



**Project:** Town of Dryden Comprehensive Plan **EDR Project No:** 19183  
**Meeting Date:** 01/29/2020  
**Committee Members Present:** John Kiefer, Chairperson; Thomas Hatfield; Craig Anderson; Joseph Wilson; David Weinstein; Anthony Salerno; Alice Green; Ray Burger, Director of Planning Town of Dryden; Loren Sparling, Town Board Liaison; the following members of the public: Nancy Munekenbeck, Conservation Board Member; and the following members of the EDR Team: Jane Rice, Principal-in-Charge; Sam Gordon, Senior Project Manager

**Discussion:**

Review and Approval of 1/8/2019 Minutes

The Committee discussed the minutes from the 1/8/2019 meeting and the minutes were accepted as presented. The Chairperson reviewed the status of action items from the 1/8/2019 minutes, all action items were completed.

Review of Stakeholder Meeting Invitation Selection Process and Next Steps

The Chairperson introduced the DRAFT stakeholder invitation list and it was reviewed with the Committee members. The group discussed how many stakeholder group meetings there should be; it was decided that three would be sufficient. After some discussion it was decided that minor revisions would be undertaken by the Chairperson and a revised list would be disseminated to the committee members to assist Ray Burger with populating contact information for inviting participation. The EDR Team suggested that each invitee receive a formal letter invitation, email, and follow-up telephone call and that Steering Committee members divvy up the responsibility of calling invitees. The Stakeholder meetings were scheduled to be held as follows (Committee members assigned to follow-up are shown in ( )):

**Public Facilities, Public Safety, Transportation, Community Services, Schools (Joe Wilson)**

*Tuesday February 25<sup>th</sup> 7pm  
Dryden Public Works and Highway Building*

**Commercial, Economic, Housing, Residential (Alice Green)**

*Wednesday February 26<sup>th</sup> 6pm  
Dryden Public Works and Highway Building*

**Agriculture, Open Space, Environmental Protection, Parks (David Weinstein/Craig Anderson)**

*Wednesday February 26<sup>th</sup> 8pm  
Dryden Public Works and Highway Building*

**ACTION ITEM(s):**

**Chairperson to finalize list and disseminate to the Committee. The Planning and Zoning Department will populate the contact information for the invitees with the assistance of Steering Committee members. EDR will draft invitation email and letter to be sent to invitees. Ray Burger will reserve the Highway Building for the meetings. Committee members will facilitate follow-up telephone calls to each invited stakeholder.**

The EDR Team reviewed the purpose and general method for conducting the stakeholder meetings. EDR explained that the purpose of the stakeholder meetings is to gather unbiased input utilizing open-ended questions and through a facilitated discussion. The Team reviewed sample questions that might be asked at the stakeholder meetings as well as some target outcomes from those meetings. There was considerable discussion about the sample questions and targeted outcomes. EDR will incorporate the suggested changes into the Stakeholder Group Meetings guidance document.

**ACTION ITEM(s):**

**EDR to update the Stakeholder Group Meeting Guidance document.**

**Public Presenter Program: Status and Next Steps**

A subcommittee has been formed to oversee the “public presenter program,” subcommittee members are Alice Green, David Weinstein, Joe Wilson, and Tony Salerno. The subcommittee will be meeting on Monday February 3rd to discuss target groups for scheduling presentations. Alice Green mentioned that she had given a presentation to the Dryden High School Sustainability Club on Tuesday the 28<sup>th</sup> of January and that the presentation went very well. There may be some interest in holding a “youth summit” to bring together students from the various districts within the Town. There was discussion about note taking during the presentations and it was stressed by the EDR Team that any notes are considered “summary notes” and not “meeting minutes” from public outreach sessions. In order to track the progress of the program, the EDR Team was tasked with adding a spreadsheet to SharePoint. Committee members were asked to think about potential groups that would be good to target for presentations.

**ACTION ITEM(s):**

**EDR to provide an excel spreadsheet for tracking public speaker series presentations.**

**Press Release: Next Steps**

A DRAFT press release was provided to the Town by EDR for announcing the Public Speaker Series Program and the Dryden2045.org website release. Ray Burger will work with the Town Clerk to send it to local media outlets.

**ACTION ITEM(s):**

**Ray Burger will work with Town Clerk to send out the Press Release.**

**Other Topics**

The EDR Team recapped a phone conference between the Chairperson, Ray Burger, and the Central New York Regional Planning and Development Board (CNY RPDB) on beginning the greenhouse gas emissions inventory. The CNY RPDB will be undertaking a community-wide emissions inventory utilizing 2013 and 2018 as baseline years. The recently completed municipal operations inventory followed the same baseline years. The inventory is targeted to be completed in late April or early May; at which point there will be a presentation to the Steering Committee.

**Future meeting Dates**

The next meeting is scheduled for Wednesday March 11th at the Dryden Highway Facility at 6pm. A community meeting was scheduled for March 25<sup>th</sup> with time and location TBD.

**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.