



## Comprehensive Plan Steering Committee

### Zoom Hybrid Meeting

### Meeting Minutes

March 14, 2024

Approved: April 11, 2024

**Committee Members Present:** Chair Ann DiPetta, Rose Hanson, Roxanne Marino, Elizabeth Weatherby, Mo Klein, Karl Klankowski, Diane Cohen, Tai Basilius

**Committee Members Present on Zoom:** Rebecca Schneider, Alison Weaver

**Committee Members Absent:** Katelin Olson

**Quorum Present**

**Town Board Members Present:** Michael Boggs

**Town Staff Present:** Niels Tygesen, Mollie Duell

### Proceedings

Chair DiPetta called the meeting to order at 5:30 pm at Town Hall.

### Approval of Agenda

**Motion:** Klein motioned to approve the agenda; Weatherby seconded.

**Vote:** Chair DiPetta, aye; Hanson, aye; Marino, aye; Weatherby, aye; Cohen, aye; Basilius, aye; Schneider, aye; Klein, aye; Klankowski, aye; Weaver, aye.

**Motion Carried.**

### Approval of Past Minutes

Marino recommended amendments to the draft minutes.

**Motion:** Marino motioned to approve the meeting minutes from February as amended; Klankowski seconded.

**Vote:** Chair DiPetta, aye; Hanson, aye; Marino, aye; Weatherby, aye; Cohen, aye; Basilius, aye; Schneider, abstain; Klein, aye; Klankowski, aye; Weaver, aye.

**Motion Carried.**

### Privilege of the Floor

Michael Boggs spoke about feedback received at the Association of Towns meeting last month, where he discussed the RFQ with representatives from planning firms. Concerns centered around the timeframe and budget. Boggs stated that the firms were familiar with the climate smart communities grant funding the comp plan update. Some firms expressed that they would submit a proposal.

### Old Business Items

#### **A. RFQ Update**

Tygesen noted that the extended deadline for consultants to submit a proposal was Friday March 8, and because a low number of proposals was received a shortlist for interviews should not be necessary.

After the previous meeting, Hanson reached out to gather feedback on why there was a low response to the RFQ. Hanson reviewed her responses and stated that one concern beyond timeline and budget was about the environmental review process.

Tygesen stated that he had also tried to reach out to gather feedback but could not get through to most, which seems to indicate that people are too busy. Several firms did respond that they were already too busy. Another firm said the cost was too low. Two firms had some questions about SEQR review. Tygesen noted that the deadline can be extended again if needed.

Discussion ensued over the environmental review process. Marino asked if the review and determination should be drafted before the comp plan. Weatherby explained that the review is done concurrently with the plan. Tygesen stated that the town can decide not to do a full EIS, but it is recommended by both the State and Town Legal.

Weatherby spoke about the feedback received regarding pricing, noting that it isn't a surprise to hear that this is a concern from potential firms. Schneider asked about the cost relative to the size of towns, and if rates are proportionate. Boggs explained that town size did not matter as much, just the items that that grant is asking for.

Tygesen reminded the committee that the grant deadline is 2028.

Chair DiPetta asked if the committee would like to move forward with interviews. Hanson suggested interviewing the firms to see if there is a good fit.

Discussion ensued over pricing on the two proposals that have been received. Tygesen noted that any additional costs would need to be approved by the Town Board. Cohen and Klein agreed that the current proposals should be considered.

Discussion ensued over planning interviews with as many committee members present as scheduling availability allows.

The committee briefly discussed access issues with SharePoint.

## **B. Committee Rules**

Marino suggested amending the language about meeting times since the schedule has changed frequently. Weatherby suggested notifying the public through the town newsletter before meeting dates.

Weatherby spoke about spokesperson duties. The spokespeople are authorized to speak with the public and media, but they cannot commit the town to anything. Only the Town Supervisor can speak to town commitments.

**Motion:** Klein motioned to approve the draft changes to the committee rules as amended; Hanson seconded.

**Vote:** Chair DiPetta, aye; Hanson, aye; Marino, aye; Weatherby, aye; Cohen, aye; Basilius, aye; Schneider, aye; Klein, aye; Klankowski, aye; Weaver, aye.

**Motion Carried.**

## **C. Community Outreach**

Marino spoke about the costs for mailing postcards to residents, noting the previous mailer for the water survey was not distributed to village residents. The postcards are an extra measure to try to raise visibility for those who are not receiving information electronically. Tygesen stated that since the village has their own local authority and their own comp plan, it would make sense to not mail postcards to village residents to save on costs. Weatherby added that village residents are welcome to have input.

Marino noted that the village does not have land use authority in Ulysses. Chair DiPetta acknowledged that postcards will not be sent too soon. Cohen suggested considering the cost of including the village.

Marino spoke about the Earth Day event at the farmer's market. A cleanup is being organized and some

groups associated with sustainability in the town, such as the bee and tree committees, will participate. Cornell Cooperative extension will send more information. The event at the market will be held on Saturday April 20<sup>th</sup> before Earth Day. Tygesen stated that he will see if there are youth volunteers from the internship program who are interested in getting involved with the event. Schneider suggested adding more signage to the committee's table.

Discussion ensued over surveying residents. Tygesen noted there have been responses from the survey that was distributed since Winterfest.

Tygesen spoke about holding a photo submission contest for the public seasonally. Residents would have an opportunity for their photographs to be included in the comp plan with credit. The first submission will be spring themed. Weatherby noted a local group facebook page held a competition recently and received good feedback.

### **Next Steps**

Tygesen directed committee members to use the online form submission tool to report time spent for committee duties during the first quarter from January 1 to March 31.

Chair DiPetta reviewed the discussions from the meeting and stated that the committee will ponder postcards. All committee members will review responses to the RFQ and pick times for interviews. SharePoint issues will continue to be discussed and resolved.

**Motion:** Klein made a motion to adjourn; Klankowski seconded.

**Vote:** Chair DiPetta, aye; Hanson, aye; Marino, aye; Weatherby, aye; Cohen, aye; Basilius, aye; Schneider, aye; Klein, aye; Klankowski, aye; Weaver, aye.

**Motion Carried.**

**Meeting adjourned at 6:48 PM.**



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Mollie Duell  
Comprehensive Plan Steering Committee Secretary