

Comprehensive Plan Update Board Workshop
Wednesday April 20, 2022 6-8pm
Gates Town Hall Meeting Room

MINUTES

Present: CPUB members: Brom Bianchi, Chris Maurice (Chair), Ed Mauro, Patty Redfern, Steve Zimmer, Mike Wall
Also present: Kurt Rappazzo (Town of Gates Director of Public Works), Virginia McIntyre (potential board member)

The notice of this public meeting, and agenda, was posted on the Town website. No members of the public attended.

The meeting commenced at 6:00p.

Minutes of April 7 Board Meeting were accepted. (5) Yes, (1) abstain, due to not being present at the meeting.

Potential new CPUB member Virginia McIntyre was introduced and invited to participate in the meeting.

Public Forum sub-committee updates

Publicity Brom, Patty, Chris

Flyer distribution update. Chris showed the list of places the flyer has been posted about Town. (It is attached as part of these minutes)
New flyers now printed will have the URLs for the online surveys.

Social Media – discussion on which social media to post the flyers with the survey URL's. Nextdoor, Residents of Gates Facebook and If You've Ever Lived In Gates Facebook are considered too subject to trolls. The flyer without the URL's can be posted on them.

The Maplehurst Neighborhood Facebook page and Gates News Facebook page are okay to post the flyer with the URL, as they are Closed Facebook groups.

Town website – the link to the survey is posted. Discussion on some modifications to be made to the posting. It was noted that the posting will be moved to the front page of the website, after April 22, in the spot where the flyer for Earth Day is, which should resolve the issues.

Library Marketing update – the link to the survey on the Library website is live. Patty is liaising with the Library Marketing team, and has delivered the 4x5 take away flyers for their checkout counter, and the flyer pdf so they can print additional if needed. The Library advertised the public forum on their emailed newsletter 4/19, with links to the surveys.

Kurt showed the laminated 18 x 24" poster size flyer, which is now posted on an easel in the TH lobby. (Update on 4/22: Patty delivered the 2cd poster flyer to the Library and set it up in their lobby.)

Ed is setting up the message for the Ambulance LED sign. Working out the message given the lines available.

Chris to talk with Cosmo this week about possible news media notices/interviews. Also, posting on Town Hall LED sign, similar to Ambulance sign.

Survey Steve, Mike, Chris

The online survey is live as of 4/20, available from Town and Library links. (See above comments)

Some submissions have come in already, Chris showed the Board what they look like.

Some discussion on how to tabulate the responses. (Update 4-22: Steve will tabulate the data responses in Excel, Chris will tabulate the open question responses in Excel. Patty will maintain a chart of those requesting to be contacted to participate in a Focus Group and their interests /concerns.

The survey will determine which and how many Focus Groups will be held. It was noted that two Focus Groups will be held, not dependent on survey results: the department managers/directors of the Town administration, and a group of the volunteer boards of the town: Planning, ZBA, Rec&Parks, Conservation. The Focus Groups will be held in May/June. Not every board member needs to be involved in every group.

Virginia requested 40 hard copies of the Resident survey to hand out to people she knows will not / cannot attend the forum or complete a survey online. (and (40) 4x5" flyers). The printed surveys should be ready by 4-22. She will collect the completed surveys for the Compilation Committee before May 3.

The online survey will be available until May 3.

Without knowing what attendance will be at the event, the Board determined to have 50 each of the Resident and Business surveys printed. Chris will coordinate with Lily.

Room Set-up / Clean-up Patty, Chris

Forum Hosts: CPUB members, Kurt Rappazzo, Cosmo Giunta, Police Chief Long, GVAS Chief Geffert. Unconfirmed: Town Board members. Based on what we observed at the County Forum on March 30 we have sufficient number of Hosts.

Update 4/22: Chris has emailed Chief Long and TB members all the materials: surveys, flyer, posters etc, so they know what to expect at the event. Ed is sending the same to Chief Geffert .

Patty is checking with the Library for a laptop to be available for people to take the survey online, as an alternative to doing the paper survey.

Ed has prepared the four "I wish...." Cards. The Board finalized the wording. Ed will have 50 of each printed on colored paper.

Kurt showed one of the wall topic 24x36" posters printed – the Board deemed it as "terrific" and he will print the other 3. (Update 4-22: Chris has sent Kurt the map to also print as a wall poster for people to show where they live – Chris will get the little stickers)

Results Compilation Ed, Mike, Chris –

Steve was added to the Results Compilation Committee, and Patty is collecting the Focus Group requesters (see above).

The committee will meet on May 4. The results will be presented to the Board at the next Board meeting on May 11.

Data Update Committee update : Steve, Brom, Ed

Still no cooperation from RTS – Steve to contact Cosmo for assistance getting the data.

Some discussion of how to gather and present the data on the various land uses in the Town, and what the purpose of that should be. Kurt is assisting.

After the public forum activity, Chris will schedule another meeting with the Town Board, to continue our alignment with them.

Next meeting: the next Board meeting had been scheduled for May 4. Instead, the Compilation Committee will have a working meeting at that time. The next full board meeting is now scheduled for May 11.

The meeting adjourned at 7:45pm.

Respectfully submitted
Christine Maurice, Chair