan description, ways to get involved.
- No limits on access to survey page. Desire to have invite all who have connections to Jay to take survey.
- AES NE to produce post card or handout with QR code and website link to survey.

Open House Final Planning:

- Boards for information, maps and for sticky notes. Sticky note boards will include topics by working group and by geographic sections of the town.
- Emphasis on enabling people to show up at the time of their choice within the window of the Open House.
- Discussion on materials required. AES NE will provide easels and boards.
- Working group leaders to provide content of their boards. AES NE will accomplish the making of the boards and improving of their format. Board members reviewed some draft content. Discussed importance of keeping content simple, clear and readable. Olivia Dwyer will help with editing.
- Importance of having working group members being present and shaping conversations and encouraging public inputs.
- Approach of “Share your ideas and concerns” got lots of feedback in Chesterfield Open House.
- Deadline for submission of content for boards: Tuesday noon, 15 Oct.

“Getting the word out” about the Open House:

- Upcoming presentation to AuSable Acres Property Owners Association and other groups
- Opportunity to give handouts at Open House about what town committees are doing
- Recent TV profile about comprehensive plan
- More announcements to come on Jay Community News
- Intent of having signs advertising the Open House at key town intersections
- Discussion on data collection and its importance occurred.

Stakeholder interviews and Next Tasks

- Discussion deferred.

Board Expansion

- Need for a secretary who would be a member of the board. Looking for nominations. Supervisor Stanley will make any selections.

Open Discussion:

- Ann will have some stakeholder representations information and analysis for November.

Motion to adjourn by unanimous consent. Adjourned at 7:58pm

Next meeting is November 17, 2024 via Go-To from 6:30-8pm

Minutes completed by Wally Walters Board Chair