



**TOWN OF LEWISBORO  
Westchester County, New York**

**Comprehensive Plan Steering Committee  
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**COMPREHENSIVE PLAN STEERING COMMITTEE  
MINUTES**

Minutes of the meeting held by the Comprehensive Plan Steering Committee on Tuesday, May 11, 2021 via Zoom videoconferencing ([https://zoom.us/j/985 7732 0652](https://zoom.us/j/98577320652)) with live streaming to the Lewisboro TV's YouTube channel <https://www.youtube.com/watch?v=k4JVCeWDemo>.

Ms. McGinn called the meeting to order at 7:29 p.m. and asked everyone to save the date for the project launch Tuesday June 8th at 7:30 on YouTube.

Present: Katie McGinn, Chair  
Charlene Indelicato  
Larry Mango \*arrived at 7:36 p.m.  
Mark Robbins  
John Wolff \*arrived at 7:32 p.m.

Absent: None

Ciorsdan Conran, Administrator  
Jane Crimmins, Town Board Member \*arrived at 7:33 p.m.  
Dan Welsh, Town Board Member \*arrived at 7:36 p.m.

Approximately three viewers on YouTube.

**I. MINUTES**

Review and adoption of the Minutes of the Comprehensive Plan Steering Committee meeting held on May 4, 2021.

Ms. McGinn made a motion to accept the minutes as presented; seconded by Mr. Robbins. In favor: Charlene Indelicato, Katie McGinn and Mark Robbins. Absent: Larry Mango and John Wolff.

**II. DISCUSSIONS**

**Timeline Graphic**

The Committee reviewed and approved the draft timeline graphic and agreed to place it and other documents on to the Town web site ([lewisborogov.com/cmpsc](http://lewisborogov.com/cmpsc)). Ms. McGinn pointed out that this project should be thought of as a marathon, not a sprint, and the Committee is to facilitate this process, develop the timeline, gather input from the community,

synthesize the data and draft the RFP. Ms. McGinn stated the summer timeline could be survey in June, review those responses in July and submit the RFP to the Town Board in August.

To see the full timeline visit <https://drive.google.com/file/d/1uQMX8xsWTUdlU5n3AIxBbCjj4inW1DXn/view>

## **Meeting Schedule**

The Committee discussed upcoming meetings:

Tuesday, May 25 – regular meeting

Tuesday, June 1 – 30-minute meeting

Thursday, June 3 - Planning 101 with Jan Johannessen, Lewisboro Town Planner

Tuesday, June 8 - Public project launch

Tuesday, June 22 - Overview of Planning Board with Janet Andersen, Chair and Jud Siebert, Counsel

The Committee agreed that subsequent meetings will be held every other week.

## **Survey**

The Committee reviewed and revised Mr. Mango's draft survey. The survey will be brief enough to be completed in three to five minutes, feature planning and demographic questions, attempt to elicit responses that can be addressed by the comprehensive plan and may include a map of the hamlets; the demographic information collected will show if issues are based on geography/age.

Mr. Mango stated there will be digital and paper-based versions of the survey, so it's not necessary that the survey be available at the public launch June 8<sup>th</sup>, but it can be publicized that night.

Ms. Crimmins stated a town-wide mailing costs between \$2,000 and \$3,000.

## **Request for Proposals**

The Committee discussed Ms. Indelicato's draft RFP. Ms. Indelicato stated the RFP should include a vision statement for Lewisboro's future and that can give prospective consultants an idea of where the community wants its town to be in 20 years. She noted that the firm developing Bedford's plan update had responded to the Dobbs Ferry RFP. Ms. Indelicato noted that a poor RFP can achieve great responses, as long as you have included all categories of concern; it depends on the consultant, how we go ahead. She noted that the RFP will be circulated with the land-use boards--Planning Board, ZBA and ACARC--for their input. Ms. McGinn stated items missing from the RFP can still be part of the final plan.

## **Launch Meeting Content**

The Committee discussed how to incorporate the who/why/what/how/when of comprehensive planning into the June 8<sup>th</sup> meeting; members will develop short biographies and topic slides.

Mr. Mango noted that items that were implemented from the 1999 Recommendations have been identified. Ms. Conran will upload that research on the Committee's Google drive.

Mr. Wolff will reach out to Jessica Liebman at the *Bedford Record Review* about publicizing the launch meeting and Ms. McGinn will add last week's article to the Public Comment section on the shared drive.

Mr. Welsh asked if there is room for some subject matter events or sessions to get people warmed up.

## **III. ACTION ITEMS**

### **Summary of open action items as of 5/11/21**

Follow up by	Action item	Timeline
C Indelicato	Lead drafting of RFP for consultant services, coordinate with Committee members	May/June
L Mango	Lead drafting of kickoff survey for community members, coordinate with Committee members	May/June
K McGinn	Lead drafting of agenda & slides for introductory public meeting, June 8 <sup>th</sup>	May/June
K McGinn C Conran	Distribute Save the Date & meeting information for June 8 <sup>th</sup> project launch	May/June
K McGinn C Conran	Research Closed Captioning resources for recording of June 8 <sup>th</sup> meeting	May/June
All	Share/identify potential ideas educational webinars/resources for public series	May/June
C Conran J Andersen J Wolff	Review if/which 1999 recommendations were implemented	May/June
All	Discuss methods for distribution of survey	June
C Indelicato	Coordinate review of census information and list of questions for County team (Ted Leimbach)	June
C Conran	Schedule Lise Robertson (Tax Assessor) for Tuesday Committee meeting	June
All	Discuss Hudson River Valley Greenway Community Grants opportunity (Deadline September 10 <sup>th</sup> )	June
All	Continue to update list of stakeholders via document posted on Google Drive	Ongoing
K McGinn C Conran	Develop content for the Committee's page on the Town web site	Ongoing
All	Watch Maureen Koehl's lecture series on hamlets	Ongoing

**IV. NEXT MEETING DATE: May 25, 2021 – via Zoom videoconferencing**

**V. ADJOURN MEETING** – With no further business, the meeting was adjourned by Ms. McGinn and seconded by Ms. Indelicato at 8:42 p.m. In favor: Charlene Indelicato, Larry Mango, Katie McGinn, Mark Robbins and John Wolff.

Minutes respectfully submitted by:



Ciorsdan Conran  
Comprehensive Plan Steering Committee Administrator