

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

May 31, 2023, 1:00 P.M.

Present: Melissa Keller, Project Manager, NYS Department of State

Joint Comprehensive Plan Steering Committee Members:

Scott Cummings, Co-Chairman & Town Councilman

Mark Smith, Co-Chairman & Chairman of Planning Board, Village of Mayville

Tom Carlson, Town Councilman

Jessica Emhardt, Deputy Town Clerk

Sharon Smead, Secretary

Others:

Don Emhardt, Supervisor, Town of Chautauqua

Rebecca Luba, Clerk, Town of Chautauqua

Jennifer Obert, Treasurer, Village of Mayville

Excused Absent: Richard Syper, Mayor, Village of Mayville

The Town of Chautauqua has been awarded a Smart Growth grant in the amount of \$76,500 from the New York State Department of State. A local share match of \$8,500 brings the total of the Plan preparation cost to \$85,000. The purpose of this meeting was to review the work plan and contract documents for the development of a Joint Comprehensive Plan for the Town of Chautauqua and the Village of Mayville. Melissa Keller, Project Manager from NYSDOS provided those present with information detailing the entire process of developing the Comprehensive Plan as specified by New York State (copies attached). She explained each step, answered questions, and offered suggestions as to how to meet all requirements of the grant specified by NYSDOS.

Some of the highlights discussed were:

1. The Town of Chautauqua will be the entity awarded and responsible for the grant. The Town will then work with the Village to share any incurred costs. This will streamline the funding process with New York State.
2. Ms. Keller shall be sent all minutes and be kept informed of all work done by the Steering Committee.
3. All press releases and publications must be approved by Ms. Keller and NYSDOS prior to their release.

4. The Request for Proposal (RFP) to consulting firms regarding services to be provided in the development of the Plan should be very specific to our needs.
5. Consulting firms can be notified directly by the Steering Committee of the opportunity to submit their proposals. This would include any firms who might want to subcontract with the chosen consulting firm such as Don McCord in Westfield. Don has prepared many Comprehensive Plans throughout our area and is more familiar with our situations and needs than any other firm. He currently is not able to take on our entire project however, if available, he would bring much needed experience and insight to our Plan and might be interested in acting as a subcontractor.
6. One of the priorities is that any firm hired must meet the standards required for Minority and Women Owned Business Enterprises (MWBE). It was suggested that the Town could hire Municipal Solutions to ensure these standards are met.
7. Several actions that will be expected from the consulting firm were discussed such as the development of a Comprehensive Plan website with links to the Village and Town websites.
8. The contractor shall also be responsible for organizing public meetings, workshops, and surveys to gather information from residents. Summaries of each event must be filed with NYSDOS.
9. A draft of the RFP has already been created. Following this meeting, Scott Cummings and Mark Smith will work with Ms. Keller to try to complete this document.
10. Consulting firms submitting proposals should be allowed a month to prepare once the RFP document is finalized and released for applicants.
11. When reviewing the work plan, it has been determined that some of the steps have already been accomplished. For instance, a Steering Committee has been approved by both the Village and Town boards. Additional information on the qualifications of each of these members will be gathered and forwarded by Scott Cummings to Melissa Keller.
12. Ms. Keller explained the proper procedures for working with NYSDOS throughout the entire Plan development and grant process. Also, the involvement of the Village and Town boards as well as the County Planning Board.
13. Concerns were mentioned about attendance at meetings and workshops regarding multiple members of any municipal board forming a quorum. This is a legal issue that needs to be addressed.
14. During this summer season, it is anticipated that a webinar explaining the Smart Growth program will be available for all involved with the development of the Comprehensive Plan to view.

The meeting was ended at 2:30 p.m.

Respectfully submitted,
Sharon M. Smead