

Town of Jay Comprehensive Plan Special Board (CPSB)
July 15, 2024 (Meeting #9) Minutes

Present: Wally Walters (chair), Melinda Beuf (vice chair), Tim Rowland, Supervisor Matt Stanley, Adam DeSantis, Tamber McCabe (Board Secretary)

Present Via Go-To-Meeting: Councilor Olivia Dwyer

Absent: Matt Gillman

Advance material: Agenda, Draft Minutes of meeting #8 (June 17, 2024), Memo on focal topics and alternatives (July 15, 2024); Example CPSB member tasks (from May 2024 meeting)

Other references: Jay RFP (July 5, 2024) (forwarded by email July 3), Initial concept & vision memos (from Nov 2023 meeting); Chesterfield Kickoff Reflections Memo Survey Questionnaire memos, Example items for Standard Briefings (from May 2024 meeting)

Meeting called to order at 5:03pm by Wally

Motion to approve June 17, 2024 minutes made by Tim, second by Adam, approved with one-member abstaining

Status and Schedule of Request for Proposals:

- o Final draft of the RFP was issued by the County on July 5th with a revised schedule
- o Bid opening is 9am on Monday August 5th at the Community Center
- o July 24th is the last day for queries from potential bidders with answers being provided by us by July 31st
- o Town board meeting is August 8th with hopes of being able to present recommendations for an Awardee to them at that time
- o After an Awardee is selected negotiations will start with them and after a contract with them is completed the announcement will occur
- o Need to select, announce and advertise a kick off date
- o Awardee to be invited to the next meeting
- o Discussion occurred on payment to the Awardee

Key Tasks from now until Public Kickoff and Defining Kickoff:

- o These meetings are now appearing on the Town calendar
- o Supervisor Stanley will start populating the website with CPSB information, documents and minutes
- o The Town website will have our meeting schedule, agenda and minutes with everything else linked to the consultant's website
- o Adam will create a Google drive file for CPSB to utilize
- o Discussion occurred on surveys
- o Discussion occurred on examples of what other towns have done for kick offs
- o Discussion occurred on defining kick off (how should the setup of the kickoff be, location, day of the week, time of the day, how many people should be present between

the consultant and CPSB at the event to greet and discuss things with the public, should there be refreshments/drinks and what would that look like)

- o Upcoming events: Jay Day (August 24th), Community Sustainment & Energy Fair (September 14th) both are a great opportunity to share information and provide handouts

Focal Topics and Alternative Visions:

- o Compiling a survey with some broad topics rather than a blank slate to give a starting point, but also do this without guiding anyone, we want community visions
- o Discussion occurred on addition of items such as hamlet expansion under land use, child care and aging under social services and security/health/pandemics under emergency response services.
- o General discussion occurred on what draws people to live here
- o Discussion on STR's occurred

Open Discussion:

- o Supervisor Stanley will be attending a meeting in the Acres on August 2, 2024
- o Tim to send out some information from Schroon's Comp Plan
- o Melinda to work on a spreadsheet for scoring
- o Board Expansion and responsibilities lightly discussed

Motion to adjourn made by Melinda, second by Adam, all in favor none opposed, adjourned at 6:31pm.

Next meeting is August 19, 2024 at the Community Center from 6:30p-8p

Minutes completed by Tamber McCabe Board Secretary