

Town of Jay Comprehensive Plan Special Board (CPSB)
April 15, 2024 (Meeting #6)

Present: Wally Walters (chair), Melinda Beuf (vice chair), Matt Gillman, Tim Rowland and Tamber McCabe (board secretary)

Absent: Supervisor Matt Stanley, Councilor Olivia Dwyer

Advance handouts: Agenda, Draft Minutes of meeting #5 (March 18, 2024) (amended), Updated Process Memo (April 12, 2024 draft) (potentially to be used to also develop press release, fact sheet and website document), Jay Comp Plan Update Website and Records memo (April 12, 2024 draft), Workflow Diagram & Public Engagement Diagram (April 15, 2024), Workflow Diagram (November 12, 2023 [for comparison]), NYS Local Open Space Planning Guide (extract), Climate Smart Comprehensive Plans NYS memo

Other references: Jay Application for DEC Grant (January 31, 2024; 13 files; forwarded by email on February 26, 2024)

Meeting called to order at 5:04pm by Wally

Motion to approve minutes made by Tim, second by Matt G, all in favor, none opposed

DEC Grant Application Status

- o There has been no word as of yet, the projected announcement date could come around April 22, 2024

Next Steps In Public Information If We Receive Grant

- o A press release is in the works that could go in the JCN, in the Supervisors weekly report and in ARVBA spring newsletter
- o A fact sheet and website document has been created
- o Discussion occurred on having a page on the towns website that looks like the other town committee pages
- o Discussion occurred in regards to the CPSB having a shared way to work remotely on items, some examples were Google docs, drop box, or a restricted Google drive
- o Briefing and involving other town committees will need to occur
- o There are some upcoming events: ARVBA Spring General meeting (May 30th), Jay Energy Fair (June 15th), The 4th of July, and Jay Day (Aug 24th) that could be utilized to share information at
- o We will need to think about how we receive and respond to inquiries and input
- o Discussion occurred on public outreach (knocking on doors, going to the fire dept meetings, library, Rotary, the school, churches, businesses)
- o What can we learn from other towns that have done or are currently doing a comprehensive plan

Distinguishing the “what” from the “how”

- o Discussion occurred on the RFP (Request for proposal) and breaking apart the what from the how
- o Discussion occurred on how to approach visions for the towns future, approaching the public on what their visions are rather than develop our own and seek out buy in, what we envision might not be what others also envision
- o Is the community willing to contribute to making what they want happen and have it be successful? Are their groups of people that want the same things and will they want to volunteer to assist with that vision? Different groups might want different things for various locations. Can we create engagement and get the full spectrum of the community involved?
- o Discussion occurred on why comprehensive plans fail

Best Value Solicitation

- o Discussion occurred on consultants, RFP and budget
- o Discussion occurred on firms (large, small, experience in small communities)
- o There have been towns that didn't receive a lot of bids so it's possible that we may not get many ourselves

Public Engagement Plan

- o Reviewed workflow diagram (changes in red)
- o The states requirement is 2 public hearings (1 for us and 1 for the Town Board)
- o Olivia conducted a successful survey as a part of the Parks and Open Spaces Committee and could provide insight into how we could do a successful survey as well
- o Discussion occurred on other ways to obtain open input (postcard with a QR code, JCN, word of mouth, email distribution list for those who request it, Facebook page, workshop, mailings)
- o Discussion occurred on creating some framework for how we present information to the public
- o Tim is running point on public engagement for the CPSB
- o Some possible next steps prior to the consultant starting were discussed

Work Prior to May's Meeting

- o Prepare some public announcements
- o Redrafting RFP with involvement from everyone
- o Draft a public engagement plan
- o Wally extracted about 1.5 pages (that was relevant to comprehensive plans) from the 52-page NYS Local Open Space Planning Guide that Olivia sent out
- o Discussion on climate in regards to the comprehensive plan occurred
- o Climate Task Force is looking to put together a bronze certification packet by the 5th of July, with the goal of climbing to silver from there
- o Discussion on punch list from the Climate Smart Comprehensive Document occurred (principles)

Closing Thoughts

- o Town of Chesterfields Comprehensive Plan Public Kickoff Meeting is on April 30th
- o Next meeting is May 20, 2024 (Monday) at the Community Center from 5p-6:30p

Motion made by Melinda, second by Matt G to enter executive session at 6:27pm for personnel discussion.

Return from Executive Session at 6:46pm with no decisions made

Meeting Adjourned at 6:47pm

Minutes by Tamber McCabe, Board Secretary