

March 26, 2026 Meeting Minutes Comprehensive Plan Committee (CPC)

CPC Chair Chris Foss led this monthly meeting at Caroga Town Hall from 6:05 to 7:30 PM. Members present were: Chris Foss, Rachel Simonds, Anita Long, Jim Hale, Jeremy Manning, and Arthur Wadsworth. Doug Purcell and Dave Cummings were unable to attend. Also present were Supervisor Jack Glenn, Planning Board Chair Al Kozakiewicz, ZBA Chair Tony Russitano, and ZBA Member Lynn Hollister.

Chair Foss welcomed CPC members and others. He reminded the group that the CPC meeting is open to the public, and everyone is welcome to observe the meeting. At the end of the meeting, time will be given for open public comments and questions addressed to the Committee.

1. Prior Meeting Minutes

- The Committee voted unanimously to approve February 26, 2026 meeting minutes (see <https://carogacomprehensiveplan.wordpress.com/meeting-minutes/>).

2. Planning Grant Updates

- On March 2, 2026, Supervisor “Jack” Glenn hosted NYS DOS Project Manager (PM) Cassandra Leopold for a site visit that included an introductory overview of current municipal projects and a driving tour of the town. CPC Vice Chair Rachel Simonds and CPC Secretary Anita Long also attended.
- On March 25, 2026, NYS DOS PM Leopold hosted a Teams meeting to review the Town of Caroga Smart Growth Community Planning (SGCP) workplan and Draft Consultant Request for Proposal (RFP). PM Leopold led the discussion, joined by DOS Smart Growth Lead Revitalization Specialist Stefan Lutter, Caroga Supervisor Glenn, and CPC Chair Foss, Vice-Chair Simonds, and Secretary Long.
 - The Draft workplan will form the basis of the final contract and is generally not editable, although it allows for some flexibility during implementation.
 - DOS clarified that the SGCP workplan and RFP cannot extend beyond the approved scope and workplan with activities not eligible for reimbursement under the SGCP grant. Specifically, grant funds cannot reimburse engineering design or work tied to specific prior engineering contracts.
 - Caroga’s proposed Task 9B is not part of the workplan or revised RFP approved by DOS.
 - Overall, planning will follow the DOS workplan with a collaborative town-wide process.
 - To date, no workplan contract has yet been signed by the Town of Caroga. After that is in place, we will follow the process to release the RFP, receive proposals, and select a consultant team. After that, requests for reimbursement from DOS are for specific tasks and product deliverables.
- On March 26, 2026, PM Leopold shared a revised draft consultant RFP and welcomed input.

3. Committee Review of 03-26-2026 Draft RFP

- CPC Chair Foss led the Committee through a point-by-point collaborative review and discussion of the current DOS-edited draft RFP (*Caroga_RFP_CL_03262026.docx*).
- The revised draft RFP is closer to the DOS standard template RFP and contract workplan details, and the CPC discussed the implications and aspects of the scope and workplan for the process ahead.
- Committee members noted the jargon, verbiage, and catchphrases. During planning, we will need to translate the language to support public participation and input in discussions of Caroga’s future.
- Discussion elaborated the selection criteria rubric and suggested creating spreadsheets for reviews.

- Discussion highlighted the various areas included in the consultant reviews and selection criteria.
- Rachel Simonds noted the importance of presentation and communication skills, and others agreed.
- Relevant experience is also essential, as noted on page 17, including “knowledge of Adirondack Park planning and community engagement” and “demonstrated experience conducting strong public engagement and educational outreach, including explaining planning concepts, addressing misconceptions about development and land use, and facilitating productive discussions among community members with varying perspectives.”
- Specific suggested RFP edits are as follows:
 - p. 1: Change both of 2 email addresses to “comprehensiveplan@caroga.town.”
 - p. 2: Maintain consistent headings with upper case letters.
 - p. 3: In paragraph 2, line 2, change, “While the” to “Plus,” and to About... add a “:” at the end.
 - p. 7: In the last paragraph, change “mayor” to “Supervisor.”
 - p. 11: Edit title to Boards with an “s.”
 - p. 11: In Task 14 add, “and Adirondack Park Agency Review.” Include APA in paragraph and products.
 - p. 12: In Task 16, delete “city/village/” and add “and the Adirondack Park Agency.”
- The CPC voted unanimously to approve *Caroga_RFP_CL_03262026.docx*, with above edits, and to recommend release upon approval by the Caroga Supervisor and DOS.

4. Comprehensive Plan Committee Membership

- Chair Foss noted the DOS suggestion to make a good-faith effort to expand CPC membership.
- He shared PM Leopold’s “Town of Caroga SGCP List of Potential Stakeholders to include in CPC.”
- CPC members discussed the value of representation from diverse sectors of the town and region.
- Chris Foss noted discussion with Fulton County Planner Aaron Enfield. He plans to attend the April CPC meeting. Fulton County has also hired Norman Barbosa (former Mayfield code inspector).
- Chris Foss noted that Scott Horton expressed interest in being involved in comprehensive planning.
- Planning Board Chair Al Kozakiewicz also was also present, supportive, and engaged in the process.
- Likewise, ZBA Chair Tony Russitano and ZBA member Lynn Hollister were also open to contributing.
- Rachel Simonds suggested that the Town Board and CPC could create a post, and see who volunteers. We are not trying to strong arm people. We seek volunteers who will attend all meetings and engage. We need to show DOS that we made an effort to add people. Other CPC members agreed.

5. Action Items

- **Make CPC edits to draft RFP.** Secretary Long will create the edited RFP document to return to DOS.
- **CPC Membership Invitation.** Vice Chair Simonds will draft and share wording for the CPC website and Caroga.Town website, in collaboration with CPC and Town Board members.
- **Finalize SGCP grant contract and release RFP.** Supervisor Glenn will work with DOS PM Leopold.

6. Next Meeting:

The next CPC monthly meeting will be 6:00 PM Thursday, April 30, 2026 at Caroga Town Hall.

Respectfully submitted,

Anita McMartin Long, CPC Member and Secretary

Rachel Simonds proposed the following Comprehensive Plan Committee post:

The Town of Caroga is in the process of revising the Comprehensive Plan. An initial Comprehensive Plan committee has been established, and the Board and Committee are looking to include additional committee members. The goal is to bring in additional voices with knowledge and expertise in areas such as education, economic growth, outdoor recreation, emergency services, health care, and more. Prospective committee members would be expected to participate in monthly committee meetings, respond to regular communications, and be prepared to see the multi-year project through to actualization.

Previous meeting minutes and resources are available on [the Comprehensive Plan Committee Website](#).

If you are interested in joining the Comprehensive Plan Committee, please email the Comprehensive Plan Committee Chair, Chris Foss, at comprehensiveplan@caroga.town. In your email, include a paragraph describing your interest and connection to the Town of Caroga as well as a paragraph describing your background and knowledge.