

Comprehensive Plan Update Board Workshop  
Wednesday March 23 6:00 – 8:00pm  
Gates Town Hall meeting room

**Meeting Minutes**

Present: Board members: Brom Bianchi, Chris Maurice (Chair), Ed Mauro, Steve Zimmer

Absent: Mike Wall, Romeo DeLucia, Patty Redfern

Also Present Cosmo Giunta (Town Supervisor), Rob MacClaren\* (Deputy Town Attorney), Anna Lippincott\* (Gates Library Director)  
\* present for part of the meeting  
Two observing members of the public

This public meeting's notice was posted in the Daily Record, and on the Town website. The meeting commenced at 6:04pm. The Board accepted the minutes of our March 9, 2022 meeting.

**Anna Lippincott, Gates Library Director**, was introduced, and discussed ideas for set up of the Public Forum on April 30 at the Gates Library. The Library is excited to assist in this effort, and will help with posting the advertising flier on the Library website and in the bi-weekly newsletter emailed to patrons. Take-away fliers will be at the checkout counter. A link to the survey can be posted on the Library site. The Library lobby is available for use as well as the meeting room on the day of the forum – potential uses were discussed – still to be finalized. Anna also spoke about the role of the modern library in the community. The Board thanks Anna for coming to our meeting. Anna left the meeting ~ 6:45.

Mr. MacClaren arrived ~ 6:30.

The Public Forum committees (members present) presented updates:

**Publicity** (Brom Bianchi, Chris Maurice). The advertising flier was presented for approval by the Board. Brom brought printed samples. The flier was approved, with the change of hours from 9:00 – 1:00 to be changed to 10:00 - 2:00. Chris is working with Lily Alberto on the flier creation, and will communicate the change. Cosmo confirmed the Town will print the fliers: the board decided to start with (100) 8.5x11. We will also have a quantity (tbd) of 4x5 to leave on counters and hand-out. Brom will hand-out at the Parks & Rec Easter Egg Hunt, which is the morning of April 30, and will get an estimate of how many are needed. We will also have (2) poster size, probably 18 x 24, depending on the Town's laminating size capacity (tbd). These will be placed in the Town Hall lobby, and the Library lobby. Chris will work with Kurt Rappazzo and Lily on the printing.

Note: Chris will let the Board know when the fliers are ready, and co-ordinate the approach to businesses to post in windows, etc.

**Survey** (Steve Zimmer, Chris Maurice). The survey, to be completed at the event by attendees, and also available as a link of the Town's and Library's website, is under construction, with input from Cosmo and Kurt. Thanks also to Rob for his legal review and suggestions. The completed survey will be shared with the Board, then shown to the Town Board at our April 4 meeting with them, and then approved by the CPUB at our next meeting on April 7. It can then be posted on the websites. Still to be done: creating the Survey Monkey survey.

There was some discussion as to whether to post the survey prior to the Public Forum or after: the Board decided prior to the forum is the better strategy.

**Room Setup** (Chris Maurice). Some discussion on what topics to have at the tables in the Forum room. It was decided to hold off finalizing that to our next meeting. The group attending the County forum on March 30 will see which topics the County has, and if they might be appropriate for us to use.

Chris is searching for easels for the room, for people to post their sticky notes. The Library has only one. Cosmo indicated there are some at the Town Hall we can use; Chris will follow up with him. Chris will also talk with Kurt regarding sticky notes, pens, etc.

**Results Compilation** (Ed, Chris). No updates to be reported on this yet.

(Special thanks to Lily Alberto (Secretary to the Town Supervisor) for her help on the creative and wordsmithing of the flier and survey.)

Monroe County Public Forum, March 30. Steve, Ed and Chris will attend. Others are welcome to join if they find they are able.

CPUB meeting with Town Board, April 4. Chris sent invitation to TB members on March 18. Cosmo to follow up with TB members.

Board discussed the purpose of the meeting. In summary: to align with TB on expectations of the updated Comprehensive Plan, and to present plans and invite TB involvement in the Public Forum.

Business Inclusion in the Comprehensive Plan Update process. It's recognized that methods of obtaining input from businesses in the town will be different from obtaining residents' input. Some strategies were discussed. To be further discussed with plans to implement at future meetings.

Data Update Committee (Steve, Ed, Brom). The committee has made excellent progress, but are stymied on a few areas. Steve to talk with Mike Wall to find where the previous Plan Update Board obtained the data. Cosmo to contact RTS for info, as they are not responding to request for info from the Board.

Change of date of next CPUB meeting: several Board members and advising Town staff are not able to attend the scheduled meeting on April 6. Those present were able to change to April 7. Chris will check with those members not present, and see which date allows the most attendees. (Update 3/24: the meeting is moved to April 7, in the TH Annex.)

The meeting was adjourned at 8:00pm

Respectfully submitted

Christine Maurice, Chair, Comprehensive Plan Update Board