

**November 26, 2024 Meeting Minutes**  
**Comprehensive Plan Committee (CPC)**

CPC Chair Chris Foss led this monthly meeting at Caroga Town Hall for 90 minutes from 6:00 to 7:30 PM. Committee members present were: Chris Foss, Rachel Simonds, Anita Long, Doug Purcell, and Jim Hale. Dave Cummings and Jeremy Manning were unable to attend.

**1. Prior Meeting Minutes**

- The committee waived reading and accepted 10/24/2024 monthly meeting minutes.

**2. Old Business**

- Council Member Barb DeLuca shared input via email:
  - The Town Board approved a Survey Monkey subscription. She will provide tax-exempt documents.
  - The Town Board specified the Survey Monkey administrator to be Vice Chair Rachel Simonds.
  - She asked for an email link to go to the website from Linda Gilbert. Brian McIntosh is working on it.
  - The <https://Caroga.Town> website has a link to <https://carogacomprehensiveplan.wordpress.com>, and Council Member DeLuca emphasized, “Rachel has done a great job at setting it up.”
  - Council Member DeLuca also added, “Regards to tonight’s meeting, I hope the group will be able to settle on a brief (10-15 questions) general survey to get them started. Demographics, general information questions etc that can get an idea of where to begin.”

**3. Public Survey Questions**

- Committee members reviewed each question and all wording of *cpc\_survey\_draft 3\_10-25-2024.pdf*.
- Based on input, the Survey will be revised and distributed as *cpc\_survey\_draft4\_11-26-2024.pdf*.
- The Committee will review the revised survey and communicate about the final version via email.

**4. Next Meetings**

**The next meetings will be Thursday January 30, 2025 and February 27, 2025 at 6:00 PM.**

Respectfully submitted,  
Anita McMartin Long  
CPC Member and Secretary