

Town of Germantown

Local Waterfront Revitalization Program Committee

July 13, 2020 7pm Meeting Minutes

Members in attendance: Jen Crawford, Ellen Jouret-Epstein, Jo Hills, Jan Borchert, Karen Targove, Martin Overington, William Shannon, Tony Albino, Town Board member Kaare Christian observing.

Location: Virtual Zoom

Meeting Minutes prepared by Jo Hills

Chairperson Jen opened the meeting at 7:05 pm.

Pledge of Allegiance

UPDATES

BUDGET

Sent our budget and salary expectations for committee members to Lisa Vasilakos at NYSDOS.

MEETINGS

Outdoor meetings difficult because we would not be able to record them on Zoom. Without Zoom people who did not want to or could not attend an outdoor meeting would not be able to participate. We will outside group meeting when possible. If members want to discuss issues we can go for walks along the waterfront. Amy is taking a pause from Committee Work to focus on her business.

Review and Approval of Minutes

Minutes of the June 1 meeting with edits were displayed, shared, reviewed.

Motion to accept June 1 2020 meeting minutes:
Moved by: Tony; Seconded by: Karen; All approved

Request for Proposals

After agreeing that we need to write an inspiring project description (Jan), we discussed the details and priorities of what should be included in our RFP, and assigned people to individual sections.

Ellen volunteered to summarize our RFP process.

Highlights discussed:

Kaare said a lot of the answers to many of the items necessary to fill out are already in the LWRS and can they can be pulled directly or slightly modified to be put into our RFP.

- we must be as explicit and complete as we possibly can on every item; we must be involved with the billing process
- the qualifications and experience we want our consultant to have include familiarity with LWRPs, waterfront issues, the Hudson River, NY coastal policies, riverfront access, trails specifically rails with trails, ability to stay within budget,
- the work we want the consult to do and that which we can do ourselves (WAC and municipal staff also) to be discussed after we have our plans firm.
- the budget: spreadsheets, hourly rates, rates for travel, estimates for meetings, public meetings (expensive), site visits, keeping our and consultant's budgetary expectations in sync. — Kaare has two consultants who have already given estimates on specific tasks on DOS list. He also said we may need money at the end for legal advice.
- site visits — role of the consultant? our role? when?
- public meetings:
 - consultant's teams — (what can consultant's offer and their cost)
 - do what we can ourselves to save money unless consultant has a good price
 - should have people who can handle graphic design, GIS, and most importantly experience with LWRPs
 - keep small to stay on budget
 - Karen offered to print up the handouts and poster
 - Martin volunteered to lead setup at meetings. We are probably the best to do public outreach.
- MWBE — looks good, perhaps a bit more spiffing up
- Time Line — Karen?
 - can we get the consultant proposals back in time for us to choose our consultant by the end of the year (originally we asked for 60 days for response but our failure to include our budget and COVID may cause delays)
 - we should decide when we want to complete reviews of the draft and work backward (2 1/2 years?)
 - what do we want to get from our public meetings and how much time do we need to set up public input meetings

- what are our expectations on how long each task will take? the consultants expectations? discuss with other town who have done this to learn how long things took;
- Tasks for Consultant — prioritize which are the first, second, etc.
- expenses — must be explicit to avoid consultant's false expectations of what we can spend
- ask for examples of the prospective consultant's work, read other town's RFPs (and LWRP's) (Tony will try to get them from Athens, Catskill, Tivoli, Red Hook and will get back at next meeting) will help us with answers to expenses, what towns did by themselves, etc.
- Performance Measures — need to keep consultant on our time line, work plan has deliverables for each task, Karen will combine his with her time-line work

Waterfront Advisory Committee

Billy, Kaare and Martin reported on WAC activities

Cheviot: WAC has prioritized putting a kiosk in Cheviot Park. Karen reported that a Germantown builder Phil Tillou has volunteered his time to build the kiosk. This is something that can be accomplished soon. Town historian Tom Shannon has sent a grant proposal that would include money for this to the Hover Foundation for money

Water Chestnut clean-up at Cheviot. At least 15 people came and cleaned up around the docks. Martin and neighbors have bought a chestnut removal machine which has made removal much easier and faster altho a lot of the clean-up was by hand. We will not do Father's Day weekend again and we will have to have a better plan for removal of the weeds from the area.

A "sub-committee" of Kaare, Barbara, Jo and Christina went up to Lasher Park to brainstorm on shoreline sustainability.

Next meeting: Monday, August 10.

Motion: to adjourn

Moved by Martin; seconded by Ellen; All approved

Meeting adjourned at 8:30.