

Town of Jay Comprehensive Plan Special Board
April 21, 2025 18th Meeting Minutes

Present: Wally Walters (Chair), Olivia Dwyer (Town Councilor), Tim Rowland, Adam DeSantis, Matt Gillman, Robin Licari Madelyn Savage, Scott Allen (AES-Northeast), Matt Stanley (Supervisor)

Via Go-To-Meeting: none

Advanced Material: Agenda, Jay CPSB meeting #17 (17 Mar 2025) draft minutes, Proposed Jay Visioning Workshop (v. 3.0) (8 Apr 2025), Example of Alternative Visions Memo (18 Apr 2025), Re: Proposed Comp Plan Visioning Workshop for Comment (email, M Stanley reply to O Dwyer, 17 Apr 2025), Time for Choosing Memo (21 Apr 2025).

Other references: Focal Topics List as of 13 Mar 2025, Stakeholder Interview List (As of 17 Jan 2025), Way Ahead Memo for 2025 (10 Dec 2024), Updated Way Ahead Memo for 2025 (17 Mar 2025), RFP_Jay_Comprehensive Plan_7-5-24, Agenda for CPSB 17th Meeting (17 Mar 2025).

1. Meeting called to order at 6:30 PM

Motion to approve March 17th, 2025, meeting minutes. All in favor and none opposed.

2. Jay Visioning Workshop and Summer Events:

- WW: Visioning workshop: updated plan (v. 3.0): now four hours, no lunch, start 9 am, open participation for the public

- MS: concern to keep moving forward; we've slowed down a bit in committees; based on County Strategic Planning Workshop, recommend: deliberate seating, each table answer same questions; each table have a recorder; may need more time to get deeper on issues; may need more meetings to share information with public

- AD: from North Elba experience: invest time; invite breadth of groups so not excluded; importance of prep; North Elba result was 4x4 matrix across affordability vs climate preparation

- SA: ARH and I excited by unique approach, giving options to town board before developing details of plan; trying to filter down options for public rather than just identify goal by general consensus; once have a vision, can focus in on land planning and other issues

- MG: 1980 plan was 'insanely overkill' but none of it happened; 1997 LA Group just lifted material from other plans; 1993 sub-division regs were never updated; 1997 plan doesn't even talk about APA

- WW: by giving public multiple option we listen; what does town board need to make choices; board can select from options or choose differently; may not even give specific choice, but give guidance which narrows what is considered

- OD: let's make sure we reach out to the public broadly; library meetings and more

- Maddie S: four hours is long

- TR: having visions give us something to show to town; 'starter kits'; interconnected implications of surrounding communities to consider at some point

3. Discussion of other town methods and status:

- OD: can we see what finished product might look like; what other towns have done
- WW: Dept of State approach does not look at alternatives; process driven by who is grant officer; but we have DEC grant, so we have more flexibility; but DEC just funded 10 comp plans this round; haven't funded others for several years; Dept of State insists on micro-management, therefore Chesterfield took 17 months to have first event
- MG: other comp plans, end products tend to be hard to read
- AD: Alternate vision memos helped me to understand the concept; what we're going to likely get is some amalgamation of options
- MS: a lot of documents have huge portion of 'cut and paste' for conditions; but few pages on key details of town fitting in 'cookie cutter' large document; have to indicate interest in potential grants
- AS: funding agency asks if specific projects are considered in grant application; not just about adopting land regulation; think what we want to do for the town, infrastructure; vision can inform what the town will seek, whether for infrastructure or parks; I'm excited about identifying alternatives; think also what the town wants to pursue for funding

4. Approving Visioning workshop:

- AD: I like getting people out of their groups for talking alternative visions
- OD: I'm concerned that we may be missing lots of people and groups
- WW: Need to distinguish visioning workshop from open houses & surveys; visioning workshop is intended to enable lots of public feedback in other events; we need to commit to workshop now if we are to have it, so we can make announcements; I think we're a bit more than a month behind on our timeline; survey very helpful but lot of work to do well
- WW: need to take advantage of the newsletter, including something from each working group; we'll need to more than just have a meeting a month to get things done
- OD: what will have in August? Do we do interviews?
- WW: public input from open houses, survey, meetings, on visions and issues we ask about; try to tune to wants of town board members; lot of work to do interviews and we had list of 50 people, much more than our contract; we didn't do interviews yet since we got so much good feedback earlier; we can save the interviews for late stage, during drafting of the plan
- MG: ultimately, we are the ones at the workshop and beyond who will determine what the public is asked
- TR: we can put out a call to groups with what comes out of the visioning workshop
- MG: we can do that with individuals too
- OD: we need to look ahead to what we're doing after the workshop
- WW: time to call the question on the workshop so we can focus on events like the open house: Are we going to do the workshop or look for an alternative which we won't be doing in May?
- WW: Specific attendee invites would all on town board, CPSB, working groups, and anyone else would be useful, starting with our January stakeholder list; and we invite the public, as this would be a public meeting. It's not just by invitation only. Not everyone who is invited will attend and that's fine.
- MS: I'd like someone else to review the list

5. Discussion of workshop logistic details:

- discussion on schedule; agreed to start at 9 am and skip lunch

- OD: I can take on invitations
- SA: We can take on doing a flyer and putting on website; we did this for May 22nd for Champlain
- SD: what do we need from working groups prior to 31 May?
- WW: perhaps something short on what's been done; most people in room will only have been involved in only part of process; we'll need some read aheads and crisp, short briefings at beginning
- SA: we can manage the RSVPs
- WW: if we get more people, we'll just handle it; read ahead will go to those who register; I see the 19 May meeting as an opportunity to get ready; maybe even some effort at rehearsal; ARH will be the overall facilitator; we'll iron out details at our next meeting; will have some sort of power presentation at beginning; not sure JEMS has the bandwidth to allow watching remotely
- AD: I think we should not entertain hybrid option. MS: but we should record the meeting
- WW: the video record is very helpful MS: having slideshow could be useful

6. Other subjects:

- we didn't get to much of agenda
- St Armand example of community profile in draft by AES-NE; also Willsboro 2011 community profile which ARH worked on; time to get AES-NE started on research; we'll spend money on this; it's an integral part of comp plan; road already built as both examples are in largely same content and format; at some point, we can each mark up to emphasize our own focal topics; no immediate deadline, just looking ahead
- we'll want some brief community profile stuff in the briefing at the workshop, and some build out analysis; SA has already done some work on this; community profile is almost a separate product; some even alongside comp plan rather than within it
- RL: we have a useful community reference guide for services done by Adirondack Enterprise; hope everyone will help spread it around
- Go Around for last comments; recognizing effort in town and CPSB websites
- MG: some STR/LTR conference info documents available on the google drive/external documents; 110 page report by Cornell
- WW: I'll be attending the APA conference on 8 May; hand-out describing study done for APA of how to think about land planning; but as TR noted, the APA doesn't always observe its process
- MS: Thank you. I know I'm putting on the gas.

7. Next Meetings: (Regular meetings held at the Community Center from 6:30-8 pm, and available for on-line participation)

- Monday 19 May 2025
- Visioning Workshop: 31 May 2025; 9 am to 1 pm
- Other public engagements: TBD

8. The meeting adjourned at 8:05 pm.

Respectfully submitted, Wally Walters, Board Chair

A video recording of the session assisted in preparation of these notes