

**Steering Committee Meeting  
Joint Comprehensive Plan for Town of Chautauqua and Village of Mayville  
Town of Chautauqua Municipal Building  
2 Academy Street  
Mayville, N.Y.**

**June 21, 2023, 7:00 P.M.**

**Present:** Russell Boehner; Tom Carlson; Scott Cummings, Chairman; Jessica Emhardt; Tim Hull; Julie Lescynski; Mary Schiller; Sharon Smead; Mark Smith, Co-Chairman; Rick Syper

**Excused Absent Members:** Sorena Gillkinson; Dan Roush; Zach Stahlsmith

**Absent Members:** Hank Navarro

Scott Cummings called the meeting to order at 7:00 p.m.

1. Approve Previous Meeting Minutes

Rick Syper made a motion to approve the minutes from the Steering Committee meeting held on March 15<sup>th</sup> and a meeting held with our New York State representative held on May 31<sup>st</sup>; seconded by Jessica Emhardt.  
All voted aye, motion carried.

2. Update on Contract/Grant with Department of State

A meeting was held on May 31<sup>st</sup> with the NYSDOS representative, Melissa Keller. Scott briefly went over the highlights of that meeting as the Steering Committee members had already received the minutes.

It is estimated that it will be two months before the contract/grant with the state will be finalized however as of July 1<sup>st</sup>, any expenses we incur in preparation of the Joint Comprehensive Plan will be eligible for reimbursement.

3. First Status Report Sent to DOS (copy attached)

Scott has completed the first status report required and submitted it to NYSDOS on June 13<sup>th</sup>. Copies were distributed to those present as he explained that projected dates of completed work were merely estimates, all will most likely change as we start working on the Plan.

4. RFP Specs for Consulting Services

Mark Smith has contacted Don McCord of Small Town Planning Services to ask for his assistance with the preparation of our RFP for consulting services. He has agreed and the Town has set

aside funds to reimburse Don for his work. Don not only lives in our area therefore is very familiar with our needs but also comes with tremendous experience in planning and developing Comprehensive Plans. Unfortunately, he is unable to prepare our plan himself due to time and staffing constraints with his company.

Scott has sent the draft RFP to Don and the final will be shared with the Steering Committee prior to being forwarded to NYSDOS for their review and approval. Requirements included in the RFP for all consulting firm proposals will be that they should be responsible to meet the Minority and Women-owned Business Enterprises (MWBE) NYS mandates and that they will be responsible for submitting all paperwork to NYS per the grant.

Once the RFP has been publicly released, the committee agreed that fourteen days would be enough time for consulting services to respond. Once proposals have been received, they will be reviewed by the following members of a sub-committee formed for this purpose:

Scott Cummings  
Tim Hull  
Julie Lescynski  
Mary Schiller  
Mark Smith

The sub-committee will then forward their recommendations to the full Steering Committee who will choose the consulting firm that best suits our needs to prepare our Joint Comprehensive Plan.

A concern of the Steering Committee is how to include Chautauqua Institution within the Comprehensive Plan. This will be an issue to consider during future work on the Plan.

#### 5. Report of Committee Members

Jessica Emhardt and Scott attended a class of "Off the Shelf and Into Action" by Jim Pashek at Houghton College on June 8<sup>th</sup>. The main take away was that once a Comprehensive Plan is completed and approved, projects determined within the plan must be funded by the respective community to keep it an alive and working plan.

We are already aware and discussed some areas where our communities need planning and are very much behind the times such as zoning for solar farms, battery storage, and short-term rentals. These issues and many more need to be addressed by the Plan.

#### 6. Public Input

Kent Matthewson was the only member of the public present at the meeting and spoke regarding Broad Band for our communities. He has been researching this issue, what options are and will be available to us including any funding opportunities. In the future, this may

become a public utility which is something the Steering Committee may want to consider including in the Comprehensive Plan.

#### 7. Next Meeting Date and Time

Previously the committee had agreed to hold its meetings at the Carlson Center at Lakeside Park and at the Town Municipal Building, switching locations opposite months. However, due to the question of the possibility of multiple municipal elected officials in attendance at these meetings therefore forming a quorum, a public notice should be released announcing the regular meeting dates and a consistent location. Meetings will now be held regularly at the Carlson Center beginning in September.

The next meeting will be held at the Carlson Community Center on July 19<sup>th</sup> at 7:00 p.m. The following meeting will be at the Town of Chautauqua Municipal Building, August 16<sup>th</sup>, 7:00 p.m. as the Carlson Center is not available. All following meetings will be at the Carlson Community Center the third Wednesday of each month, 7:00 p.m.

8. Rick Syper made a motion to adjourn the meeting at 8:02, seconded by Tom Carlson. All voted aye, motion carried.

Respectfully submitted,  
Sharon M. Smead