

**Steering Committee Meeting  
Joint Comprehensive Plan for Town of Chautauqua and Village of Mayville  
Carlson Community Center  
Lakeside Park  
Mayville, N.Y.**

**January 4, 2024, 4:00 P.M.**

**Present:** Pat Appelbe; Russell Boehner; Scott Cummings, Chairman; Jessica Emhardt; Tim Hull; Dan Roush; Mary Schiller; Sharon Smead; Mark Smith, Co-Chairman; Rick Syper; Zach Stahlsmith

**Excused Absent Members:** Tom Carlson; Sorena Gillkinson; Julie Lescynski

Scott Cummings called the meeting to order at 4:00 p.m.

1. Approve Previous Meeting Minutes

Rick Syper made a motion to approve the minutes from the Steering Committee meeting held on December 20, 2023; seconded by Dan Rousch. All voting aye, motion carried.

2. Review of Proposals Submitted

All nine proposals were sent out to the Steering Committee members as soon as it was possible and were reviewed. Ranking forms were completed by the members, forwarded to Don McCord of Small Town Planning who compiled them into a summary. The favored firm was Pashek MTR followed by Wendel, Ingalls, Colliers, Barton & Loguidice, C&S Companies, MRB Group, Fisher Associates, and Hallmark ranked in this order.

Don McCord attended this meeting and participated in the discussion regarding the review of the proposals and the ranking results. He also answered questions and concerns the committee members had.

Scott noted that unfortunately New York State has still not presented us with a contract for the Smart Growth grant that we were awarded more than a year ago. So, one of the conditions to mention to the firms to be interviewed will be that due to this fact, there may be a delay as to when the Town will be able to contract with them.

3. Which Firms to Interview

The committee agreed to interview the top four firms. One-hour slots will be given to each for their presentations and to respond to questions by the sub-committee. Committee members

should forward any questions they have to the sub-committee so the interviews will be conducted by a limited number of the committee members.

Scott will notify the firms that did not fall within the first four and thank them for submitting proposals. He will also contact the top firms to schedule their interviews.

Four committee members have volunteered to research the firms that will be interviewed and forward their findings onto the committee members. The research will include contacting listed references, reviewing other Comprehensive Plans firms have worked on, etc. Scott will work on Ingalls, Russ Boehner will investigate Pashek, Mark Smith chose Wendel, and Rick Syper will check into Colliers.

#### 4. Date, Time, and Location

The interviews will be scheduled for Tuesday, January 23<sup>rd</sup> between the hours of 1:00 and 5:00 p.m. They will be held at the Carlson Community Center. All Committee members are welcome to attend.

#### 5. Public Input

Karen Engstrom provided information regarding federal subsidies on solar and other energy sources.

#### 6. Next Meeting

The next meeting will be Wednesday, January 17<sup>th</sup> at 7:00 p.m. This will be held at the Carlson Community Center at Lakeside Park in Mayville.

#### 7. Adjourn

Mary Schiller made a motion to adjourn the meeting at 5:35 p.m.; seconded by Tim Hull. All voting aye, motion carried.

Respectfully submitted,  
Sharon M. Smead