



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, October 26, 2021 via Zoom videoconferencing ([https://zoom.us/j/986 8469 9033](https://zoom.us/j/98684699033)) with live streaming to the Lewisboro TV's YouTube channel <https://www.youtube.com/watch?v=E49100ZyZfU>

Present: Katie McGinn, Chair
Larry Mango
Mark Robbins
John Wolff

Absent: Charlene Indelicato

Ciorsdan Conran, Administrator
Dan Welsh, Town Board member

Two viewers on YouTube.

Ms. McGinn called the meeting to order at 7:30 p.m.

I. MINUTES

Review and adoption of the Minutes of the Comprehensive Plan Steering Committee meeting held on September 28, 2021.

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

II. DISCUSSIONS

Survey

Mr. Mango stated there have been 583 online survey responses plus about two dozen paper responses and he looks forward to reviewing the responses. He noted there are hundreds of responses to the open-ended questions and reminded viewers that it takes 6 ½ minutes to complete the survey. Ms. McGinn stated she would help with the analysis/word cloud development and thanked Mr. Mango on his hard work on the survey.

The Committee will continue to check the area post offices, library and town offices with paper copies and encourages those who haven't taken it yet to do so; the survey is also available at <https://www.lewisborogov.com/cmpsc/page/share-your-vision-lewisboro>

The Committee reached consensus to close down the current survey November 12th after sending out final emails via the Town list serve and directly to various civic groups.

Mr. Robbins noted that he believes many residents are aware of the survey. From his conversations, he believes that lowering taxes, improving cell service and roads are some of the top issues in town.

RFP

Ms. McGinn and Mr. Welsh thanked Mr. Wolff for giving the quarterly update to the Town Board at its October 25th meeting; the next update will be in January 2022.

Ms. McGinn stated consulting firms have started asking questions about the RFP and those questions and answers are available on the web site (<https://drive.google.com/file/d/1OKgRsD6Nc2aH6NCiJVO8JP20WXpH8TLg/view>). She noted she will work on the due diligence questionnaire for discussion at the November 9th meeting.

Hudson River Valley Greenway Community Grants

Mr. Robbins stated the grant writing will become easier once a consulting firm's scope of work and the budget are known.

Public Education

Ms. McGinn stated the Committee will continue to develop programs for the public and Ms. Indelicato will be scheduling Norma Drummond (Commissioner – Westchester County Department of Planning) as a guest speaker to discuss Lewisboro's 2020 census data.

Mr. Robbins stated he took Mr. Welsh's suggestion and contacted the Minnesota-based organization Strong Towns about possibly speaking with the group.

III. ACTION ITEMS

Summary of open action items as of 10/26/21

Follow up by	Action item	Timeline
All K McGinn	Distribute flyers and paper copies of survey – monitor Post Offices, send completed copies to C Conran SURVEY END DATE: FRIDAY, NOVEMBER 12 First week of November, send final email reminders to civic groups and via Town list serve Confirm Post Offices are stocked and ready, arrange for final pickup post end date	November 12
C Indelicato C Conran K McGinn	Coordinate respondent questions, submissions	September – November
K McGinn	Lead developing due diligence checklist and rating	September – November

	system for responses	
All	Review information/materials received from Strong Towns & Project for Public Spaces	November
K McGinn	Lead developing educational webinars/resources for public series Lead advertising/spreading word Next session: Census	September 28 and ongoing
M Robbins	Lead drafting of Hudson River Valley Greenway Community Grants opportunity (Compact & Planning grants, early 2022 deadline)	September and ongoing
C Indelicato	Coordinate review of census information and list of questions for County team (Possible education session/guest speaker)	October/November?
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

V. NEXT MEETING DATES: November 9, 2021 and November 23, 2021 – via Zoom videoconferencing and YouTube.

VI. ADJOURN MEETING – With no further business, the meeting was adjourned by Ms. McGinn and seconded by Mr. Wolff at 8:16 p.m. In favor: Larry Mango, Katie McGinn, Mark Robbins and John Wolff. Absent: Charlene Indelicato.

Minutes respectfully submitted by:



Ciorsdan Conran
Comprehensive Plan Steering Committee Administrator