

**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 22 September, 2012 - Meeting #2  
Date: September 26, 2012

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Meeting Location: Village of Philmont Office

Meeting Time: 9:20am – 10:32pm

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, PB Inc. SRAR Project Management & Administrator  
Jean Giblette, High Falls Gardens  
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 1.3

Component 3 Task 3.1

This was the second meeting of the Summit Reservoir Area Revitalization BOA Exec. Steering Committee.

1. This meeting was primarily dedicated to the following agenda items:
  - ✓ Discussion of preliminary RFQ draft
  - ✓ Review and Discussion of preliminary consultant(s) RFQ list
  - ✓ Discussion of Community Participation and Techniques
  - ✓ Availability of historical materials and maps of hydro mechanicals
  - ✓ Website development
  
2. PB Inc. distributed print copies including, the meeting Agenda, the 08/25/12 meeting minutes summary, the preliminary RFQ draft, the preliminary list of consultants for RFQ for review, the BOA Work Plan.
  
3. Committee members discussed the importance of obtaining historical information and/or maps of the location of underground canals previously used for hydro power to industrial mills which would help identify the

location of historic underground canals. Also mentioned was the need for additional information concerning the former use of hydro power that ran eight community mills. Possible resource suggested in the meeting is the Columbia County Historical Society located in Chatham as well as producing an article to be posted on the village website requesting historical information from community members which could inform the project.

4. Committee members discussed producing a possible SRAR website. It was suggested that the administration of the website be a joint collaboration between PB Inc. and the Village of Philmont.
5. Committee members approved the RFQ draft with minimal edits. The RFQ will be sent to consultants on Sept. 28, 2012. Deadline for RFQ responses will be Oct. 29, 2012.
6. RFQ responses should be provided in hard copy as well as electronic transmission both addressed to PB Inc. Hard copies to be available at the Village Office for review.
7. PB Inc. to provide a list and summary of all responses to committee members. All hard copies to be kept in the Village Office for community accessibility.
8. Committee members discussed forming a Community Steering Committee to be involved with the selection of consultants resulting from the RFP and to share with the community on the SRAR process. All Exec. Steering committee members agreed that community involvement was necessary; however, appropriate timing concerning the development of a Community Steering Committee is still undecided. In concern for transparency and public education involving the SRAR process it was suggested that PB Inc. give four local presentations at the Library, Rod and Gun Club, Richardson Hall, and the Claverack Town Hall. In addition, PB Inc. will provide a monthly project report for the Village of Philmont Board meetings.

#### **Action Items:**

##### Implementing Task 1.3- Solicitation of Consultant Services

- A) PB Inc. to edit and send RFQ with area map to all prospective consultant firms on committee approved list by Sept. 28, 2012.
- B) Exec. Steering Committee to receive via email from PB Inc. a list and summary of all responses from planner/consultant firms by Nov. 10, 2012.

Next Meeting Date: Saturday Nov. 10, 2012 at 9am at the Village of Philmont Office.