

September 25, 2025 Meeting Minutes

Comprehensive Plan Committee (CPC)

CPC Chair Chris Foss led this monthly meeting at Caroga Town Hall from 6:00 to 7:15 PM. Committee members present were: Chris Foss, Rachel Simonds, Anita Long, Jim Hale, and Jeremy Manning. Dave Cummings joined via zoom. Doug Purcell and Kim Walker were unable to attend.

1. Prior Meeting Minutes

- The Committee voted unanimously to approve 8/28/2025 meeting minutes.

2. Town Board Actions

- The Town Board is planning the 2026 Town Budget, and they have the proposed grant budget (https://townofcaroga.com/comprehensive_plan/caroga_2025sgcp_final.pdf) and timeline (https://townofcaroga.com/comprehensive_plan/project-timeline_2025-07-31.pdf).
- Committee members seek to clarify up to \$15,000 in the Budget, regardless of the grant award.
- The next Town Board meetings are Tuesday October 7 at noon and Wednesday October 8 at 6:30 PM.
- Supervisor Ralph Palcovic will meet with Fulton County Planning Director Scott Henze and will discuss the planning grant Request for Proposals (RFP) and Contract development.

3. Environmental Design & Research (EDR) 2025 Proposal for Planning Services

- Chris Foss shared a letter from Lisa Nagle, AICP (EDR Planning Practice Leader) with a proposal to provide guidance and consultation to the Caroga Comprehensive Plan Committee in developing the *Town of Caroga Comprehensive Plan*. EDR is available to meet with the Committee to discuss the development of the comprehensive plan and guide initial ideas in anticipation of receiving the Smart Growth Comprehensive Planning Grant. EDR proposed specified hourly fees, not to exceed \$10,000.
- The Committee voted unanimously in support of Chris Foss requesting Town Board authorization.

4. 2025 Community Survey

- The Committee shared input about [2025_community_survey_summary_draft2_2025-09-22.pdf](#).
- As discussed, wording will be revised in multiple places throughout the document.
- Excel graphs will be edited to improve clarity of the results for readers.
- Document links to files on the web will go to <https://carogacomprehensiveplan.wordpress.com>.
- Heading wording and fonts will be edited to improve transitions between sections.
- Images and quotes will be simplified and combined with results from part-time residents and visitors.
- Note will be made about applying for the 2025 NYS DOS Community Planning Grant.
- A call-to-action sentence will be added to invite readers to join us for ongoing meetings and input.
- Anita Long will revise and send to the Committee. The final copy will go to Linda Gilbert.
- Linda Gilbert offered to have color copies made for the Town Board by the Fulton County print shop.
- Rachel Simonds will send the final Summary to the Town Board and Clerk via email, and she will give a brief public summary at the Town Board's monthly meeting on October 8 at 6:30 PM.

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5. Action Items

A. Community Survey

- Anita Long and Rachel Simonds will edit and complete *2025_community_survey_summary.pdf*.
- Rachel Simonds will send the PDF to the Town Board and present publicly on October 8.

B. Hourly Consultant Services

- Chris Foss will attend October 7 and 8 meetings and request authorization from the Town Board.
- Chris Foss will also clarify need for up to \$15,000 in the 2026 Budget, regardless of grant award.

C. Planning Grant Draft Request for Proposals (RFP) and Contract

- Ralph Palcovic, Scott Henze, and Aaron Enfield will consult on RFP and Contract.

D. Ongoing Plan Review

- Committee members will continue to contribute to wording for a revised vision and contents.

6. Next Meeting

The next Committee meeting at Town Hall will be Thursday October 30, 2025 at 6:00 PM.

We will continue to review the Plan and Profile, focusing on the Vision and Table of Contents.

Respectfully submitted,
Anita McMartin Long
CPC Member and Secretary