

Town of Jay Comprehensive Plan Special Board (CPSB)  
January 8, 2024 (Meeting #4)  
Held at the Town of Jay Community Center

Present: Olivia Dwyer, Wally Walters, Supervisor Matt Stanley, Tim Rowland, and Tamber McCabe

Absent: Matt Gillman

Via Go To: Melinda Beuf

Advance Handouts: Agenda, December 6, 2023 draft minutes, Info paper on status of DEC grant application development, Lessons learned from NYS DOS grant request debrief, DEC Smart Growth guidelines and application instructions, DEC Smart Growth application questions, DOS DEC application comparisons, DEC scoring criteria, draft DEC Smart Growth grant application responses, work plan worksheet (blank template), example letter to consultants for updated estimate, list of consultants and prior estimates, enclosure A updated for estimates on process, enclosure B updated for estimates draft, example cost estimate (from June 2023)

Meeting Called to order at 5:06pm by Wally

Motion to approve minutes by Supervisor Stanley, second by Tim Rowland, all in favor, none opposed

**DEC Grant application status:**

- The DEC application is different than the DOS Application, DOS had about 25 brief essay questions and unlimited character counts for most of them
- The DEC application for us is only requiring four essays and they have limited character counts of 4,000 each
- The DEC approach is that if you have a comprehensive plan that you can skip some essays and you start with 74 points out of 100 automatically
- Principal emphasis as told in our debrief for DOS is that we didn't catch enough of the public engagement piece
- Wally is meeting with Jessica (Jess) Deslauriers with Community Resources and Planning on January 9, 2024 to discuss finishing our DEC application
- Jess sent Wally a blank worksheet as a tool to be used to organize (sent out as an attachment)
- Another big piece are the estimates, we have received one so far, with more expected to come

- The last time DEC did a grant was back in 2019 and grant awards have previously varied
- The town board has already given approval to apply for the grant, next step would be to approach the town board at the next meeting 1/11/2024 to discuss contributing towards it (using occupancy tax funds) to place some skin in the game
- We also get points based on contributions, contributing shows we are committed

### **Consultant Discussion:**

- A brief discussion occurred on consultants
- It is cheaper for consultants to do things online, but would it be more effective to have a larger piece of the consulting be in person and how would that increase the costs
- The DOS had required more information, feedback and reports then the DEC grant does, this may drive the consultant costs down
- Trying to get the right number to cover the costs is important

### **Essay Responses Discussion:**

- A discussion occurred on the essay responses that Wally tentatively has created. Edits, feedback and additions are welcome; with the character count anything we add will need other areas reduced or removed.
- The scoring criteria will need to be closely looked at when we are creating our final essays
- Wally will also discuss the essays with Jess when they meet
- The more eyes we can have look at our essay responses prior to submission the better
- Do we mention more about the area or the APA in the event we get a reviewer that isn't familiar with this area?

### **Open Discussion:**

- Developing a vision is going to be another big task of this group with the input of the community
- How do we thrive as a community?
- How do we define what we are doing so that we are all in-sync as we meet with people?
- What ideas do we want to present to the community?

- What does the community want to invest in?
- Creating some scenarios or possible selections to choose from when we approach the public on their thoughts
- Informing and engaging the public on what we are trying to do is important
- Discussion occurred on different approaches to use to engage the public such as doing some things online (website, social media), in person forums, and flyers around town, essay contests, surveys, setting up an email that people could send thoughts or questions to, also considering our three hamlets and how those hamlets may all have different ideas, hearing from the youth of the town would also be great
- What are the legal requirements that we must cover in a comprehensive plan?
- When applying for state grants things might be pulled from the comprehensive plan to back up requests
- When we apply for grants having a comprehensive plan that is backed by the community and the town board ratifying it is important. It also shows that things have been thought out and not just drawn up overnight, it's like a guidance document.
- A brief discussion on land use, zoning and the APA occurred

### **Closing Thoughts:**

- Adding a high school student to the CPSB to assist in bringing us ideas from the youth, who are the future, in our town
- Current CPSB doesn't geographically reflect our town and discussion on expanding soon to add more diversity in a variety of different aspects and areas
- For next meeting everyone should come with some thoughts of individuals to consider approaching to expand the CPSB
- Adding the use of executive session in meetings as needed
- Melinda is continuing to work on the AARP Rural Lab program

Upcoming meetings are:

February 12, 2024 (Monday) @ the Jay Community Center from 5p-6:30p

March 18, 2024 (Monday) @ the Jay Community Center from 5p-6:30p

Motion to adjourn by Supervisor Stanley, second by Olivia, all in favor, adjourned at 6:29pm.

Minutes completed by Tamber McCabe