



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, November 23, 2021 via Zoom videoconferencing.

Present: Katie McGinn, Chair
Charlene Indelicato
Larry Mango

Absent: Mark Robbins
John Wolff

Ms. McGinn called the meeting to order at 7:30 p.m. and the Committee entered a into work session at 7:35 p.m.

I. ACTION ITEMS

Summary of open action items as of 11/23/21

Follow up by	Action item	Timeline
All	Review RFP responses and fill out Scoring Sheet for each firm, submit Sheets to C Conran & K McGinn (Expect 5 – 8 hours of work)	Pick due date in January (in advance of TBD Tuesday meeting)
L Mango	Review survey data/responses, prepare graphics/summary Let Committee know how we can help	January
C Conran K McGinn	Coordinate RFP and meeting related materials, share with Planning Board, Zoning Board of Appeals and Architecture & Community Appearance Council	November – January
K McGinn	Lead developing due diligence checklist and rating system for responses/interviews	November - January

K McGinn	Lead developing educational webinars/resources for public series Lead advertising/spreading word Next session: Census, Dec 7	December 7 and ongoing
All	Review information/materials received from Strong Towns & Project for Public Spaces	Ongoing
M Robbins	Lead drafting of Hudson River Valley Greenway Community Grants opportunity (Compact & Planning grants, early 2022 deadline)	September and ongoing
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

NEXT MEETING DATES:

November 30, 2021 – closed work session via Zoom videoconferencing – 1.5 HOUR DUE DILIGENCE KICKOFF

December 7, 2021 – public education session via Zoom videoconferencing and YouTube 1.5 HOUR

December 14, 2021 - closed work session via Zoom videoconferencing – 30 MINUTE QUICK CHECK IN

IV. ADJOURN MEETING – With no further business, the Committee exited the work session, and the meeting was adjourned by Mr. Mango and seconded by Ms. Indelicato at 8:15 p.m. In favor: Charlene Indelicato, Larry Mango and Katie McGinn. Absent: Mark Robbins and John Wolff.

Minutes respectfully submitted by:



Ciorsdan Conran
Comprehensive Plan Steering Committee Administrator