



**Comprehensive Plan Steering Committee
Zoom Hybrid Meeting
Meeting Minutes
November 2, 2023
Approved: December 13, 2023**

Committee Members Present: Chair Ann DiPetta, Tai Basilius, Rose Hanson, Mo Klein, Roxanne Marino, Alison Weaver

Committee Members Present on Zoom: Diane Cohen, Katelin Olson, Rebecca Schneider

Committee Members Absent: Elizabeth Weatherby

Town Staff Present: Niels Tygesen, Mollie Duell

Town Board Members Present: Michael Boggs

Members of the Public Present: None

Proceedings

Chair DiPetta called the meeting to order at 5:31 pm at Town Hall.

Approval of Agenda

Motion: Klein made a motion to approve the agenda; Weaver seconded.

Vote: Basilius, aye; Klein, aye; Marino, aye; Olson, aye; Schneider, aye; Weaver, aye; Chair DiPetta, aye.

Motion Carried.

Approval of Past Minutes

Motion: Klein made a motion to approve the meeting minutes from October as written; Hanson seconded.

Vote: Basilius, aye; Cohen, aye; Hanson, aye; Klein, aye; Marino, aye; Olson, aye; Schneider, aye; Weaver, aye; Chair DiPetta, aye.

Motion Carried.

Privilege of the Floor

No members of the public addressed the Committee.

Old Business Items

Community Visioning

Tygesen spoke about the survey questions that have been developed by committee members.

In October the committee discussed distributing an initial survey with 2-3 questions. Tygesen presented the survey to high schoolers in the internship program to gauge topics of interest.

Marino asked how many rounds of surveys will be distributed.

Hanson suggested distributing a short preliminary survey to guide a subsequent in-depth survey and narrow down the main issues.

Marino suggested paralleling the questions that were used for the survey in 2009, mentioning that surveys should not create fatigue for those who are intended to take them.

Olson agreed that surveys need to avoid creating fatigue.

The committee discussed possible locations for questions to be distributed.

Chair DiPetta noted timelines should be considered when conducting a thorough survey; Schneider agreed that a comprehensive survey would not be ready until next spring or early summer.

Olson suggested a softer, creative preliminary approach, such as providing a board at an event where residents can write in brief responses.

Klein asked about the status of the consultant.

Olson spoke about the DEC grant and discussions surrounding the requirements of the contract.

Olson stated that the program manager has been replaced, and clear answers about what exactly is required have been inconsistent.

A new contract will be provided and signed before the RFQ is finalized and distributed.

Klein asked if a consultant will be appointed before spring.

Olson responded that the timeline is up to the action of the DEC. The town board has approved the contract pending attorney approval.

Discussion ensued about how long it will realistically take for a consultant to be found. It will probably be a couple more months until a consultant is chosen.

Klein noted a consultant would give a better idea of how to launch the survey process, and suggested postponing surveys until warmer weather returns, when people will be going out more.

Hanson suggested a casual preliminary round of questions would not hurt.

Marino agreed that putting some questions online could raise awareness.

Schneider spoke about the questions that were answered by high school students in the internship program the day before, noting it was a good snapshot of where interest lies.

Discussion ensued on how the process should develop in order for the public to be aware at every step.

Weaver noted that different demographics may respond to different survey lengths and formats.

Tygesen stated that town planning staff will be able to assist with the survey process.

The committee agreed that a soft launch survey would be a good starting point.

The committee discussed the main topics of interest in the town, including goals for the future, what the biggest concerns are, and what is essential to the identity of the town.

Hanson noted many students responded that they were not interested in staying in the town after finishing school; Marino remarked this is typical for the age, and many people return to the area when they are older.

The committee agreed it would be good to have questions ready for Winterfest on December 2.

Marino spoke about the water survey that is starting to be distributed.

The committee discussed how a QR could be utilized and what challenges it could bring.

2023 CPSC Member Training

Tygesen stated that more committee members have fulfilled their mandatory training requirements; any training pending completion should be finished by the end of this year.

New Business Items

Next Steps

Upcoming Comprehensive Plan Steering Committee meetings are scheduled for Wednesday, December 13, at 5:30 PM, and Thursday, January 11, at 5:30 PM.

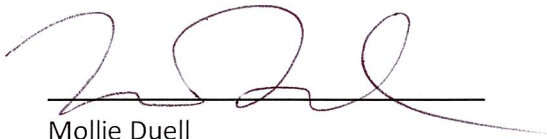
Tygesen noted the high school youth internship group is meeting weekly, and more feedback will be discussed in upcoming meetings.

Motion: Klein made a motion to adjourn; Weaver seconded.

Vote: Basilius, aye; aye; Hanson, aye; Klein, aye; Marino, aye; Olson, aye; Schneider, aye; Weaver, aye; Chair DiPetta, aye.

Motion Carried.

Meeting adjourned at 6:31 PM.

A handwritten signature in black ink, appearing to read 'Mollie Duell', written over a horizontal line.

Mollie Duell

Comprehensive Plan Steering Committee Secretary