



TOWN OF LEWISBORO
Westchester County, New York

Comprehensive Plan Steering Committee
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COMPREHENSIVE PLAN STEERING COMMITTEE
AGENDA

Tuesday, August 31, 2021

7:30 pm- 9:00pm

Via Zoom videoconferencing

For Public: <https://www.youtube.com/user/LewisboroTV>

I. MINUTES

Review and adoption of the Minutes of the Comprehensive Plan Steering Committee Meetings held on August 10, 2021.

II. DISCUSSIONS

- A. 7:30pm: Welcome remarks from Committee Chair
- B. 7:30 – 9:00pm: Committee members discuss Comprehensive Plan project
 - a. 7:30 – 7:55pm: Update on survey
 - i. Postcard mailer update
 - ii. Response rate update
 - iii. Confirm status of Post Office locations, ongoing collection of paper surveys
 - 1. Larry – Waccabuc & South Salem
 - 2. John – Vista**
 - 3. Mark – Goldens Bridge
 - 4. Charlene – Cross River
 - iv. Library fair (Saturday 9/18, 10am – 4pm)
 - b. 7:55– 8:25pm: Update on RFP to consultant
 - i. Status
 - ii. Next steps
 - 1. Sending out RFP
 - 2. Deadline for responses
 - c. 8:25 – 8:35pm: Update on Hudson River Valley Greenway Community Grants opportunity

- i. Status & next steps
- d. 8:35– 8:45pm: Update on public education sessions
- i. Status & next steps

- C. 8:45pm – 8:55pm: Town Board liaisons comment or discussion
- D. 8:55 – 9:00pm: Committee members closing thoughts and/or questions/updates on open action items (see page 2)

III. NEXT MEETING DATES: September 14, 2021 & September 28, 2021

IV. ADJOURN MEETING

Summary of open action items as of 8/10/2021

Follow up by	Action item	Timeline
C Indelicato	Lead drafting of RFP for consultant services, coordinate with Committee members Begin process for identifying methods for distribution Coordinate feedback on draft from Town Board/Departments	July/August
All	Distribute flyers and paper copies of survey – see working document in Drive, Communications for full list of responsibilities	July/August
L Mango	Coordinate possible tables at Library Fair (9/18)	July/August
M Robbins	Share information/materials received from Project for Public Spaces	July/August
K McGinn	Lead developing educational webinars/resources for public series	August
M Robbins	Lead drafting of Hudson River Valley Greenway Community Grants opportunity (Deadline September 10 th)	August
C Indelicato	Coordinate review of census information and list of questions for County team	August
All	Continue to update list of stakeholders via document posted on Google Drive	Ongoing
K McGinn	Develop content for the Committee’s page on the Town web site (Next up: FAQ section)	Ongoing
All	Watch Maureen Koehl’s lecture series on hamlets	Ongoing