



Comprehensive Plan Steering Committee

Zoom Hybrid Meeting

Meeting Minutes

February 7, 2024

Approved: March 14, 2024

Committee Members Present: Chair Ann DiPetta, Rose Hanson, Roxanne Marino, Elizabeth Weatherby, Mo Klein, Alison Weaver, Karl Klankowski

Committee Members Present on Zoom: Katelin Olson, Diane Cohen

Committee Members Absent: Rebecca Schneider, Tai Basilius

Quorum Present

Town Board Members Present: Michael Boggs

Town Staff Present: Niels Tygesen, Mollie Duell

Proceedings

Chair DiPetta called the meeting to order at 5:34 pm at Town Hall.

Klankowski introduced himself as the newest CPSC member, who will be representing lakeshore residents.

Approval of Agenda

Motion: Klein made a motion to approve the agenda; Marino seconded.

Vote: Hanson, aye; Marino, aye; Olson, aye; Weatherby, aye; Chair DiPetta, aye; Cohen, aye; Klein, aye; Klankowski, aye; Weaver, aye.

Motion Carried.

Approval of Past Minutes

Motion: Weatherby made a motion to approve the meeting minutes from November as amended; Hanson seconded.

Vote: Hanson, aye; Marino, aye; Olson, aye; Weatherby, aye; Chair DiPetta, aye; Cohen, abstain; Klein, abstain; Klankowski, abstain; Weaver, abstain.

Motion Carried.

Privilege of the Floor

No members of the public addressed the committee.

Old Business Items

A. RFQ Update

Tygesen noted that the deadline for applications from prospective consultants is this Friday, February 9, with only one firm that stated they will submit a proposal at this point.

Klein recommended that there should be a minimum of 3 applicants to choose from.

Tygesen confirmed that the RFQ has been distributed both locally and nationally.

The committee discussed possibilities for direct outreach.

Marino stated that it would be ideal to choose someone from a local firm who could attend the

meetings in person and is familiar with Ulysses, and referenced the firm used in Dryden's comp plan update.

The committee discussed extending the deadline until March 8, 2024 for accepting applications and agreed that more time is necessary.

Weatherby noted that additional time would be beneficial for discussion with interested firms.

Olson mentioned that there is a surplus of work available for many firms, which may be a cause for a low response rate and agreed that the committee needs to extend the deadline to have options for choosing the best possible candidate.

Motion: Klein motioned to extend the application deadline to March 8; Hanson seconded.

Vote: Chair DiPetta, aye; Klein, aye; Hanson, aye; Marino, aye; Weaver, aye; Weatherby, aye; Klankowski, aye; Cohen, aye; Olson, aye.

Motion Carried.

The committee discussed directly reaching out to firms that have worked with other municipalities in Tompkins County. Marino suggested asking those firms who have seen the RFQ for any advice on why they are not interested, suggesting that the RFQ may be need to be reworked.

Hanson agreed to reach out directly to possible firms and take notes about their feedback.

Klein searched for the online listing and verified that it is easy to find; committee members agreed that online outreach is a better strategy than using printed notices.

New Business Items

A. 2024 Operational Items

Meeting Schedule

The committee scheduled the next CPSC meetings for March 14, April 11, and May 9 at 5:30 PM.

Committee Rules

Tygesen reminded the committee that no one has yet been appointed as a spokesperson. Weatherby and Marino agreed to coordinate responsibilities and develop a protocol with Tygesen.

Motion: Weaver motioned to appoint Weatherby and Marino as tentative spokespersons for the Comprehensive Plan Steering Committee; Hanson seconded.

Vote: Chair DiPetta, aye; Klein, aye; Hanson, aye; Marino, aye; Weaver, aye; Weatherby, aye; Klankowski, aye; Cohen, aye; Olson, aye.

Motion Carried.

Tracking of Hours

Tygesen notified members to check their email for a link to the hour tracking submission form. Committee members will need to use this form to track time used for meetings, along with any time spent on committee duties outside of Town Hall. The committee reviewed the form and discussed strategies to track hours.

B. Next Steps

Tygesen mentioned that some residents have already signed up for the CPSC newsletter listserv that will be developed, and also noted that some of the brief questionnaires that were distributed at Winterfest have been returned.

The committee discussed possibly using the regular Town newsletter to generate further awareness about the comp plan update.

Klein asked if Facebook could be used for feedback; Weatherby responded that the Town's Facebook

can distribute information but does not interact with residents.

The committee discussed other locations in Ulysses that could be a good site for tabling and interacting with the public.

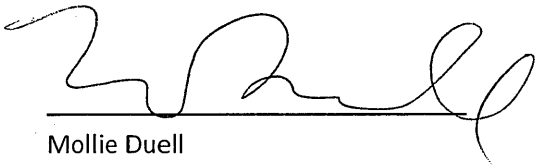
Marino suggested mailing postcard announcements directly to homes, referencing the recently distributed drinking water survey that received a sufficient response rate. Marino explained that there are mailing services that can generate and send postcards to addresses at a lower postage rate on behalf of the town. The committee supported having a discussion of this activity at the next meeting; Marino agreed to send details including the cost information from the drinking water committee survey postcard mailing.

Motion: Klein made a motion to adjourn; Klankowski seconded.

Vote: Chair DiPetta, aye; Klein, aye; Hanson, aye; Marino, aye; Weaver, aye; Weatherby, aye; Klankowski, aye; Cohen, aye; Olson, aye.

Motion Carried.

Meeting adjourned at 6:31 PM.



Mollie Duell

Comprehensive Plan Steering Committee Secretary