

COMPREHENSIVE PLAN REVISION COMMITTEE MINUTES

October 21, 2024 6:00pm

Members present: Maggie Pino, Kristina Kwacz, Katie Vorwald, Paula Van Meter, Jim Werkowski, Bill Schneider, Tim Hotaling, Quade Kirk, Cathy Knott, Kevin Haberland, Jason Demarest.

Erica McCarthy, consultant/Tighe & Bond, opened the meeting with 11 members present and Ryan Christenberry, consultant/Tighe & Bond, via zoom on the large screen in the town hall meeting room. Erica thanked the members for coming and pointed out several handouts on the front table that members were encouraged to collect and review. Some copies were aids for members that will provide some guidance in the process as well as copies of the draft survey.

FORMALIZE COMMITTEE MEMBER ROLES - was addressed as the first order of business. Kristina Kwacz (member of the 2008-09 committee) and Tim Hotaling will serve as co-chairs and Kim Mendez (not present) and Maggie Pino - will serve as co-clerks at the meetings. Clerks will take minutes and send copies to Town Clerk Melissa Naegeli for posting on the town website. Kristina stated that she searched her records and made copies for all of information she found from the former review and passed out copies of the previous survey for comparison to the current draft survey.

COMMUNICATIONS AND OUTREACH UPDATE

A lengthy discussion took place regarding the working group edits of the survey in comparison to the former 2008 survey. The draft survey was reviewed on a question to question basis. Many changes, additions and deletions were made with input from both Ryan and Erica and members present. Upon completion of the discussion Erica stated that she will prepare a revised survey and get it out to all members as soon as possible. Some changes include but are not limited to: Change the demographics questions to the end of survey, put the committee members names on the accompanying survey letter, add a question about the town's Emergency Mitigation Plan (to be discussed further at the workshop meeting with input from the public about their knowledge of a plan). Erica requests that any feedback from members be sent via "reply to all" so everyone can see the input and not duplicate it.

A sample copy of notice to residents of the need for their input via the survey was reviewed. The current sample (8 1/2 x 11") will have to be reduced to postcard size.

TOWN WEBPAGE: Print copies of the final survey should be available at the town hall as well as on the town website. Copies will also be sent to residents via postal mail in an effort to reach all residents as their input is important and encouraged. Erica will

write an announcement for Town Clerk Melissa Naegeli. This writer will send a copy of minutes/meeting overview to the Town Clerk for posting.

WORKSHOP DATE: Town Clerk Melissa Naegeli was brought into the meeting with the town calendar in order that future dates be chosen without conflict with other organizations/meetings. The next committee meeting will be held on **Monday, November 18, 2024 at 6:00pm** at the town hall meeting room. Town Clerk will forward any requests for information/RSVP to this writer for response from workshop notice. The workshop meeting for the town will be **Monday, December 9, 2024 at 7:00pm at the town hall meeting room.**

NEXT STEPS: Launch the survey
Prepare for the December workshop
Begin Existing Conditions Summaries

OPEN DISCUSSION AND QUESTIONS: Erica explained that she is working on getting translation services in place so that the survey will be available in Spanish to those residents who may need it.

This writer agreed to make a brief progress report to the Town Board at their next meeting on November 14, 2024 at 7:00pm.

Respectfully submitted,
Maggie Pino/Co-Clerk