

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

September 20, 2023, 7:00 P.M.

Present: Pat Appelbe; Russell Boehner; Tom Carlson; Scott Cummings, Chairman; Jessica Emhardt; Sorena Gillkinson; Tim Hull; Mary Schiller; Sharon Smead; Mark Smith, Co-Chairman; Zach Stahlsmith; Rick Syper

Excused Absent Members: Julie Lescynski; Dan Roush

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 August 16th and from the Sub-Committee meeting held on August 23rd; seconded by Sorena Gillkinson.

All voting aye, motion carried.

2. Update on Sub-Committee meeting with Don McCord

Scott informed the committee that the meeting with Don McCord was successful, the RFP was finalized and submitted to NYS where it was approved for release. Don has been extremely helpful, and we are fortunate to have his guidance.

3. Update on RFP schedule

The proposals from consulting firms are due October 12 at 4:00 p.m. These will be opened on October 13th at the Town Office. Proposals received will be forwarded to all the Steering Committee members. At the October 18 regular meeting, the sub-committee will review the proposals and select the three firms that sound the most appropriate for our needs. On October 26 between 6:00 p.m. and 7:30 the interviews will be held by the sub-committee with the three firms. All members of the Steering Committee are encouraged to attend. The Town Board will be given the recommendation of the consulting firm the sub-committee selects for approval at their regular meeting on November 8th.

4. Distribution of RFP

The RFP was posted on the Town and Village websites along with NYS Contractors Website, APA Website, ny.pf@ny.pf.org and info@nyupstateplanning.org .

With instructions from Melissa Keller from NYS DOS, Sharon Smead was able to download a list of WMBE firms to distribute the RFP to. Sharon also forwarded the RFP to firms suggested by Don McCord. These were emailed out on Monday, September 18th.

The two lists of consulting firms that were forwarded the RFP was shared with the committee members (attached). Several of the firms had to be contacted via phone calls to obtain their email addresses. Those spoken with were excited about the prospect of working with us.

5. Report of Committee Members

Although it is in the early stages, a Tim Horton's eat-in restaurant with drive through is planned to be built on the site where the Mayville Diner was.

Rick Syper reported that Barton & Loguidice are working on the three projects approved for the Lakeside Park. These are improvements to the boat ramp area including parking, the loop trail around the park, and public dock.

Pat Appelbe spoke of her vision to link the lakeside area to the uptown business district by establishing a loop trail throughout the Village of Mayville. She sees this as not only a means to guide tourists but as part of the social structure for the community. It would be something the young people would appreciate and enjoy, those we are trying to encourage to stay in this area.

6. Public Input

Paul Benson explained several grant opportunities the Town and Village will have to develop the area. There was discussion regarding timing of applications in relation to the completion of the Comprehensive Plan and areas to be mentioned within the plan that would benefit in approval of grants.

Kent Matthewson talked about his vision for our area that could increase potential grant funding to develop municipal broadband. Considering the low income levels, lack of industry, location, home of the County Seat, yet the strong possibility that we could have an influx of new residents due to our natural resource availability & who could work on-line, we should be a prime location to invest in broadband infrastructure.

Further areas discussed to consider when interviewing consultants who submit proposals from the RFP were solar and wind energy, housing, and short-term rentals.

7. Next Meeting Date and Time

The next meeting will be held at the Carlson Community Center, Lakeside Park, on October 18th, 7:00 p.m.

Since several of the Steering Committee members will not be able to attend the regular meeting scheduled for November 15th, and due to the lack of work we will have at that time, it was agreed that we would hold off on meeting until December 20th.

8. Adjourn Meeting

Tom Carlson made a motion to adjourn the meeting at 8:05 p.m.; seconded by Rick Syper. All voting aye, motion carried.

Respectfully submitted,
Sharon M. Smead