

Town of Jay Comprehensive Plan Special Board (CPSB)  
May 20, 2024 (Meeting #7)

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

Absent: None

Advance handouts: Agenda, Draft Minutes of meeting #6 (April 15, 2024), Town of Jay Award Letter (DEC April 15, 2024), Grant Guidelines (DEC May 2, 2024), Chesterfield Kickoff Reflections Memo (May 20, 2024), Chesterfield Comp Plan Update Survey Questionnaire memo (May 20, 2024), Heads-Up email memo on RFP (May 18, 2024), with attachments [Jay RFP draft (May 17, 2024) including overview, draft document, figures 1 & 2 and table 1], Press Release Draft (April 18, 2024), Example items for Standard Briefing (May 20, 2024), Example CPSB member tasks memo (May 20, 2024)

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

Meeting called to order at 6:05pm by Wally

Motion to approve April 15, 2024 minutes made by Olivia, second by Matt G, all in favor, none opposed

### **Opening Discussion**

- o Welcome **Adam DeSantis** as a new member to CPSB, he will be part of the Town Economic Working Group in Supervisor Stanley's spot on the CPSB. Adam is the director of Economic Development with ROOST. He represents Lake Placid, North Elba and all of Essex County and is a part of the Town of Jay's Economic Development Committee. Adam worked in senior housing for almost 15 years and will be a full-time Town of Jay resident by the end of June.
- o Discussion on opportunity to do a case study of our comprehensive plan project, through UPenn that awards grants (up to \$50,000); subject deferred.

### **DEC Grant Application Status**

- o The town has been awarded the DEC grant that was applied for. A copy of the award letter and grant guidelines were sent out to all members.
- o The deadline to enter into a three-year contract, through the county with DEC, is August 1<sup>st</sup>.
- o The town would pay the bills and then be reimbursed by DEC
- o Supervisor Stanley and Wally participated in an online meeting with DEC and County Resources last week in regards to the grant. The meeting went well. Community Resources will be doing a lot of the administrative work with the DEC. The goal is to have bids for the Jay town board August meeting.
- o Our application scored the highest out of the 55 proposals received

### **Comprehensive Plan Kickoffs**

- o Wally and Olivia attended The Town of Chesterfield kickoff and shared observations about how it was structured
- o There were over 150 people in attendance at the kickoff
- o Lengthy discussion occurred on how to approach the Town of Jay's kickoff and surveys

### **Review of the Draft RFP**

- o Discussion of the timeline of the RFP and bids occurred
- o Lengthy Discussion on the Draft RFP occurred (questions, possible changes, what to include, what to ask and look for, making our area attractive for someone to want to be the consultant, and CPSB/firm balance)
- o Discussion on the scoring systems
- o Proposal of doing a team of 3 from the CPSB to interview and score consultant proposals

### **Website and General Discussion**

- o Discussion occurred on who should be handling the website for the Comprehensive Plan and what that might look like; consensus was to have consultant do this task
- o Comprehensive plans should ideally be revisited every 10 years, with routine maintenance in between
- o Discussion occurred on the importance of having community buy-in for the Comprehensive Plan and how to achieve that
- o Discussion occurred on having a liaison (single point of contact) for the consultant to be in contact with administratively
- o Adam will be creating a Google Docs so that everyone can share feedback or suggested changes on the draft RFP
- o Supervisor Stanley's email will be the contact for firms to reach out to with questions and he will forward them to the committee
- o Would like to get the final version of the press release out soon and something about it on the Town of Jay's webpage
- o Discussion occurred on creating a handout to pass out at events to discuss the Comprehensive Plan
- o Olivia will work on a PowerPoint to explain what a Comprehensive Plan is and what it is for
- o Wally will be attending the ARVBA Spring Meeting at the end of May to present about the Comprehensive Plan

### **Closing Discussions and Future Meetings**

- o Meetings going forward will be held on the 3<sup>rd</sup> Monday of each month
- o Next meeting dates are June 17<sup>th</sup>, July 15<sup>th</sup>, August 19<sup>th</sup> and September 16<sup>th</sup>. These will be from 5pm-6:30p and held at the Community Center.
- o Discussion occurred on CPSB expansion and each person on the CPSB having proposed duties
- o Please email Tamber prior to meetings if anyone would like advanced handouts printed out for each month's meetings
- o Suggestion was made to organize all advanced handouts in Google Docs to have in a centralized area

Motion to adjourn made by Matt Gillman, second by Adam, all in favor, adjourned at 6:39pm

Next Meeting is June 17, 2024 at the Community Center from 5pm-6:30p

Minutes completed by: Tamber McCabe, Board Secretary