

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 21 September, 2013 - Meeting #6
Date: September 25, 2013

Meeting Location: Village of Philmont Office

Meeting Time: 9:15am – 11:50am

Meeting Attendees:

Larry Ostrander, Village of Philmont, Steering Committee Co-Chair

Sally Baker, PB Inc. SRAR Project Management and Administrator

Kathy Abeyatunge, PB Inc. SRAR Project Management Assistant

Jean Giblette, High Falls Gardens

Thomas Paino, Sustainable Architecture

Chris Reed, Resident of Philmont

Meeting Summary Notes: 04/13/2013 Approved

Summary Notes:

Task 1.4: Consultant Selection

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

1. This meeting was primarily dedicated to the following agenda items:
 - ✓ Discussion and ranking of proposals received by the top four ranking consulting firms as a result of the RFP
2. Committee members reviewed and ranked the consultant responses to the RFP.
3. Committee members discussed their review of the consultant responses to the RFP ranking each firm according to the criteria of the scoring chart previously distributed.

Action Items:

Implementing Task 1.4: Consultant Selection

A). Jean Giblette will draft a press release to update and involve the community in the decision to select a consulting firm. The press release is subject to review by all committee members.

B). PB Inc. will request interviews with the three top ranking firms, providing two possible interview dates, October 12th or 19th. Interview requests are pending the submission of all ranking results from committee members.

Next Meeting Date (s): To be determined after all committee member ranking results are received and interview dates are approved.