**Town of Orangetown**

**Comprehensive Plan Committee**

**Kick Off Meeting Minutes**

September 22, 2021

**Location:** Multi-purpose room

**Time:**  1:00 PM – 1:45 PM

**Attendees:** 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, Inc.

Shachi Pandey, MUD Workshop (on Zoom)

**Public participation**

The group reviewed the public outreach strategy and public workshop outline prepared by AKRF and MUD Workshop. They discussed the strategies, merits, and costs of virtual, in-person, and hybrid meetings. MUD explain that if the CPC were to select one workshop as hybrid, the second one would be best, and that the first workshop could be conducted virtually. The CPC advised that they would review the costs and scope of work and get back to AKRF and MUD.

**Draft Survey**

The group discussed the draft survey that had been circulated via Survey Monkey. Comments from the CPC were requested by the end of the week so the survey could be finalized and circulated to the public.

**Next Steps/Deliverables**

AKRF and MUD’s next steps and deliverables are to:

1. Finalize survey and draft survey announcement
2. Provide additional content for Town’s website and email blasts
3. Finalize public outreach approach and engagement methodology
4. Prepare flyer for public workshops
5. Prepare engagement platform and materials for public workshops