

Town of Jay Comprehensive Plan Special Board (CPSB)
August 19, 2024 (Meeting #10) Minutes

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

Present Via Go-To-Meeting: Dr. Ann Ruzow Holland (Principal Consultant from AES), Tamber McCabe (Board secretary), Adam DeSantis, Autumn Bennett (Project Administrator from AES), Sandy Young-Brady (Graphic design from AES)

Absent: None

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

Other references: Jay RFP (July 5, 2024) (forwarded by email July 3rd), AES Northeast Comp Plan contract draft (Manning/August 16, 2024), AES Northeast Proposal (August 5, 2024), Memo on focal topics (updated August 16, 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 July 15, 2024), Draft Press Release (by Olivia on shared drive, email link June 20, 2024), ARVBA presentation inputs (June 17, 2024)

Meeting called to order at 6:33pm

Motion to approve August 19, 2024 minutes made by Melinda, second by Matt Gillman, all in favor, none opposed.

Welcome AES Northeast Managing Partner Scott Allen & Principal Consultant Dr. Ann Ruzow Holland

Update on Bid Acceptance and Contracts:

- The Town Board approved AES Northeast's bid on August 8, 2024
- Jess DesLauriers has submitted the Jay/DEC contract draft to NYS authorities and we have DEC authority to begin reimbursable work as of August 1st, but the contract might not be approved until September/October for us to start to be reimbursed.
- Contract between Jay/AES is still in the works

Preparing for Jay's Public Kickoff:

- August 21st is Chesterfields comprehensive planning meeting (Tim and Olivia may be able to attend)
- Wally attended Black Brooks comprehensive planning meeting that was on August 5th
- After some discussion the date for Jay's Kickoff is tentatively set for Thursday October 17 5:30p-8p at the Community Center
- Lengthy discussion occurred on how to approach the kick off (set up, presentation, audio or video, who will be in attendance, if there should be food, having a survey completed prior to kick off, lay out of the night, should we have a briefing, information boards, setting things up in a sequence around the room, having a feedback area with index cards)
- It's important to provide education on what a Comprehensive Plan is first

- Olivia prepared a presentation that can be used at events to explain what a comprehensive plan is

Public Engagement:

- The kick off and hiring of AES Northeast can be shared on Voyent alert, JCN, the Town's Website and Facebook page, at the Town Board meeting, flyers around town, the Au Sable Acres meeting, the weekly Supervisors update, staked signs to place around town, possibly creating an email data base to email out updates and sending out a monthly newsletter update
- Jay Day (August 24) and the Energy Fair (September 14) will have a table set up at both events to share information. Amnesty day is September 21st and a flyer could be passed out as people dropped items off
- Discussion occurred on how the website should be set up (Town's website will have a link that will take everyone to the consultant's website)
- Discussion occurred on creating the survey
- Discussion occurred on keys question that could be asked such "What does a comprehensive plan mean to you?" "What distinguishes Jay, Upper Jay or Au Sable Forks from other areas?"
- We need to find the benchmark as to where the community is at
- A lengthy discussion took place on the required interviews that need to occur. Dr. Ann Ruzow Holland will be conducting interviews (individual and group) as part of the contract requirement, a minimum of 16 interviews need to be completed with 10 of them being with stakeholders (community interest) and 6 focused group interviews.

Open Discussion:

- Next Meeting will be September 16th with a time change of 6:30p-8p at the CCC and via GO-TO
- The October 21st meeting will now be October 7th via GO-To only from 6:30p-8p
- All future meetings will now be 6:30p-8p instead of 5p-6:30p
- Discussion occurred on adding new members and having the responsibilities for one of the new members be taking notes, completing minutes and a monthly report as Tamber phases out
- Tamber and Michelle will be the contacts at the office for things that might be needed for the CPSB
- Adam has created a shared drive and compiled all CPSB documents on the drive, invites to this have been sent out

Motion to adjourn made by Matt G, second by Melinda, all in favor, none opposed, adjourned at 8:01pm

Next meeting is September 16, 2024 at the Community Center from 6:30p-8p

Minutes completed by Tamber McCabe Board Secretary