

July 30, 2026 Meeting Minutes Comprehensive Plan Committee (CPC)

CPC Chair Chris Foss led this monthly meeting at Caroga Town Hall from 6:00 to 7:45 PM. Members present were: Chris Foss, Rachel Simonds, Anita Long, Doug Purcell, Jim Hale, Dave Cummings, Chase Steenburgh, Al Kozakiewicz, and Nicole Dettenrieder. Supervisor Jack Glenn also attended the meeting. Committee member Jeremy Manning was unable to attend.

1. Prior Meeting Minutes

- The June 25 meeting minutes were approved without objection.
(see <https://carogacomprehensiveplan.wordpress.com/meeting-minutes/> or see link from <https://caroga.town>)

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

- State approval of Caroga's DOS EPF Smart Growth planning contract is pending.
- Although not specified in the consultant Request for Proposals, the proposed budget for the NYS contract with the Town will include a \$134,000 not-to-exceed planning subcontract, along with \$11,000 for the Caroga Budget Director and Fulton County Planning Department subcontract.

3. Consultant Interviews, Proposal Review, and Selection Process

- Caroga's interview subcommittee (Chair Chris Foss, Vice Chair Rachel Simonds, Planning Board Chair Al Kozakiewicz, and Supervisor Jack Glenn) reported on interviews with the EDR and LaBella teams, noting that the interview with Highland is scheduled for Thursday, August 6 at 3:00 PM.
- The Committee reviewed details of the interview process, questions, answers, and impressions.
- The group also reviewed the support document provided by DOS Project Manager Cass Leopold.
- Discussion noted strengths of all 3 firms, including how they talked broadly and specifically about what they do, what at they could do with Caroga, and how the process would go (e.g., with community engagement & education; GIS & face-to-face work, and strategies & implementation matrix).

4. Smart Growth Community Assessment

- The NYS DOS Smart Growth Community Assessment is a required component of Caroga's Work Plan.
- The Committee briefly discussed the Assessment form, touching on some ways that Caroga has and has not changed in the past 30 years. The conversation will continue at the next monthly meeting.

5. Action Items

- **Interviews:** Chair Chris Foss will lead the final planning interview, along with subcommittee members.
- DOS Project Manager Cass Leopold will attend the August 6 interview and serve as a resource.
- The entire Committee will reconvene on August 10 to discuss final selection of the consultant firm.
- The Caroga Town Board has a regular monthly meeting on August 12 beginning at 6:30 PM.

6. Next Meetings:

The CPC will hold a special meeting on Monday, August 10 at 6:00 PM, and the next CPC monthly meeting will be 6:00 PM Thursday, August 27, 2026 at Caroga Town Hall.

Respectfully submitted,
Anita McMartin Long
CPC Member and Secretary