

August 10, 2026 Meeting Minutes Comprehensive Plan Committee (CPC)

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

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

- On August 7, 2026, NYS DOS Contract Specialist Joseph Dawson sent Caroga's NYS contract package for review, signatures, submission, and execution.

2. Consultant Interviews, Proposal Review, and Selection Process

- Caroga's interview subcommittee (Chair Chris Foss, Vice Chair Rachel Simonds, Planning Board Chair Al Kozakeiwicz, and Supervisor Jack Glenn) reviewed interviews with the three finalist consulting firms. Members generally agreed that all three appeared strong in various specific ways.
- The Committee discussed details, with Highland and EDR identified as the two leading candidates.
- Nuances involved the teams' chemistry, local/regional familiarity, responsiveness, and collaboration.
- Discussion included review of budgets and who exactly will work directly with the Town of Caroga.
- Particular focus was given to implementation strategies and public outreach deliverables.
- While both were superb, a primary concern was that a revised proposal changed the public outreach, including altering pop-up/community engagement events and other meetings to lower the cost.
- Committee members had questions about budget negotiations and distinctions between a Request for Proposals and a fixed-price bid. DOS previously noted that scope and pricing can be negotiated before the subcontract is finalized, provided that changes are reflected in the standard work plan.
- The Committee agreed that public outreach and education are key project components and should be clarified prior to making a final decision at the next meeting.

3. Action Items

- Chair Foss will reach out to consultant firms to clarify responses to the Committee's questions.
- Per Supervisor Glenn, Anita Long will share a copy of the contract with Town Attorney Chris Langlois.
- Supervisor Glenn will review the NYS contract package and help to submit the contract for execution.

4. Next Meeting:

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