

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

**October 18, 2023, 7:00 P.M.**

**Present:** Pat Appelbe; Russell Boehner; Tom Carlson; Scott Cummings, Chairman; Jessica Emhardt; Sorena Gillkinson; Julie Lescynski; Dan Roush; Mary Schiller; Sharon Smead; Mark Smith, Co-Chairman; Rick Syper

**Excused Absent Members:** Tim Hull; Zach Stahlsmith

Scott Cummings called the meeting to order at 7:00 p.m.

1. Approve Previous Meeting Minutes

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

2. Review of RFP Proposals

Don McCord from Small Town Planning attended this meeting and explained how to interpret the proposals received (Barton & Loguidice, Wendel) for consulting services in preparation of the Comprehensive Plan. There was also extensive discussion by those present with many questions that Don was able to answer.

The main concerns are that the Steering Committee does not want a “cookie cutter” plan and the differences between the Town and Village need to remain clear throughout the plan. We also would prefer staff members at the firms that will be responsible for the work on our plan to be experienced in planning.

Scott explained that the grant funding may have been a deterrent for some of the firms, so he has requested that the Town provide additional funds to put towards the project. He has discussed this with the Town Board, and they all agreed they would approve this request.

Timing was also questioned if the RFP was revised and released again. Don felt that the revision could be completed and approved by NYS DOS within a couple of weeks then giving the firms five weeks to submit their proposals should be sufficient. We should have new proposals prior to our next meeting on December 20<sup>th</sup>.

3. Next Steps?

Julie Lescynski made a motion that the Steering Committee reject the proposals received from Barton & Loguidice and Wendel; seconded by Rick Syper.  
All voting aye, motion carried.

Mary Schiller made a motion that the RFP be revised and released again; seconded by Julie Lescynski.  
All voting aye, motion carried.

#### 4. Public Input

There was no public input this evening.

#### 5. Next Meeting

The next meeting will be Wednesday, December 20<sup>th</sup> at 7:00 p.m. This will be held at the Carlson Community Center at Lakeside Park in Mayville.

#### 6. Adjourn

Tom Carlson made a motion to adjourn the meeting at 8:12 p.m.; seconded by Rick Syper.  
All voting aye, motion carried.

Respectfully submitted,  
Sharon M. Smead