



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 9, 2021 via Zoom videoconferencing (<https://zoom.us/j/93060060852>) with live streaming to the Lewisboro TV's YouTube channel <https://www.youtube.com/watch?v=E49100ZyZfU>

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

Absent: None

Ciorsdan Conran, Administrator

One viewer on YouTube.

Ms. McGinn called the meeting to order at 7:30 p.m. and asked viewers to visit the Committee's web page at <https://www.lewisborogov.com/cmpsc> there they can find information about the launch and current survey which will be closing on November 12th.

I. DISCUSSIONS

Survey

The Committee will continue to check the area post offices, library and town offices for completed surveys and remove the flyers/blank copies by Monday, November 15th. Committee members will continue to send scanned copies to Mr. Mango.

Mr. Mango stated the online survey responses were at 700 on Friday and today are over 800 (a response rate of +10% of households). He noted this increase was due to the email blast over the Town's list serv which generated the biggest impact in the shortest time period. Mr. Mango looks forward to start analyzing the responses early next week.

RFP

Ms. McGinn stated the deadline for questions (Oct. 31) had passed and there were three firms with questions. Those questions and answers are available on the web site.

(<https://drive.google.com/file/d/1OKgRsD6Nc2aH6NCiJVO8JP20WXpH8TLg/view>).

The Committee worked on the due diligence questionnaire and reached consensus to review the submissions in closed work sessions with the ACARC, Planning and ZBA chairs but without Town Board liaisons. The Committee agreed there are to be two rounds of reviews followed by interviews and to save the dates of December 7 & 14 for work sessions.

Hudson River Valley Greenway Community Grants

Mr. Robbins stated HRVCG will be sharing its November award winners and he noted he is working with Town Board members Dan Welsh and Tony Gonçalves to compare past submissions; the grant application is due May 7, 2022.

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 [tentative date is December 7, 2021].

II. ACTION ITEMS

Summary of open action items as of 11/9/21

Follow up by	Action item	Timeline
All	Distribute flyers and paper copies of survey – monitor Post Offices, send completed copies to L Mango SURVEY END DATE: FRIDAY, NOVEMBER 12	November 12
C Indelicato C Conran K McGinn	Coordinate respondent questions, submissions	September – November
K McGinn	Lead developing due diligence checklist and rating system for responses	September – November
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, Dec 7?	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
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

III. NEXT MEETING DATES:

November 23, 2021 – closed work session via Zoom videoconferencing

November 30, 2021 – closed work session via Zoom videoconferencing

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

December 14, 2021 - closed work session via Zoom videoconferencing

IV. ADJOURN MEETING – With no further business, the meeting was adjourned by Ms. Indelicato and seconded by Mr. Wolff at 8:40 p.m. In favor: Charlene Indelicato, Larry Mango, Katie McGinn, Mark Robbins and John Wolff.
Absent: None.

Minutes respectfully submitted by:

A handwritten signature in black ink, appearing to read "Ciorsdan Conran". The signature is fluid and cursive, with the first name "Ciorsdan" and the last name "Conran" clearly distinguishable.

Ciorsdan Conran
Comprehensive Plan Steering Committee Administrator