

SUMMIT RESERVOIR AREA REVITALIZATION

BOA NOMINATION STEP 2

VILLAGE OF PHILMONT, NEW YORK

Executive Steering Committee Meeting Summary

To: Summit Reservoir Area Revitalization BOA Exec. Steering Committee
From: Sally Baker, PB Inc
Re: Meeting Summary Notes – Saturday 25 August, 2012 - Meeting #1
Date: August 31st, 2012

Meeting Location: Village of Philmont Office

Meeting Time: 10:20am – 12:26pm

Meeting Attendees:

Larry Ostrander, Village of Philmont, Steering Committee Co-Chair
Barbara Sagal, Village of Philmont, Steering Committee Co-Chair
Kathy Abeyatunge, PB Inc. SRAR Project Management Assistant
Sally Baker, PBInc. SRAR Project Management & Administrator
Jean Giblette, High Falls Gardens
Bob Mansfield, Vanderbilt House Hotel
Fran Martino, Stockport Watershed Alliance
Peter Paden, Columbia County Land Conservancy
Thomas Paino, Sustainable Architecture
Chris Reed, Angello's Food Distribution

Summary Notes:

Component 1. Task 1.1 & 1.2

This was the first meeting of the Summit Reservoir Area Revitalization BOA Exec. Steering Committee, which provided the initial opportunity for introductions of steering committee members as well as allowing the ability to obtain information and an understanding of the Summit Reservoir Area Revitalization BOA project.

1. This meeting was primarily dedicated to the following agenda items:

- ✓ Welcome Introduction
- ✓ Introduction to the BOA Project
- ✓ Committee Member Introductions
- ✓ Committee Contact Information Update
- ✓ Review of Work Plan
- ✓ Discussion of BOA Budget
- ✓ Discussion of Scope of Work
- ✓ Meeting Schedule
- ✓ Communication Etiquette

2. Village Trustees Committee Co-Chairs, Barbara Sagal and Larry Ostrander offered welcome introductions to all committee members present.
3. PB Inc. discussed and distributed a project file and flash drive to each committee member, including, the project boundary, project description, budget summary, the Work Plan, the BOA grant proposal, a summary of visioning findings from a 2010 public hearing, the 2003 Village of Philmont Comprehensive plan (Pre-Nomination Step 1), and other source documents.
4. PB Inc. provided an explanation of the BOA Nomination Step 1, Step 2, & Step 3 process, and stressed the need for continuous support of community participation as stakeholders.
5. PB Inc. gave a brief historical background of the project and community revitalization process that culminated in the current BOA Nomination Step 2 award. PB Inc. distributed information that provided a detailed description of the 2003 Village of Philmont Comprehensive Plan which was used as the basis for a Nomination Step 1.
6. PB Inc. provided the current 88 acre Summit Reservoir Area Revitalization BOA study area boundary to the committee members and discussed the sub-areas within the primary BOA boundary. It was also discussed how the boundary was subject to change according to planner recommendations, Exec. Steering Committee recommendations and the budget guidelines. PB Inc explained that in the event a boundary change was recommended it would be contingent on DOS/BOA approval for a boundary adjustment.
7. Committee members introduced themselves detailing their professional credentials, how their credentials could help serve the project and the Exec. Steering Committee,, and described their personal relationship and vision of the BOA boundary informed by being residents of the Village of Philmont and surrounding areas.
8. A general committee member discussion entailed individual interests and overall vision for the study area.
9. PB Inc. provided a brief overview of the visioning results from a community public hearing held in conjunction with the Village of Philmont in August 2010 concerning the grant application for the Summit Reservoir BOA planning project, including compiling a list of 33 local stakeholders who attended that meeting who were interested in joining a possible Community Committee to participate in the project planning process.
10. Committee members discussed possible outreach activities to enlist partners, engage strong public participation and additional stakeholders.
11. Committee members briefly discussed the allocation of funds with regards to the budget which included a request made to PB Inc. for a list of allowable uses for said budget. PB Inc. stated in response that the itemized budget was available and would be sent via email to all Exec. Committee members.
12. Committee members discussed their concerns and interest for sediment and water testing at the Summit Reservoir as a part of the BOA Nomination Step 2 Study which

resulted in an understanding that it will take time to decide on the location of testing, and therefore was deemed premature to conduct before the solicitation of architecture planning and/or engineer consultant(s).

13. Committee members briefly discussed the history of hydro power use on the reservoir supplying historic mills. Members expressed their interest in discovering how hydro power was installed which previously supplied power to Summit Mill.
14. Committee members discussed the benefits and drawbacks of a RFP solicitation to result in the project selecting one architecture planning firm to implement the planning components of the project. Concerns were raised this may limit the project due to the complex nature of the Study area including significant environmental issues related to the silting of the Summit Reservoir which may require expertise in hydrology, among other future inventory and analysis findings. The discussion resulted in a first step process of committee members to obtain a list of names of potential architecture planning and engineering consultant firms to be compiled by PB Inc. to be assessed at the Sept. 22nd meeting in order to accomplish the Task 1.3 for a RFQ solicitation process.

Action Items:

Implementing Task 1.3- Solicitation of Consultant Services

- A) PB Inc. to prepare a preliminary RFQ draft and compile a list of prospective architect planner consultant firms.
- B) Exec. steering committee to receive via email from PB Inc., the meeting minutes, the preliminary draft RFQ, a list of architecture planning firms, and the next meeting Agenda.

Next Meeting Date (s): Saturday Sept. 22, 2012 at 9am at the Village of Philmont office.