

**Steering Committee Meeting  
Joint Comprehensive Plan for Town of Chautauqua and Village of Mayville  
Carlson Community Center  
Lakeside Park  
Mayville, N.Y.**

**December 20, 7:00 P.M.**

**Present:** Russell Boehner; Scott Cummings, Chairman; Sorena Gillkinson; Julie Lescynski; Dan Roush; Mary Schiller; Sharon Smead; Mark Smith, Co-Chairman; Rick Syper; Zach Stahlsmith

**Excused Absent Members:** Pat Appelbe; Tom Carlson; Jessica Emhardt; Tim Hull

Scott Cummings called the meeting to order at 7:03 p.m.

1. Approve Previous Meeting Minutes

Rick Syper made a motion to approve the minutes from the Steering Committee meeting held on October 18; seconded by Julie Lescynski.

All voting aye, motion carried.

2. Review of RFP Proposals

Per the RFP, each consulting firm was required to submit both project and cost proposals electronically. C&S Companies and the Colliers project proposal files were too large to download and forward. These companies will be contacted to determine if there is another method this can be accomplished. Ingalls submitted one hard copy of their cost proposal which will be scanned then forwarded to all committee members. Once these three files are forwarded, all committee members will have electronic copies to refer to while the subcommittee members will also have hard copies of all the proposals.

Don McCord from Small Town Planning attended this meeting and explained how to use the ranking form he developed and had been forwarded to all the Steering Committee members. He also answered many questions and concerns from the members regarding what they had already found in the proposals.

3. Next Steps?

As each proposal is reviewed by all the individual committee members, they need to rank the proposals per the categories as listed on the ranking form. Once forms are completed, they need to be forwarded to Scott who will then send them to Don McCord. They will be entered into a summary form for reference at the next meeting. Members will then determine from the ranking results which firms should be interviewed, narrowing the pool down to three or four from the nine proposals submitted.

Due to nine firms submitting proposals, the committee will not be able to make the deadline of December 27<sup>th</sup> of determining which firms we want to interview. Scott will write a letter to the firms explaining the situation, extending the date to after the next committee meeting.

#### 4. Public Input

There was no public input this evening.

#### 5. Next Meeting

The next meeting will be Thursday, January 4<sup>th</sup> at 4:00 p.m. This will be held at the Carlson Community Center at Lakeside Park in Mayville.

#### 6. Adjourn

Zach Stahlsmith made a motion to adjourn the meeting at 8:07 p.m.; seconded by Rick Syper. All voting aye, motion carried.

Respectfully submitted,  
Sharon M. Smead