

## May 28, 2026 Meeting Minutes Comprehensive Plan Committee (CPC)

CPC Chair Chris Foss led this monthly meeting at Caroga Town Hall from 6:00 to 7:17 PM. Members present were: Chris Foss, Rachel Simonds, Anita Long, Doug Purcell, Nicole Dettenrieder, Chase Steenburgh, and Al Kozakiewicz. Art Wadsworth has resigned. Members Jim Hale, Jeremy Manning, and Dave Cummings were unable to attend. Also present was Fulton County Senior Planner Aaron Enfield. Chairman Foss greeted and welcomed the three new members and Mr. Enfield.

### 1. Prior Meeting Minutes

- Minutes from the April 30, 2026 meeting were approved without objection (see <https://carogacomprehensiveplan.wordpress.com/meeting-minutes/>).

### 2. Town Board Actions

- On May 13, 2026, the Town Board passed a resolution to appoint the recommended Comprehensive Plan Committee Members: Nicole Dettenrieder, Chase Steenburgh, and Al Kozakiewicz.
- On May 13, 2026, the Town Board also passed a resolution to approve the \$145,000 budget and 10% local match. On May 27, 2026, the Town Board reviewed without objection the draft budget with 100% volunteer Grant Contact, \$2,000+fringe for the Town Budget Director / Bookkeeper, the balance of \$11,000 for County Planning, and \$134,000.00 for the Professional Planning Contract.
- The Town Board also reviewed without objection (and Supervisor Glenn signed) the *Agreement for Professional Support Services Between the Town of Caroga and Joanne Young* and the *Amendment to Agreement for Planning Services Between the Town of Caroga and County of Fulton*.

### 3. Final Comprehensive Plan Committee List

- Committee members worked together to finalize *caroga-comprehensive-plan-committee\_05-13-2026.pdf*.
- The Comprehensive Plan Committee includes: Chair Chris Foss, Vice-Chair Rachel Simonds, Secretary & Grant Contact Anita Long, Caroga Recreational Trail Manager Jeremy Manning, Caroga Historical Association President Douglas Purcell, Local Building Contractor James Hale, Retired Nick Stoner Golf Course Manager Dave Cummings, Local Prive Engineering Company Owner Chase Steenburgh, Wheelerville School Superintendent Nicole Dettenrieder, and Planning Board Chair Al Kozakiewicz.

### 4. NYS DOS Smart Growth Community Planning (SGCP) Grant Contract

- Discussion noted that Caroga's NYS contract has not yet been finalized. To protect the Town, we have been advised to hold off on executing a final consultant agreement or authorizing billable work hours until the internal processing and contract execution is finalized. We should continue the internal consultant review process of reading proposals, scoring applicants, and conducting interviews. None of that creates a financial issue because it includes no billable work hours for the grant contract.

### 5. Consultant Reviews

- Caroga received professional planning proposals from 7 firms: EDR-MRB, LaBella-Byer-CPEA, Highland-CHA-Windsor Turner, MVEDD, Colliers-Prospect Hill, Kyanite-Community Scale, and Wise Business.
- Since submission, Committee members read and rated each proposal individually, with aggregated and weighted 7-point ratings computed for each domain specified in the RFP: *Technical Proposal* (25%), *Work Samples & Relevant Experience* (20%), *Implementation Schedule* (15%), *Cost Proposal* (10%), *Team Composition & Resumes* (15%), and *Presentation / Communication Skills* (15%).

# THE CAROGA PROCESS

## PLANNING FOR THE FUTURE

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- Chris Foss led discussion of each of the 7 proposals. The group shared points and impressions about the proposals, work samples, costs, and teams, with agreement about basic proposal strengths.
- Close attention was given to those proposals and work samples that fit with Caroga's place in the Adirondack Park, Fulton County, and Mohawk Valley Regional Economic Development Council area.
- Practical note was made about various proposed plans' local usability and implementation features.
- Discussion included Caroga's featured assets, Adirondack experience, outdoor recreation, downtown, lakes, dam inventory, natural environment, housing assessment, public infrastructure, & clean water.
- Points were made about scope: community participation strategies, profile approaches, and other aspects of workplans (e.g., inventories, engineering, housing, economic goals, GIS scenario mapping).
- Safety plans might include a dam inventory (<https://www.dhSES.ny.gov/dam-safety-preparedness>).
- Note was made that new technical studies are not part of comprehensive planning, but Caroga has a relevant 2021 *Preliminary Engineering Report for a Caroga Wastewater Collection and Treatment System*, along with other local, county, and regional plans (e.g., Fulton County Ag, Hazard Mitigation).
- Opportunities also exist to identify regional strengths and issues shared with neighboring towns.
- Regarding scope and costs, note was made that DOS expects back and forth on scope and budget between the Town and the selected firm before anything is finalized, so costs can be negotiated up and down to fit within available grant funding. This is a normal part of the process, along with following the Town's competitive bidding procurement process according to General Municipal Law.
- Ratings and discussion converged clearly, with no objections, to continue review of the top three proposals by LaBella (with Byer & CPEA), EDR (with MRB), and Highland (with CHA & Windsor Turner).

### 6. **Action Items**

- **CPC:** CPC Members and Mr. Enfield will re-read proposals and work samples from the short list, noting points and questions to be addressed in ongoing reviews and interviews. Letters will be drafted and mailed to the 7 consultant firms with updates about the review process.
- **DOS:** Project Manager Cass Leopold will be updated about the CPC short list for review.
- **References:** A draft contact list of consultant references was shared during the meeting.

### 7. **Next Meeting:**

**The next CPC monthly meeting will be 6:00 PM Thursday, June 25, 2026 at Caroga Town Hall.**

Respectfully submitted, Anita McMartin Long, CPC Member and Secretary

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### **In addition to proposals and SGCP comp plan work samples, additional local resource links include:**

Town of Caroga *Request for Proposals* (RFP) from professional consultant firms:

[https://carogacomprehensiveplan.wordpress.com/wp-content/uploads/2024/08/caroga\\_sgcp-rfp\\_final.pdf](https://carogacomprehensiveplan.wordpress.com/wp-content/uploads/2024/08/caroga_sgcp-rfp_final.pdf) .

*Fulton County Agriculture and Farmland Protection Plan* (by CPEA), including a user-friendly *Story Map* and the 2025 *Plan's* Caroga Audit (pp. 131-144): <https://www.fultoncountyny.gov/agriculture-protection> .

Fulton County's 2026-2030 Development Strategy: *Building Fulton County's Future: Housing Tourism & Economic Growth* (by MRB), including implementation funding, partners, resources, timeline, etc.:

<https://www.fultoncountyny.gov/sites/default/files/planning/Fulton%20County%20Development%20Strategy.pdf>

MVREDC's 2025 *Annual Report & ACHIEVE Competition Proposal* (by Highland), including Caroga:

<https://regionalcouncils.ny.gov/sites/default/files/2025-11/MVREDC%202025%20Annual%20Report%20%26%20ACHIEVE%20Proposal%20%28FINAL%29.pdf>

Preliminary draft list of *Prior Plans and Initiatives*: [https://townofcaroga.com/comprehensive\\_plan/caroga\\_prior\\_plans\\_draft.pdf](https://townofcaroga.com/comprehensive_plan/caroga_prior_plans_draft.pdf)