

VILLAGE OF SCHUYLERVILLE 2024 COMPREHENSIVE PLAN
Village Advisory Committee Meeting Summary
Wednesday, March 7 @ 4 – 5:30
Schuylerville Village Hall

In Attendance: Jennifer Moskowitz, Leona Colvin, Linda Lloyd, Sara Davies, Sandy Helmig, and Tracey Clothier.

1. Revised Public Outreach Plan

The draft public outreach plan was reviewed and revised as per below.

- 3 Public Meetings are planned:
 - Public Meeting #1: Informational Meeting/Open House on May 8th.
 - Public Meeting #2: Presentation of the Plan.
 - Public Meeting #3: Public Hearing on adopting the Plan.
- Village Website: Cory will manage a dedicated folder with information on the Plan.
- Social media: Jen will set up dedicated Facebook for information purposes only. Sarah and Jen will post messages about Plan. Dan will post messages on the Community Site.
- Newsletters: Tracey will generate 4 newsletters that can be emailed and posted.
 - Newsletter #1: Announce Plan, Survey, Link and Public Meeting Date.
 - Newsletter #2: Summary of Community Profile.
 - Newsletter #3: Announce Survey Findings and Second Public Meeting.
 - Newsletter #4: Present Comprehensive Plan Summary.
- Interviews with community leaders: Dan to provide list of people to interview. It will include Schuylerville Community Council; Schuylerville Marina; Saratoga County Chamber (Todd); Climate Smart Group (Chelsea); Friends of Fort Hardy; Sean Kelleher; Dave Roberts; Drew Alberti.
- Attend and announce Comprehensive Plan initiative at Chamber Meeting.
- Public Survey: Develop survey through SurveyMonkey in late April. Use postcards, email blasts announcing link to survey to residents and businesses, website posts with link to website, and Facebook page posts.

2. Revised Meeting Schedule

COMMITTEE AND PUBLIC MEETING SCHEDULE	TARGET DATES
Comprehensive Plan Committee Meeting #1: <i>Agenda-Review Plan, Public Outreach and Set Dates</i>	February 7@4pm
Comprehensive Plan Committee Meeting #2: <i>Agenda-Develop Vision, Goals, Issues and Opportunities</i>	March 7@4pm
Comprehensive Plan Committee Meeting #3: <i>Agenda-Plan for April Public Meeting</i>	April 10 @4pm
Public Meeting #1: <i>Agenda-Informational Presentation & Small Group Sessions</i>	May 9 @6:30pm

3. Review Draft Newsletter

The draft that was shared and discussed. The first newsletter will announce the plan process, survey, webpage, Facebook information page, and public meeting date. Distribution will through email, the dedicated Facebook page, Village website, with paper

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copies available through the library and Village office. Tracey will update the draft newsletter and distribute the final draft to the committee for review and comment at the next committee meeting on April 10th. The goal is to send out the newsletter approximately 2 weeks before the public meeting or by May 1st.

4. Review Draft Survey Questions

The committee reviewed the draft survey dated March 4th. It was agreed that it needs to be short with no irrelevant questions. Questions will be added about parking, walkability, and whether their property has been impacted from flooding from storms. The draft will be updated with the comments from the committee and redistributed for comment. The final draft should be decided at the next committee meeting on April 10th and distributed to the community by April 25th.

5. Next Committee Meeting

April 10 at 4pm at Village Hall.