

## **Town of Canadice Comprehensive Planning Team**

### **Meeting Minutes 3/14/2024 (Recording available on [Town of Canadice YouTube Channel](#))**

Attendees Present: Kaitlynn McCumiskey (Planning Board Vice Chair and Comp Plan Team Chair), Dwight Uthe (Planning Board Member), Jeremy Fraim (Highway Superintendent), Town Supervisor Christopher Vastola

Zoom Participants: Ryan Cahill (Citizen Representative), Mark Malmendier (Former Town Board Member & Citizen Representative)

Meeting minutes reviewed, no corrections.

Reviewed timeline for comprehensive planning process.

Reviewed draft language for print ads, post card/other mailers, and flyer formats. Discussed how to best communicate what a comprehensive plan is and how to make residents aware of the information available on the website.

Discussed email and survey platforms. Discussed functionality and cost of platforms. The group agreed to explore the free service level of MailChimp to see if the functionality of both the email program and survey program will meet our needs. Mr. Malmendier suggested that we can set up a form on the website to start collecting email addresses prior to roll-out of the platform.

Discussed survey- went through questions and identified changes needed to language and what questions can be removed as they are no longer relevant. Extensive discussion on each topic. Ended with a discussion of new questions or topics that should be added and some additional discussion about public utilities.

Supervisor Vastola thanked the team for their participation.