**Town of Orangetown**

**Comprehensive Plan Committee**

**Kick Off Meeting Minutes**

September 1, 2021

**Location:** Multi-purpose room

**Time:**  1:00 PM - 2:00 PM

**Attendees:** Teresa Kenny, Supervisor

Jane Slavin, OBZPAE

Jim Dean, Highway

Eamon Reilly, DEME

Aric Gorton, Parks and Recreation

Rick Pakola, Deputy Town Attorney

Allison Kardon, Assistant to the Supervisor

Ashley Ley, AKRF

Shachi Pandey, MUD Workshop (on Zoom)

**Comprehensive Plan Committee**

The group discussed who was proposed to be formally appointed to the Comprehensive Plan Committee (CPC) at an upcoming Town Board meeting.

**Schedule**

The group reviewed the draft scheduled and discussed dates for the public workshops. A standard meeting time of Wednesdays at 1pm approximately was also discussed. The public workshops were set for Monday, October 18, 2021 at 7 pm and Monday, December 6, 2021 at 7 pm.

**Draft Survey**

AKRF presented two draft surveys, one for the public and one for board members and Town staff. The group reviewed both surveys and offered comments.

**Next Steps/Deliverables**

AKRF’s next steps and deliverables are to:

1. Update CPC schedule
2. Update survey and draft survey announcement
3. Provide content for Town’s website and email blasts
4. Finalize public outreach approach and engagement methodology