

**CITIZENS' IMPLEMENTATION COMMITTEE**

**January 19, 2022, at 9:00 AM**

Rev. 1/28/2022

**MEETING REPORT**

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**Meeting Called by:** Shawna Bonshak, Chair

**Committee Members:** Oksana Fuller      Kelly LaVoie      Karen Parkhurst  
Sal Pietropaolo      Doug Finch      Patricia Venezia  
Shawna Bonshak      Sarah Reynolds      Chuck Oyler

**Secretary:** Kimberly Burkard

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**CALL TO ORDER**

- Ms. Bonshak opened the meeting at 9:06 am and started the discussion about the proposed 2022 schedule. (Draft of schedule included below.)

**NEW BUSINESS**

- **2022 CIC Calendar: Discussion of draft 2022 calendar and 2022 strategic goals**
  - Ms. Parkhurst said that Parks & Rec should be on the schedule earlier than August and suggested March-April time frame to get an update on Motion Junction. Ms. Bonshak said they could be moved to April 5 leaving August 2 open.
  - Ms. Bonshak noted that the Strategic Planning session will tentatively be on June 7 in 2022 with a similar format and venue to 2021. She suggested substituting the CIC meeting with the night meeting (Strategic Planning Session) on that day. Committee members expressed liking the format and the success of the 2021 Strategic Planning Session. They also noted that the CIC meeting was not canceled before the 2021 Strategic Planning Session. Committee members agreed to canceling the June 7 CIC meeting. (This June 7<sup>th</sup> meeting was re-added later in the meeting.)
  - July 5 meeting is after the July 4<sup>th</sup> holiday. Ms. Bonshak asked the committee if they would like to skip, keep as is, or move to later in the week. Committee agreed to move the meeting to Wednesday, July 6<sup>th</sup>.
  - August 2 is open.
  - The Affordable Housing & Transportation Project Team (w/ Ms. Parkhurst) is scheduled for March 22 and August 16. Ms. Parkhurst is ok with this scheduling but wishes for Matt Horn to be in attendance at those meetings. Mr. Finch noted that the team name needs to be corrected on the calendar draft. He also noted there needs to be clarity as to what “transportation” is being referred to—1.) Affordable Housing & Transportation Team to address strategic goal initiatives and 2.) Transportation Planning which is public works planning (roads, etc.). Ms. Bonshak will change the March 8 topic to “Complete Streets.”

- Ms. Parkhurst talked about a recent pedestrian fatality on Co. Rd. 10. She asked if there were sidewalks on Co. Rd. 10 and Mr. Finch said that there were. She expressed a need to know why it occurred and if there was a way to prevent other such occurrences. Mr. Finch commented that this is probably not under the purview of Affordable Housing. Ms. Parkhurst was concerned that the man was traveling from Creekview Apartments. Mr. Finch added that there were sidewalks where accident occurred. Mr. Finch noted various efforts to review and address known issues through the County/Public Works.
- Ms. Bonshak noted that the Auburn Trail was missing from the schedule. She will include that in the March 8<sup>th</sup> meeting.
- Mr. Pietropaolo asked about signage status. Ms. Reynolds said the company is making the signs over the winter season.
- Mr. Finch suggested adding a joint meeting of all the project teams and boards as this would help people to learn about and join the various project teams plus updates could be shared from the various teams. An evening meeting was suggested. Mr. Finch said each team could explain what they are working and suggested having the meeting in the hour before the 2/16 Town Board meeting (5-6pm). He suggested sharing the list of teams in attendance and having the chair give a brief (~2-minute) overview, plans, and goals. Mr. Oyler added that noting which of the 5 Strategic Goals these teams are working on will also be important for this project kickoff meeting.
- Ms. Bonshak will be reaching out to the Boards to identify the representative that will attend the CIC.
- September 20, July 6, October 4 have no topics.
- Planning & Public Works will be on March 8 for “complete streets” but will add them to September 20 for an update. They have many areas of interest such as Climate Smart and the Transfer Station.
- There is no update from the Ordinance and Finance Committees on the schedule. They will be added to the July 6<sup>th</sup> meeting.
- The May 17<sup>th</sup> meeting will go over the 5 Strategic Goals. Mr. Finch asked if there are any additional project teams needed to achieve the goals.
- Ms. Fuller asked if Halloween at Onanda could be scheduled for on October 4 for an update and to ask for help from the other boards.
- Mr. Finch noted that the LDC is missing from the schedule. Ms. Bonshak asked if they could go with the Uptown update and Mr. Finch commented that the LDC is more than just Uptown. Committee suggested having them by themselves and Mr. Finch suggested something after first quarter. They will be scheduled for the June 7 (normal morning 9am time).
- Ms. Bonshak asked if the History Team need two updates, April 19 & November 1. Ms. Reynolds said that they would be giving a status update on the History Team grant (to be completed by Nov. 1) and they will also want to give an update on their other projects. It was suggested that they could share the November 1 meeting. Cemeteries may also be covered with the History Team.
- Ms. Bonshak will update the schedule and email to the team.
- Mr. Pietropaolo moved to accept the changes as discussed to the draft 2022 schedule and Ms. Parkhurst seconded it. Voice vote carried.

- **Draft 2022 CIC Calendar/Topics:**

Topic	Invited Guest or Facilitator
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▪ January 19	Review and finalize 2022 Draft Calendar, 2022 Priority Goals

- February 8 CIC membership & Conservation Easement Project Team
- February 22 Uptown Canandaigua Projects and Form-Based Code updates Matt Horn, LDC, Shawna B, Bergmann ?
- March 8 Transportation Planning (bike/ped/public)
- March 22 Affordable Housing Team Karen Parkhurst
- April 5 Tree Team/Arbor Day Dennis Brewer, Sarah Reynolds
- April 19 History Team (grant updates) Saralinda Hooker
- May 3 Ag Committee Master Plan Update Bob D or rep
- May 17 2022 Priority Goal Status
- June 7 Strategic Planning- Goals for 2023- Possible night meeting All Boards and Committees (maybe change time/day)
- June 21 2022 Budget Recap and 2023 Budget Requests
- July 5 Keep or Cancel? Discuss with CIC.
- July 19 Cdga Lake Water Quality Protection Kevin Olvany
- August 2 Parks Committee Master Plan Update Lindsay
- August 16 Affordable Housing Team Karen Parkhurst
- September 6 ECB Updates and Conservation Easement Project Team Pat Venezia, Project Team rep.
- September 20 Blank for flexibility
- October 4 Blank for flexibility
- October 18 Ag Committee Master Plan Update Bob D or rep
- November 1 History Team Update Saralinda Hooker
- November 15 Development Office and Uptown Cdga Shawna B/Chris J/Matt Horn
- December 6 Parks and Rec Year in Review Lindsay, Tree Team rep
- December 20 Year in Review

- **Meeting Times & Dates**

- Ms. Bonshak asked the board what they thought of meeting 2x month at 9am. The committee agreed that this schedule/time is good for them.

**ADJOURNMENT AND NEXT MEETING**

**Adjournment @ 9:41 am**

**Next Meeting, February 1, 2022, 9 am**