

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 10 November, 2012 - Meeting #3
Date: November 27, 2012

Meeting Location: Village of Philmont Office
Meeting Time: 9:17am – 11:23pm
Meeting Attendees: 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
Thomas Paino, Sustainable Architecture
Chris Reed, Angello's Food Distribution

Summary Notes:

Component 1 Task 1.3 Solicitation of Consulting Services

Component 3 Task 3.1 Community Participation

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

1. This meeting was primarily dedicated to the following agenda items:
 - ✓ Fran Martino's request for temporary committee resignation
 - ✓ Discussion and review of preliminary RFQ draft
 - ✓ Discussion of Economic and Market Trends Analysis
 - ✓ Discussion of the possible effects of climate change
 - ✓ Update on project website development
2. Fran Martino, Stockport Creek Watershed Alliance offered a letter of resignation from the SRAR Exec. Steering Committee, stating a possible future conflict of interest in the Alliance's current grant specifications and the SRAR BOA project. Ms. Martino then left the meeting.
3. PB Inc. distributed print copies including, the meeting agenda, the 9/22/12 meeting minute's summary, the preliminary RFQ draft, the BOA Work Plan.

4. Committee members reviewed the preliminary RFQ draft. All committee members present agreed that the RFQ needed to be fortified with language that would exemplify the unique qualities of the project, thereby deterring any generic interest and response from potential consulting firms. A greater emphasis should be placed on clarifying the project is seeking firms that would be assembling a project team of consultants which would have the wide range of creative capacity to address the complex nature of the project. Committee members then collaboratively revised and made changes to various sections of the RFQ draft in preparation for finalization by PB Inc.
5. The RFQ draft will be emailed by PB Inc as a redline document to absent SRAR Exec Committee members who were unable to attend the meeting. Upon approval by all committee members and NYS/DOS/BOA, the RFQ will be published in the NY State Contract Reporter, and made available to consultants included on the prepared Consultant List by Dec. 18, 2012. Deadline for RFQ response(s) will be Jan. 18, 2013.
6. PB Inc. stated that 31K was allocated in the BOA budget for the procurement of an Economic and Market Trends Analysis. However, committee discussion was needed to specifically identify the most valuable elements to assist the analysis within the broader context of Philmont. The project would benefit from an economic and market analysis that specifically addressed prevailing trend (s) evidenced on the home ground in Philmont and changes that have developed in the village as a result of sustained revitalization efforts since 2006.
7. Committee members discussed the significant concern of climate change referencing Philmont's 1938 flood of the Summit Reservoir. A need for preventative measures to ward off future flooding issues was mentioned. Also discussed was a SRAR community participation workshop opportunity to raise awareness about the effects of climate change on the watershed and Summit Reservoir.
8. PB Inc. stated that the 2003 Philmont Comprehensive Plan will be available on the SRAR page on the PB Inc website with a link established to the page from the Village of Philmont website as approved by the Village Board of Trustees in the September, 2012 Village Workshop meeting..

Action Items:

Implementing Task 1.3- Solicitation of Consultant Services

- A) Pending committee approval PB Inc. to edit and publish RFQ by Dec. 18, 2012 with a response date deadline of Jan. 18, 2013.

B) Exec. Steering Committee to receive via email from PB Inc. a list and summary of all responses from planner/consultant firms.

Next Meeting Date (s): Saturday Feb. 9, 2013 at 9am at the Village of Philmont office.