



**Project:** Town of Dryden Comprehensive Plan **EDR Project No:** 19183  
**Meeting Date:** 11/13/2019  
**Committee Members Present:** John Kiefer, Chairman; Thomas Hatfield; Martin Hatch; Craig Anderson; Joseph Wilson; David Weinstein; Anthony Salemo; Daniel Bussman; James Skaley; Ray Burger, Director of Planning Town of Dryden; Alice Green, Town Board Liaison; Daniel Lamb, Deputy Town Supervisor; and the following members of the EDR Team: Jane Rice, Principal-in-Charge; Sam Gordon, Senior Project Manager

**Discussion:**

Review and Approval of 9/11/2019 Minutes

The Committee discussed the minutes from the 9/11/2019 meeting and noted that the James Skaley's name should be added to the list of committee members. The minutes from the 9/11/2019 meeting were accepted as amended.

Review of Action Item Status

The Committee reviewed the status of action items from the 9/11/2019 minutes:

**ACTION ITEM:**

**The Town will provide EDR with sample of previous surveys that have been conducted. EDR will review and develop an approach to utilizing a survey instrument.**

Examples of the previous survey materials were provided to EDR by the Town. EDR has reviewed the materials and developed a breakdown of the questions that were asked during the previous survey effort. EDR noted that there was a very high response rate from the previous survey effort. At the same time the survey asked very pointed questions about potential development directions for the Town. Based on the review of the survey materials it was suggested by EDR that the survey tool be contemplated to happen in conjunction with the second public meeting.

**ACTION ITEM:**

**EDR will work with the Town to identify email lists/channels for distributing information regarding the comprehensive plan effort.**

EDR is working on the development of a website for the project. The website will have an email newsletter function. Individuals will be able to subscribe to the newsletter and will receive emails from the project when there are important milestones or events to communicate. EDR has been looking into names for the project, and proposed the name Dryden 2045. There was considerable discussion about this name by the committee and ultimately the committee agreed on the use of Dryden 2045 and that the website domain should be [dryden2045.org](http://dryden2045.org). EDR will continue to work with the Town to identify email lists/channels for distributing information.

**ACTION ITEM:**

**EDR will provide a SharePoint folder to the committee members/town for sharing information regarding the project.**

EDR has set up the SharePoint folder for file sharing with the Town.

**ACTION ITEM:**

**The Town will provide EDR with SHP files for base information associated with previous planning efforts (i.e. Farmland Protection Plan, Natural Resources Conservation Plan, Open Space Inventory)**

EDR will reach out directly to Tompkins County Planning for SHP files.

**ACTION ITEM:**

**Based on the discussion, EDR and its team will conduct a greenhouse gas emissions inventory and climate action plan. The team will not conduct a vulnerability assessment, but will incorporate areas of vulnerability and include information on resiliency in the plan.**

EDR has been working with its sub-consultant, the Central New York Regional Planning and Development Board (CNY RPDB) to revise the scope of work focus on conducting a greenhouse gas emissions inventory and Climate Action Plan. It was discussed that Tompkins County is conducting a county-wide vulnerability assessment that will have a resiliency planning component that will include the Town of Dryden. It was also discussed that Cornell Cooperative Extension of Tompkins County has recently completed a municipal operations inventory for the Town of Dryden with a baseline of 2018 and 2013 working with the Dryden Climate Smart task force.

The committee discussed the issue of “upstream emissions” as a cutting-edge approach to ghg emissions inventories and climate action strategies and asked whether this could be included in the scope. EDR suggested that it will discuss with the CNY RPDB team.

**Review of 10/28/2019 DRAFT Community Outreach Plan**

The committee reviewed the DRAFT Community Outreach Plan with EDR.

The committee suggested that the opening statement of the introduction reference the 6 goals/topics as they are represented in the RFP that was issued by the Town. In addition, a reference to the 2005 plan needs to be added in conjunction with the reference to the 1968 Plan.

The Steering Committee member chart on page 3 needs to be corrected with the appropriate names and titles of the all the Planning Board members. It was noted that there will be changes to the Steering Committee makeup over the life of the project as Planning Board member terms will expire.

There was considerable discussion regarding the tables on pages 5-8. The committee wanted an opportunity to review these tables and recommend stakeholders names and groups that should be included in the focus group meetings, as well as throughout the project. After the discussion it was decided that EDR would provide a spreadsheet through SharePoint to the committee members so that they could provide their input by Wednesday November 27<sup>th</sup> in preparation for the December 11<sup>th</sup> meeting.

It was also suggested that a chart be added to the outreach plan that summarizes the anticipated dates for focus group meetings, public workshops, and steering committee meetings.

There was some additional discussion regarding the survey. EDR provided the committee with a summary document breaking down the survey question components. It was determined based on the review of the survey, that it would be not be conducted prior to the second public meeting.

### Next Steps/Action Items

EDR will provide the committee members with a spreadsheet through SharePoint to add their names/suggestions for the focus group meeting participants, steering committee members should provide their input by November 27<sup>th</sup>.

EDR will make revisions to the DRAFT Outreach Plan based on the input from this meeting in advance of the December 11<sup>th</sup> steering committee meeting.

### Future meeting Dates

The next meeting is scheduled for Wednesday December 11<sup>th</sup> at the Dryden Highway Facility.

**Copies To:** Town of Dryden Planning Board

These meeting minutes have been prepared by Sam Gordon of EDR. If there are any discrepancies, please notify our office within three business days of receipt.