



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 25, 2021 via Zoom videoconferencing ([https://zoom.us/j/ 990 5648 6841](https://zoom.us/j/99056486841)) with live streaming to the Lewisboro TV's YouTube channel <https://www.youtube.com/watch?v=kzeVPUX6x5A>

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

Absent: None

Ciorsdan Conran, Administrator
Jane Crimmins, Town Board Member
Dan Welsh, Town Board Member *arrived at 8:17 p.m.

Approximately two viewers on YouTube.

I. WELCOME

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. She thanked the group for their continued work on the RFD, survey, grant writing and adding closed captioning on the YouTube recordings.

II. MINUTES

Review and adoption of the Minutes of the Comprehensive Plan Steering Committee meeting held on May 11, 2021.

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

III. DISCUSSIONS

Request for Proposals

Ms. Indelicato stated the Committee needs to determine:

- the list of consultants receiving the RFP;
- timeline of requests and submissions;
- number of proposal copies to request;
- who is the point person for collecting the paper and pdf responses; and
- who should review the draft RFP.

Ms. Indelicato stated the survey results can be an appendix in the RFP.

Survey

The Committee reviewed the five-minute, nine-question survey and will revise it to capture information such as commuting details and employment status; an additional question may be added so respondents can note areas of importance like protecting drinking water, open space or possibly an issue the committee is not aware of yet.

Mr. Mango stated he will edit the survey and recirculate it and when finalized, the link could be distributed via email, posted on the Town and Lewisboro Library web sites but not social media. Ms. McGinn noted the survey may be ready for the public launch June 8th. Mr. Mango requested members (re)take the survey and provide him with feedback as soon as possible.

Ms. Crimmins stated the Town Board approved purchasing a SurveyMonkey subscription at its May 25, 2021 meeting. Ms. Conran will have the SurveyMonkey login information.

Launch Meeting Content/Timeline

Ms. McGinn stated draft topic slides are on the shared drive and each member will take a section and speak for 2-3 minutes per slide, as follows:

- Ms. McGinn – welcome;
- Ms. Indelicato and Mr. Wolff- what/why of comprehensive planning;
- Mr. Mango – how of comprehensive planning (process and timeline);
- Mr. Robbins – explain how the public can get involved through each stage of the process; and
- Ms. McGinn – reminder everyone to take the survey and wrap up.

The Committee agreed to work on the topic slides and have the meeting capped at 45 minutes, streaming live on YouTube without chat; later meetings will feature Q & A sections.

Meeting/Guest Lecturer Schedule

The Committee discussed upcoming meetings:

- Tuesday, June 1 – 30-minute meeting – practice topic slides;
- Thursday, June 3 - 60-minute meeting - Planning 101 with Jan Johannessen, Lewisboro Town Planner;
- Tuesday, June 8 - Public project launch; and
- Tuesday, June 22 - Overview of Planning Board with Janet Andersen, Chair and Jud Siebert, Counsel.

Mr. Robbins stated Jim Nordren, the Lewisboro Supervisor (2004-2005) would be a good guest speaker/webinar host. The Committee agreed potential lecturers should be asked if they would be replying to the RFP. The Committee discussed inviting commercial owners/developers to speak. Ms. Conran stated Lise Robertson, the Assessor, could be scheduled for late June/July.

Grants Gateway

Mr. Wolff described the State's Consolidated Funding Application process (deadline is July 30th) and stated there is some funding for comprehensive planning. He noted that many of the applications that are passed over the first year are granted the second year, those granted were focused on sustainability or environmental protection and much of the application information can be lifted from the RFP. Ms. Indelicato noted we don't have a budget amount yet and we will be ready for next year's submission. Mr. Wolff will need help from the Committee and Ms. Conran will provide Mr. Wolff with access to the Grants Gateway.

IV. ACTION ITEMS

Summary of open action items as of 5/25/21

Follow up by	Action item	Timeline
C Indelicato	Lead drafting of RFP for consultant services, coordinate with Committee members Committee members to review and provide final edits	May/June
L Mango	Lead drafting of kickoff survey for community members, coordinate with Committee members Final edits due 5/27	May/June
K McGinn	Lead drafting of agenda & slides for introductory public meeting, June 8 Final edits due 6/1	May/June
J Wolff	Lead drafting of CFA Grant opportunity, deadline July 10	June/July
K McGinn C Conran	Distribute Save the Date & meeting information for June 8 th project launch	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 COMPLETE – see Goggle Drive, under Lewisboro Plans	May/June
All	Discuss methods for distribution of survey	June
C Indelicato	Coordinate review of census information and list of questions for County team	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 th)	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: June 1, 2021 – via Zoom videoconferencing

V. **ADJOURN MEETING** – With no further business, the meeting was adjourned by Ms. McGinn and seconded by Mr. Robbins at 8:58 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