

Town of Jay Comprehensive Plan Special Board (CPSB)
March 18, 2024 (Meeting #5) Draft Minutes

Present Via Go-To-Meeting: Wally Walters (chair), Melinda Beuf (vice chair), Matt Stanley (supervisor), Olivia Dwyer, Matt Gillman, Tim Rowland, and Tamber McCabe (board secretary)

Absent: None

Advance Handouts: Agenda, Draft Minutes of meeting #4 (8 Jan 2023), Ausable Acres Values memo; 2024 Jay Parks & Open Space Letter; Initial Concept Plan (Updated); EDR Cost Proposal (16 Jan 2024), Draft memos from 12 Nov 2023 (workflow diagram, vision memo, infrastructure memo)

Meeting called to order at 5:02pm by Wally

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

DEC Grant Application Status

- o Our application was submitted by the county on 31 Jan 2024
- o Word has not been received yet on awards, award timeline is March/April, we could receive word at any time now
- o Discussion occurred on next steps if we are awarded the grant (website, committee page, preparation for inquiries, press releases and announcements, briefings for town committees)

Updates on Ongoing Initiatives:

- **Main Street Technical Assistance Grant (Supervisor Stanley)**
 - o Bids have been received for a consultant
 - o Nicole Justice Green (Pride of Ti) and Supervisor Stanley talked with Russel Ward, he is the new owner of the Feek's building and also the little building next to the liquor store. Supervisor Stanley at one point had envisioned the little building being used as a welcome center. Russel Ward is looking to rehab and rent out retail space. Hoping to be able to connect him with someone who came to talk to the Economic Development Committee meeting in hopes of growing Main Street.
 - o This grant will be to choose 2-3 anchor locations on Main Street to do schematics and layouts on what that building could be.
 - o Grant could be closed out within a year
 - o This grant could lead to applying in the future for a NY Forward or DRI (downtown revitalization initiative) grant which are through the Department of State from which we won the Main Street Technical Assistance Grant.
- **Historic District Initiative (Supervisor Stanley)**
 - o There is a meeting tomorrow at 1pm to discuss a Preserve NY Grant. We are going to try to apply for this grant which will help obtain funding for a historic district of downtown Au Sable Forks. This grant was applied for two years ago

and not won, this time around someone else will be writing the application for the grant. If we were to win this it would hopefully allow for Main Street to pick up locations like the Graves Mansion and the Community Center to be part of a historic district, which would open up more funding for Main Street.

- o We are working with the Business Association and Cloudsplitter to win a grant for a feasibility study to see if we would like to create a Chamber of Commerce to further encourage the growth that we want.
 - o While in NYC for training something that stuck with Supervisor Stanley is to plan for the future that you want otherwise your future will happen without your input. Looking forward what is it that we want? What do we want out of our town?
- **Grove Recreational Trail Initiative (Henry's Trail) (Supervisor Stanley)**
 - o MJ Engineering has submitted a proposal for \$10,000 for a plan for that area, Lisa Cato will be involved in the process so that we can rebuild and expand upon the original mission of that trail. This trail is for children who would benefit from more of an adaptive play area.
 - o We would also like to get the Parks & Open Space Committee involved as well
 - **AARP Rural Lab (Melinda)**
 - o We have been joined into this
 - o They provide mentors with expertise in various areas (housing, walkability and seniors) and have monthly meetings
 - o They also have a grant program and gave out \$6.4 million last year
 - o There are publications available
 - o Hoping to be able to apply for some grants with them next year
 - **Pro-Housing Community Designation**
 - o Melinda and Wally participated in a recent VTC by the NYS Department of Homes and Community Renewal. This was about how to become designated as a Pro-Housing Community.
 - o There are a lot of housing associated grants out there
 - o To be a Pro-Housing Community there are 2 steps to complete. One of the steps is to submit a letter of intent from the Town Board and the second step is a full inventory of what we already have and how it is increasing. To get this designation and keep it we would have to expand our housing stock by 1/3^d of a percent over the course of each year or 1 percent every 3 years.
 - o There are still things they are figuring out such as the APA and how second homes or short-term rentals would factor in
 - o There are nearby Towns that have submitted their letter of intent
 - o <https://hcr.ny.gov/phc> is the link for their webpage
 - o Lengthy discussion on projects in other towns occurred

Parks & Open Space Committee (Olivia)

- o This committee started in 2021 and was then focused on catch up maintenance and getting the needed tools and equipment to maintain the parks. We also wanted

to have the community more involved with the parks as well. We are entering this committee's 3rd year of Spring Volunteer Clean-up Day.

- o With these things going well we have started to look at where else we could be placing our focus. Some discussions have occurred around FEMA properties and how they could be used to benefit the community.
- o A survey was done around 18 months ago to find out what people like to do outside and why they go to the parks.
- o We would like to expand our scope and change our name to Parks & Open Space Committee and start looking at how we can better use underutilized land within our town.
- o Goals for 2024 are to recruit new members that are knowledgeable and skilled in parks & open spaces and completing an inventory of land space within the town.
- o Olivia attended this month's planning board meeting to discuss things with them to see if there was anything that might overlap with them.
- o Olivia will be sending out a link to the PDF document for the New York State Department of State Local Space Planning Guide, this guide indicates that comprehensive plans should have an open space plan within it (p. 7 of the 52 p. document)
- o Lengthy discussion occurred on properties and trails
- o Brief discussion occurred on accessing and sharing the Essex County GIS database, Supervisor Stanley will be reaching out to Jim Dugan.

Au Sable Acres Property Values (Wally)

- o Advance handout reviewed on statistics provided by the Assessor on 3/12/2024

EDR estimate sheet (Wally)

- o This was the median estimate that went in with our application
- o Brief discussion occurred on the estimate and public engagement piece

Workflow and Vision

- o Discussion on workflow diagram and public input
- o Public input will be a part of next month's agenda
- o What is the vision for the town and some alternatives?
- o After items have been identified the bulk of the work will then branch out to our other town committees to work on
- o Community input is a priority and important
- o Marketing aspects will mostly be done by the CPSB
- o Wally has made updates to the original concept memo that had been drafted
- o Discussion occurred on timeline
- o Discussion occurred on values underlying visions
- o Brief review of the vision and infrastructure Memos

Upcoming Meetings

- o April 15, 2024 (Monday) at the Community Center from 5p-6:30p
- o May 20, 2024 (Monday) at the Community Center from 5p-6:30p

Closing Thoughts

- o Melinda-Public input is important; we could go door to door
- o Tim-The more we can do as a committee to talk to the public the better

Executive Session for personnel discussions entered at 6:29pm

Return from Executive Session at 6:40pm with no decisions made.

Meeting adjourned at 6:41pm

Minutes drafted by Tamber McCabe, Board Secretary
(amended/editing by Wally Walters, 12 Apr 2024)