

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

**August 24, 2023, 6:00 P.M.**

**Present:** Don McCord, Small Town Planning

Joint Comprehensive Plan Steering Committee members:

Scott Cummings, Co-Chairman; Tim Hull; Julie Lescynski; Mary Schiller; Mark  
Smith, Co-Chairman

**Absent Members:** Sharon Smead, Secretary

**Non-Member Present:** Norma Cummings

Scott Cummings called the meeting to order at 6:00 p.m.

The purpose of this meeting was to review the Draft RFP that was drafted by Don McCord from Small Town Planning. This RFP, once finalized by this sub-committee will then be forwarded to our NYSDOS Project Manager Melissa Keller for approval, then advertised and released to consulting firms. These firms can then submit proposals to assist with the development of the Joint Comprehensive Plan for the Town of Chautauqua and the Village of Mayville. Those proposals will be due to the Town by October 3rd.

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Adjourn Meeting

Mary Schiller made a motion to adjourn the meeting at 7:15 p.m.; seconded by Tim Hull.  
All voting aye, motion carried.

Respectfully submitted,  
Scott Cummings