

## July 22, 2025 Meeting Minutes

### Comprehensive Plan Committee (CPC)

CPC Chair Chris Foss led this monthly meeting at Caroga Town Hall from 6:00 to 7:00 PM. Committee members present were: Chris Foss, Rachel Simonds, Anita Long, Doug Purcell, and Dave Cummings. Jim Hale, Jeremy Manning, and Kim Walker were unable to attend.

#### 1. Prior Meeting Minutes

- The Committee discussed 6/26/2025 minutes, with suggestions to omit Table of Contents page.
- The point was to record the tentative nature of options and ongoing features of discussions.
- In addition, note the school's new "Transportation Superintendent" (not "Bus Superintendent").
- And edit phrases referring to Caroga's "irreplaceable" (not "epic") outdoor recreation.
- The Committee voted unanimously to accept amended 6/26/2025 monthly meeting minutes.

#### 2. Town Board Action

- Earlier in July, each Town Board member collaborated and signed letters of support for Caroga's application for a 2025 NYS DOS Smart Growth Community Planning Program Grant.

#### 3. 2025 Community Survey

- The Survey is open through August 15 at <https://www.surveymonkey.com/r/6YKGPTZ> with links from <https://carogacomprehensiveplan.wordpress.com> and <https://caroga.town> (and paper at Town Hall).
- Dave Cummings suggested asking, "Are you a veteran? Do you claim any percentage against your real property assessment in the Town?" This could be part of future surveys and plan reviews.
- Rachel Simonds reported **492 Survey Monkey responses** as of 7/22/2025.

#### 4. EDR (Environmental Design & Research) <https://edrdpc.com>

- On July 10, Chris Foss had a zoom call with Registered Certified Planner **Lisa Nagle**, AICP, RLA of EDR (Planning Practice Leader with Environmental Design & Research at the 18 Division St. Studio 304, Saratoga Springs Office—formerly Elan Planning, Design & Landscape Architecture).
- For an example of prior work success by Elan/EDR, see Gloversville's DRI Strategic Investment Plan: [https://www.ny.gov/sites/default/files/2022-11/Gloversville\\_DRI\\_5\\_Strategic\\_Investment\\_Plan.pdf](https://www.ny.gov/sites/default/files/2022-11/Gloversville_DRI_5_Strategic_Investment_Plan.pdf)
- Lisa Nagle looked at Caroga's proposed Grant Budget Spreadsheet and Scope of Work Table.
  - She thought the Budget was in the right range and a workable number.
  - Planners have more flexibility with planning combined with engineering subcontracts, but Caroga already has direct ongoing engineering planning contracts with CT Male and EDP's Travis Mitchell.
- Before the meeting, Lisa Nagle visited Caroga, rode Wheelerville Trails, and saw a Survey Card there. She recognized Caroga's outdoor recreation strengths along with economic & infrastructure needs.
- EDR would love to work with us. Plus, if interested, they could possibly provide hourly services.
- Costs incurred before NYS DOS receipt of an executed contract are not eligible for reimbursement.
- Aims of pursuing pre-grant hourly consultation include: (1) professional input on organization/content, and (2) readiness to execute promptly a planning contract if the grant is approved for funding.
- **Chris Foss will explore with the Town Board the opportunity to hire an hourly planning consultant.**

# THE CAROGA PROCESS

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### 5. Smart Growth Community Planning Grant Application

- Committee members discussed the proposed draft [\*cfa-questions\\_caroga\\_2025sgcp\\_2025-07-21.pdf\*](#).
- Anita Long summarized progress with preparing the grant application and thanked others for input.
- Feedback and edits from Committee members is valuable and welcome through the end of the week.
- We currently have 34 support letters in hand, plus 4 being delivered this week. If leaders at Pine Lake and Stoner Lake also submit support letters, then we would have 40 letters (10 regional partners, 10 town partners, 10 community organization partners, and 10 economic partners).
- Together, letters demonstrate strong local and regional collaborative potential and capacities. The letters advance the core message of united commitments, genuine needs, prepared readiness, and shared benefits for delivering Caroga's proposed Smart Growth community planning project.
- Additional contacts who did not add letters voiced support and interest in the process and survey.
- The process of getting support letters identified stakeholders, distributed information, referenced CPC website documents, encouraged community survey participation, summarized progress to date with preliminary planning, and established group contacts for ongoing communication and input.
- Anita Long has created the CFA on the NYS grant website and confirmed questions as expected.
- Anita Long will continue grant work during the coming week and submit prior to the July 31 deadline.

### 6. Tentative Vision & Table of Content Options

- Committee members briefly discussed options for a working vision, process organization, and plan content structure. Emphasis was noted for ongoing needs to explore options and get input.

### 7. Action Items

#### A. Plan Review

- Each Committee member will continue to contribute to wording for a revised vision and contents.
- Chris Foss will talk to Caroga Arts' Kyle Price about meeting with the Committee about Town Center.

#### B. Town Board Report & Expense Approval

- Chris Foss will provide the monthly CPC report to the Caroga Town Board, including updates about the planning grant submission and EDR initial contact with their Planning Practice Leader Lisa Nagle.
- Chris Foss will explore Town Board approval for hourly planning services (within 2025 budget funds).

#### C. Planning Grant Proposal

- Next week, Rachel Simonds will provide an updated Community Survey response number.
- Committee members will share grant input via email, and Anita Long will send a final proposed PDF.
- Anita Long will submit the Consolidated Funding Application (CFA) via the NYS grant website.

#### D. Community Survey

- After August 15, Rachel Simonds will begin pulling survey data to create a report of the results.

### 8. Next Meeting

**The next meeting at Town Hall will be on the FOURTH THURSDAY August 28, 2025 at 6:00 PM.**

We will continue plan review, meet with Kyle Price (if available), and discuss initial survey results.

Respectfully submitted,  
Anita McMartin Long, CPC Member and Secretary