Village of Hamilton - NY Forward Local Planning Committee Meeting #3

Meeting Notes

Date/Time:	August 1, 2023 / 5-7pm
Place:	The Hub - 20 Utica Street
LPC Attendees:	**Mayor, Ruth Ann Loveless**, Co-Chair **CNY REDC/ County IDA, Kipp Hicks**, Co-Chair **Joanne Borfitz**, Colgate University **Bill Butler**, Five Trees HOA **Reverend, Brooks Cato**, St. Thomas Episcopal Church **Julie Dudrick**, Colgate Upstate Institute; Village Trustee **Dan Foust**, FOJO Café and Beans **Jocelyn Gavitt**, Partnership for Community Development (PCD) **Henry Howard**, Arts at the Palace **Britty O'Connor**, Hamilton Business Alliance; Business Owner
LPC Not in Attendance:	**Jeffrey Coakley**, Community Memorial Hospital **Suzanne Collins**, Hamilton Food Cupboard **Bill Dowsland**, Hamilton Central School **Brian Marks**, Hamilton Fire Department
State/Consultant Team Attendees:	**Lissa D'Aquanni,** NYS DOS **Steve Kearney**, Stantec **Phil Schaeffing**, Stantec

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The Village of Hamilton's third NY Forward Local Planning Committee meeting took place on Tuesday, August 1, 2023 at The Hub.The meeting's primary purpose was to present progress on the NY Forward Initiative, review revised draft vision & Goals, and discuss and review submitted project applications. Steve Kearney (SK) and Phil Schaeffing (PS) from Stantec presented the attached slideshow.

Welcome

Mayor Ruth Ann Loveless welcomed LPC members and reminded them of the LPC code of conduct to always act in the public interest and to announce and disclose any potential conflicts of interest as projects are beginning to be reviewed and discussed.

NY Forward Planning Updates & Engagement Plan

- Phil Schaeffing presented progress made on the NY Forward program since the second LPC meeting on July 11, 2023 which include:
  - The continued update of the Village Website with presentations and program information
  - The official launch of the Hamilton Public Survey, open until August 25, 2023

- The planned attendance of consultant team members at "Thursday on the Village Green" on August 03, 2023 to engage and solicit input from the public while sharing project information, and promoting surveys and public meetings.
- The Call for Projects form closed on July 23th with 12 projects totaling over $5M in NYF funding requests and $19M in anticipated total project costs.

- Phil Schaeffing highlighted the housing study completed for the Village by the consultant team. It found that the Village has the market potential to add 88 to 119 new housing units annually over the next five years. This market potential represents both rental and ownership units for workforce and market-rate housing.

LPC Questions and Comments

- Will the full housing study report be made available to the public?
  - Yes.
- Is "Hamilton" in the housing study referring to the Village or the Town?
  - The study refers to the Village of Hamilton.
- What does "absorb" mean in the housing study?
  - The housing units that can be built and occupied based on market demand.
- In regards to the LPC code of conduct when should a conflict of interest be announced, at the beginning of LPC meetings or before the project is discussed?
  - It is best to let conflicts be known at the beginning of meetings so conflicted members are addressed as projects come up.

LPC Discussion

1. **Revised Hamilton Vision Statement & Draft Goals for the Village***

   ** The vision statement, draft goals, and strategies referenced in this section can be viewed in the attached presentation under, "Vision, Goals, and Draft Strategies"*

   - The aim of the Downtown Profile is to tell a story of the Downtown and its strengths, challenges, and Potential in the future. The current goals focus on Diversifying housing stock, supporting local businesses, improving downtown accessibility, and cultivating cultural, recreational & historic assets.
     - Comment was raised on how local business owners on the LPC felt regarding the goals under "Support local businesses"
       - It was noted that despite the resources available to support new businesses, the requirements of these programs can often be hard to meet (ie. percentage match, documentation,)
       - It was also noted most funding applications provide little if any guidance or assistance with filling out applications
     - Suggestion made to add strategies to the small business goal such as:
       - Create a center to assist small businesses with accessing grants/state programs
       - Create pop-up small business space (like the Hub has in the front)
       - Fund a revolving micro-enterprise grant or loan fund to support pilot projects (i.e. staying open later) or other business initiatives

- Create a Village-wide branding/marketing campaign to promote extended business hours
- Provide information to business owners about communications, how to make their store physically accessible, and/or other training resources

- Suggestion made to consolidate strategies under the 3rd goal (accessibility) since many are dependent on the DOT's 12B project

2. Project Evaluation Criteria & Candidate Projects*

***** *The projects referenced in this section can be viewed in the attached presentation under, "Projects For Consideration"*

- Phil Schaeffing presented the current guidelines and criteria for considered NYF projects and the methodology in how projects are distinguished and separated.
  - 13 projects submitted, totaling $5.42M in NYF funds requested and $19M+ total project costs
    - How many projects were submitted after the deadline?
      - There was 1 late submittal (public project: Eaton Street Park Improvements) which was voted to be included in LPC project consideration.
    - Some projects seem to be asking for permission to acquire properties/lots
      - NYF funds can only be used for improvements not property acquisition, which will be clarified to project leads.
    - Are there any constraints or penalties for moving the NYF boundary for projects outside the boundary
      - No, the boundary can be adjusted at the discretion of the LPC
    - Are we allowed to accept more projects past the deadline if they arrive?
      - Early on the LPC can vote to accept project past the deadline if they see them as essential, but it's best to maintain a strong cut off to allow time for the consultant team to assist project sponsors
    - Vote to expand NYF boundary to allow consideration of Community Memorial Hospital – Orthopedic Office, and Harvest Winery & Tasting Room projects
      - LPC voted yes

3. LPC Logistics

- Availability of committee members:
  - Results of email poll to move start of meetings from 5pm to 6pm:
    - Two members voted no, meetings will remain at 5pm
- Next meeting dates:
  - The fourth LPC Meeting will take place on October 03, 2023 at the Hub to avoid conflict with the hospital board meeting.
  - The second Public meeting is scheduled for September 14, 2023 at the Hub

4. **Public Comments**
   - One member of the public was in attendance
   - No public comments were made.

The meeting adjourned at 7:03pm.

Please send questions, comments or corrections regarding the meeting notes to Phil Schaeffing (philip.schaeffing@stantec.com).

Stantec Consulting Services Inc.