

Town of Jay Comprehensive Plan Special (CPSB)  
June 17, 2024 (Meeting #8) Minutes

Present: Wally Walters (chair), Matt Gillman, Tim Rowland, Councilor Olivia Dwyer, Adam DeSantis, Tamber McCabe (board secretary)

Absent: Melinda Beuf (vice chair), Supervisor Stanley (ex-officio member)

Advance material: Agenda, Draft Minutes of meeting #7 (May 20, 2024), Input for Town Summer letter & ARVBA newsletter, Remarks at the May 30, 2024 ARVBA meeting, Summary of ARVBA informal inputs (May 30, 2024)

Other references: Jay Final Draft RFP (12 Jun 2024; 6 files; forwarded by email on 12 Jun); Chesterfield Kickoff Reflections Memo, Survey Questionnaire memo, Press Release Draft, Example items for Standard Briefing (all four files sent with May agenda on May 20, 2024)

Meeting called to order at 5:01pm by Wally

Motion to approve May 20, 2024 minutes made by Olivia, second by Matt G, all in favor, none opposed

**Request for Proposals Status**

- o Final draft has been finished and was submitted on June 12<sup>th</sup> to Supervisor Stanley, Attorney Dan Manning and to the county for final review
- o Discussion occurred on the most recent updates made to the final draft of the RFP
- o At the June 13<sup>th</sup> Town Board meeting the Town Board approved issuing the RFP subject to final legal and county review
- o The 3-person panel to evaluate proposals will consist of Melinda (chair), Adam and Matt Gillman

**Key Tasks Prior to Public Kickoff and Public Information**

- o Supervisor Stanley is working on getting the web link set up on the Town Website and it will be similar to other our other Town Committee links, then once the project starts there will be a project specific website (this is a task within the RFP) the consultant will run
- o Would like to see more public information put out, there will be something going out in the Supervisor's Summer Newsletter and in the ARVBA Newsletter, a presentation was done by Wally at the May ARVBA meeting and information will also reach people via the Jay Community News
- o Adam will be sending out an update to add to the summer newsletter that discusses public engagement opportunities
- o Brief discussion occurred on baseline data (how it can be informative and how much is needed?)
- o Pre-Kickoff discussion occurred (define event, create a public survey)
- o Keeping the other Town Committee's informed
- o Where else could useful information be pulled and collected from? (old reports, documents, the town Historian)

- o Brief discussion occurred on how to distribute and acquire information so that we get full public engagement and reach all of the Town's demographics. Not everyone uses internet, social media etc
- o Press release should go out this month
- o Brief discussion occurred on setting up a table at the Fire House on the 4<sup>th</sup> July, at JEMS concerts and at events in the Acres to share information. Information will also be shared at Jay Day in August. A handout that can be shared at events will be created before July 4<sup>th</sup>.
- o Discussion on scenario planning occurred
- o Discussion occurred on order of doing things; other towns vs ours
- o Discussion occurred on how to approach the kickoff and everyone's ideas for that
- o Brief discussion occurred on the input which was received when index cards were passed out at the ARVBA meeting and the question of "What is a key issue you want addressed in the Town's Comprehensive Plan?" was asked
- o Brief discussion occurred on how to record the input that is received as we share information with the community and gather information

### **Board Expansion**

- o Discussion occurred about adding some more members to the CPSB, how many should be added, when should we add new members, tasks and responsibilities for those new members, what process do we want to use to seek new members out and adding a high school student as well

Meeting ended at 6:12pm

Next meeting is July 15, 2024 at the Community Center from 5p-6:30p

Minutes Completed by: Tamber McCabe Board Secretary  
(lightly revised by Wally Walters)