



WADDINGTON

LOCAL PLANNING COMMITTEE MEETING #3 SUMMARY

Purpose: Local Planning Committee (LPC) Meeting #3
 Date and Time: August 9, 2023, 5:00 p.m.
 Location: Waddington Town Hall, 38 Main Street
 Attendees: See Below

Agenda Item	Discussion	Key Decisions & Outcomes
<p>Welcome</p>	<p>Village of Waddington Mayor Michael Zagrobelny welcomed Local Planning Committee members, and attendees to the meeting, then read the NY Forward meeting Preamble aloud, as follows:</p> <p><u>PREAMBLE</u></p> <p><i>Each Local Planning Committee Member is reminded of their obligation to disclose potential conflicts of interest with respect to projects that may be discussed at today’s meeting. If you have a potential conflict of interest regarding a project you believe will be discussed during the meeting, please disclose it now and recuse yourself from any discussion or vote on that project. For example, you may state that you, or a family member, have a financial interest in the project, or you are on the board of the organization proposing the project. At this time, are there any recusals that need to be noted?</i></p> <p><i>Please inform the LPC co-chairs during the meeting if the need to disclose a conflict arises unexpectedly, and then recuse yourself from discussion or voting on the project.</i></p>	<p>N/A</p>

<p>Welcome (Cont'd)</p>	<p><i>As we continue through the planning process, recusal forms will be required from anyone with an identified, actual or perceived, conflict to be kept on file with the Department of State.</i></p> <p>Jaclyn Hakes (MJ Engineering), who provided a brief overview of the meeting agenda:</p> <ul style="list-style-type: none"> • Project Schedule & Scope • Community Engagement Update • Discussion of Goals & Strategies • Initial Projects List Discussion • Next Steps • Public Comment 	<p>N/A</p>
<p>Project Schedule</p>	<p>Jaclyn Hakes (MJ) presented the expected timeline for key milestones of the NY Forward process, spanning the months of June to December:</p> <p><i>September</i></p> <ul style="list-style-type: none"> • Project Profiles • Strategies (Final) <p><i>October</i></p> <ul style="list-style-type: none"> • Document Edits • NY Forward Strategic Investment Plan (Draft) <p><i>November/December</i></p> <ul style="list-style-type: none"> • NY Forward Strategic Investment Plan (Final) 	<p>Consultant team is working on Downtown Profile Draft.</p>
<p>Community Engagement</p>	<p>Jaclyn Hakes (MJ) provided an overview of the ongoing Community Engagement components.</p> <p>The NY Forward website www.Waddington-NYForward.com is consistently updated with the latest information available and is a good resource to point folks towards that have questions. As of August 8th, there have been 664+ unique visitors to the site.</p> <p>NY Forward project cards and survey promotional materials were distributed at the Homecoming event by the Mayor and the library.</p> <p>The Public Open House was held on July 25th from 5-7 pm at Town Hall. The project team and Department of State was onsite for any questions about NY Forward and the Call for Projects. Approximately 12 community members attended.</p>	<p>LPC Members will use business/organizational networks to publicize NY Forward outreach efforts.</p>

	<p>The community survey launched on July 25th and is scheduled to close on August 11th. 117 responses received as of August 7th.</p>	
<p>Update on Strategies</p>	<p>Jaclyn Hakes (MJ) shared the characteristics of effective strategies, based on information from the guidance document:</p> <ul style="list-style-type: none"> • Actionable statements that are specific with local context; • Derived from opportunities and challenges; • Relate to the proposed DRI/NYF projects; • Clearly and concisely direct a type of action to help meet a specific goal; and • Guide the community on how to continue revitalization beyond DRI/NYF projects. <p>At the next LPC meeting the committee will have a chance to review the strategies prepared.</p>	<p>Consultant team will continue to develop strategies based on LPC and public feedback.</p>
<p>Initial Project List Discussion</p>	<p><i>Of note: The agenda order has been switched to review project evaluation criteria before reviewing initial projects list.</i></p> <p>Jaclyn Hakes (MJ) shared these reminders:</p> <ul style="list-style-type: none"> • Call for project launched June 19th / Due July 31st • Office hours with consultant Team – virtual/in-person • All projects must submit to be considered for NY Forward <ul style="list-style-type: none"> ○ Available on Waddington NY Forward website ○ Paper copies at Village Office • All submitted proposals included on initial projects list • All proposals will be reviewed by the LPC and consultant team <p>Jaclyn Hakes (MJ) shared that there were a total of 15 projects received, that totaled \$6.1 in NY Forward Request, and \$8.8 in total project costs.</p> <p>The project team shared that it will be up to the LPC to develop a refined list of proposed projects, then a final slate of projects recommended for inclusion in the Strategic Investment Plan. This slate of projects should represent a NYF request of between \$4 - \$5 million. There are a number of steps included in refining the initial project list:</p>	<p>LPC to review projects and complete evaluation form for each project by September</p>

<p>Initial Project List Discussion cont.</p>	<ul style="list-style-type: none"> • Project Evaluation Criteria • Project Evaluation Worksheet • Consultant Team Review • LPC Meeting Discussion <p>The consultant team shared the following project evaluation criteria examples for the LPC to consider:</p> <ul style="list-style-type: none"> • Alignment with NYF Vision • Transformative Potential • Sponsor Capacity • Project Readiness • Community Benefits • Site Control <p>The consultant team is tasked with creating project profiles for the submitted projects prior to including them in the Strategic Investment Plan (SIP). This includes:</p> <ul style="list-style-type: none"> • Title, Sponsor, Location • Funding request, project cost • Project description • Capacity to implement • Project partners • Alignment with local and regional strategies • Anticipated benefits • Budget and funding sources • Feasibility/cost justification • Regulatory requirements • Photos • Proposed design, renderings, plans • Implementation timeframe <p>The project team then discussed the LPC evaluation guidance overview; proposed project materials will be shared through a OneDrive link.</p> <p>The LPC is asked to complete a Project Evaluation Worksheet for each proposed project, and identify one of the following options for each project:</p> <ul style="list-style-type: none"> • Project is Ready to Advance • Project Needs More Information • Project Not for NYF <p>The LPC will share Evaluation Worksheets with MJ Team by September 6th, then at the September LPC Meeting there will be a discussion of Projects to Advance /Need More Information and ultimately a refinement of projects list.</p>	<p>LPC to complete evaluation worksheets and provide to MJ by September 6th.</p>
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<p>Initial Projects List Discussion (Cont'd)</p>	<p>The consultant team offered to schedule a work session for committee members who would like assistance and support when completing their evaluation – the committee expressed interest in this.</p> <p>Consultant team will handle all communication with project sponsors, and will reach out with an organized list of questions as they arise.</p> <p>The consultant team prepared an initial projects list, this list included Project ID (no ranking or prioritization), Sponsor, Location, Description, Cost, NYF Request. There were 13 projects in the first sections, and as a first cut, the consultant team and the State team identified 2 projects as potentially “Not for NYF”. These projects do not appear to have site control at this time. At this time the project team has identified all projects as needing more information.</p> <p>An initial projects map was shared with the committee to illustrate the locations visually.</p> <p>Consultant team then walked committee quickly through each project included in the initial projects list (recusals noted in parenthesis). Every proposed project submitted by July 31st is included in the initial projects list. <i>Of note: the Village sponsored Museum project will be added.</i></p> <p><u>New Development and Rehabilitation of Existing Downtown Buildings:</u></p> <ul style="list-style-type: none"> • Develop the Lilac Inn Waddington • Renovate Mixed-Use Building for Main Street Business and Residential (Recusal: Olivia Martin) • Improve Access to Library (Recusal: Tricia Patterson, Mark Scott, Travis McKnight) • Rehabilitate Library (Recusal: Tricia Patterson, Mark Scott, Travis McKnight) • 1860 House Bed and Breakfast • Restoration of Clark House (Recusal: Mark Scott, Mike Zagrobelny, Travis McKnight, John Tenbusch) • Launch Max Pub & Grub • Return 6 Main Street to Commercial Space • Main Street Bait Shop & Golf Simulator 	<p>Consultant team to organize work session for LPC members in the coming weeks.</p>
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<p>Initial Projects List Discussion Cont.</p>	<p><u>Public Improvement Projects:</u></p> <ul style="list-style-type: none"> • RE-Envision Main Street • Renovate Old Town Hall <p><u>Small Project Fund:</u></p> <ul style="list-style-type: none"> • Village of Waddington Small Projects Fund <p><u>Branding and Marketing:</u></p> <ul style="list-style-type: none"> • Village of Waddington Branding and Marketing <p><u>Not for NY Forward:</u></p> <ul style="list-style-type: none"> • Bring Co-Working Space to Former Bank Site • Launch Underwater Sculpture Scuba Park 	
<p>Next Steps</p>	<p>Jaclyn Hakes (MJ) provided an overview of the next steps in the NY Forward Program process:</p> <p>Future LPC Meetings (monthly)</p> <ul style="list-style-type: none"> • September 13th – 5:00 PM <ul style="list-style-type: none"> ○ Project Evaluation Discussion • October 18th – 5:00 PM <p>LPC to complete evaluation worksheets and provide to MJ by September 6th.</p> <p>Consultant Team</p> <ul style="list-style-type: none"> • Downtown Profile (Draft) Preparation • Virtual Work Group Scheduling • Stakeholder Meetings • Project Evaluation 	<p>Consultant team will continue to update the project website regularly.</p> <p>Consultant team will send out regular reminders of upcoming events/activities.</p>
<p>Public Comment</p>	<p>No comments from the public.</p>	<p>N/A</p>

This meeting summary conveys our understanding of the items discussed and agreements reached at this meeting. Please forward any additions, corrections and/or questions to my attention.

Submitted by:
Jaclyn Hakes, MJ Engineering and Land Surveying, P.C.
cc: Village of Waddington, State Partners, File

Local Planning Committee (LPC)

Name	Present
Mayor Michael Zagrobelny	<input checked="" type="checkbox"/>
Steve Lawrence	<input checked="" type="checkbox"/>
Malorie Farrell	<input checked="" type="checkbox"/>
Mary Hamilton	<input checked="" type="checkbox"/>
Brianna Hammond	<input checked="" type="checkbox"/>
Olivia Martin	<input checked="" type="checkbox"/>
Travis McKnight	<input checked="" type="checkbox"/>
Tricia Patterson	<input checked="" type="checkbox"/>
Mark Scott	<input checked="" type="checkbox"/>
John Tenbusch	<input checked="" type="checkbox"/>

State Partners

Name	Affiliation	Present
Kylie Peck	NYSDOS	<input checked="" type="checkbox"/>

Consultant Team

Name	Affiliation	Present
Jaclyn Hakes, Project Manager	M.J. Engineering	<input checked="" type="checkbox"/>