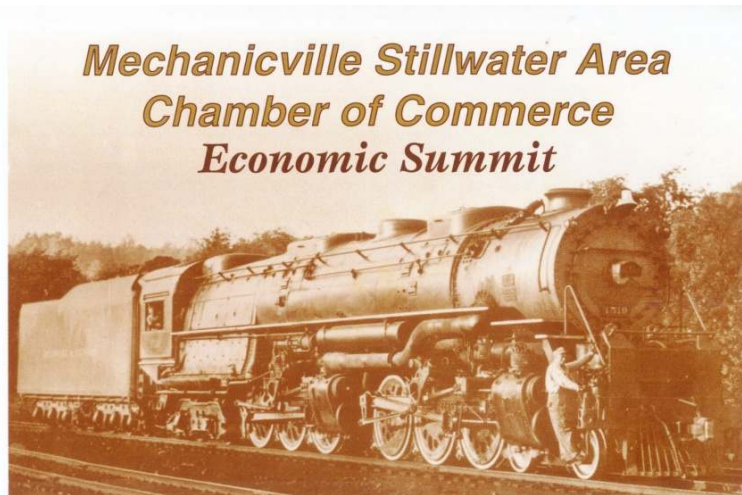


# MECHANICVILLE REVITALIZATION 2009 ANNUAL REPORT



*All aboard to the future*



***Issued: May 2010***



Engineers • Environmental Scientists • Planners • Landscape Architects

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## **I. Introduction**

This Annual Report provides a summary of on-going progress made by the City of Mechanicville, the volunteer Revitalization Committee and Barton & Loguidice, the City's Engineering and planning consultants.

The City strengthened its' relationship with Camoin Associates as the firm is providing grant administrative services. These services are vital to keeping projects on schedule and ensuring full reimbursement to the City for all costs that are permitted with grant funded projects.

Additionally, Elan Planning & Design has been providing services to the City related to the Local Waterfront Revitalization Plan (LWRP).

The year 2009 was spent concentrating on making progress on a number of projects that had received grant funding in 2008 as well as setting the stage for substantial future projects and endeavors. These activities and projects are detailed in this Report.

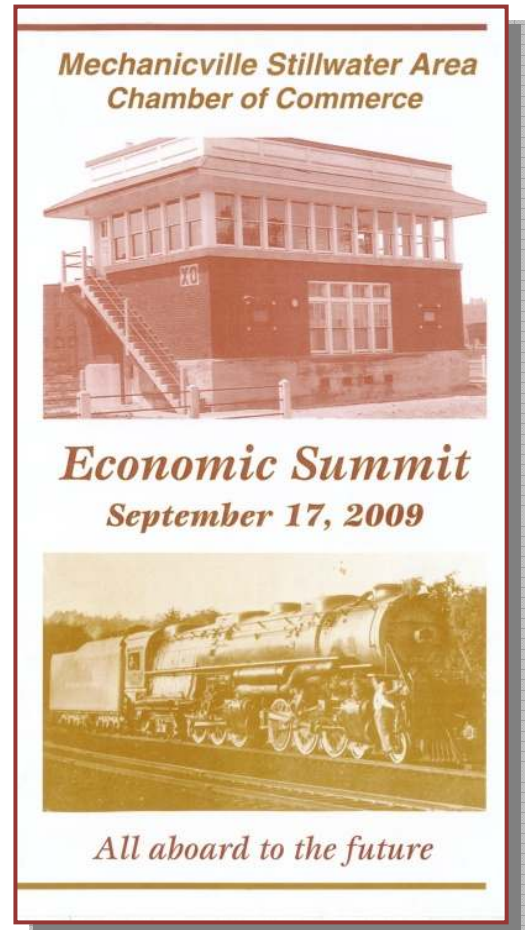
## II. Completed Projects & Events (2009)

### a. Economic Summit Dinner

Sponsored by the Mechanicville Stillwater Area Chamber of Commerce, the first Economic Summit Dinner event was held in October of 2009. A crowd of over 175 local business owners and elected officials packed the Mechanicville Elks Lodge to review community development efforts over the past two years as well as discuss future projects. Attendees were presented with detailed information on a wide range of local projects that have been designed to increase tourism, promote economic development and upgrade the City's infrastructure.

The event was so successful that the Chamber and the Revitalization Committee are currently discussing the possibility of making this an annual event. Moreover, there has been a suggestion that future summits should be organized as a means to fundraise for a specific local project.

A detailed Power Point presentation by Barton & Loguidice was given as well as remarks from a variety of speakers.



### b. Sign Grant Phase II







The Greenway Sign Grant Phase II project was concentrated on the placement of directional signs in the City to assist tourists and residents in locating important features: the City Dock and the Downtown Core Business Area. The Hudson River Valley Greenway supplied \$5,000 which was matched by the City.



### c. Draft Design Guidelines

A set of draft Design Guidelines were prepared early in the spring of 2009 and have been finalized. The Guidelines will assist the City and Planning Board in reviewing new developments and proposed modifications to existing properties to ensure design features honor the architectural heritage of the City as well as compliment the surrounding aesthetics. Camoin Associates utilized these Guidelines when administering Main Street New York (MSNY) grant monies to local businesses for facade treatments and renovations. It is projected that this process will continue into early 2010 with the final result being the formal adoption of a set of final design guidelines for the City.

#### Section 3 - Pedestrian, Bicycle and Vehicular Circulation Guidelines

Item	Name		Acceptable	Not Acceptable
3.01	Streets	provide connection for all downtown elements		
3.02	Parking	provides the transition area from motorist to pedestrian		
3.03	Bicycle Circulation	helps extend the limits of access to downtown and provides another layer of mobility for those without vehicular access		



#### d. Local Government Efficiency Grant (LGE)

The City was awarded two LGE grants, one in 2008 and one in 2009. The initial project, receiving \$344,000 in funding, was in conjunction with the Village and Town of Stillwater and as focused on exploring methods that could be used to share water infrastructure.



The second such grant received an award of \$50,000 to the City to evaluate its commission form of government and to determine if there would be cost savings as a result of changes of governmental structure. The City has engaged a Certified Public Accountant (CPA) to lead this effort to work in conjunction with a committee that has been put together. The first meeting will take place in March 2010.

#### e. NYSEG Remediation

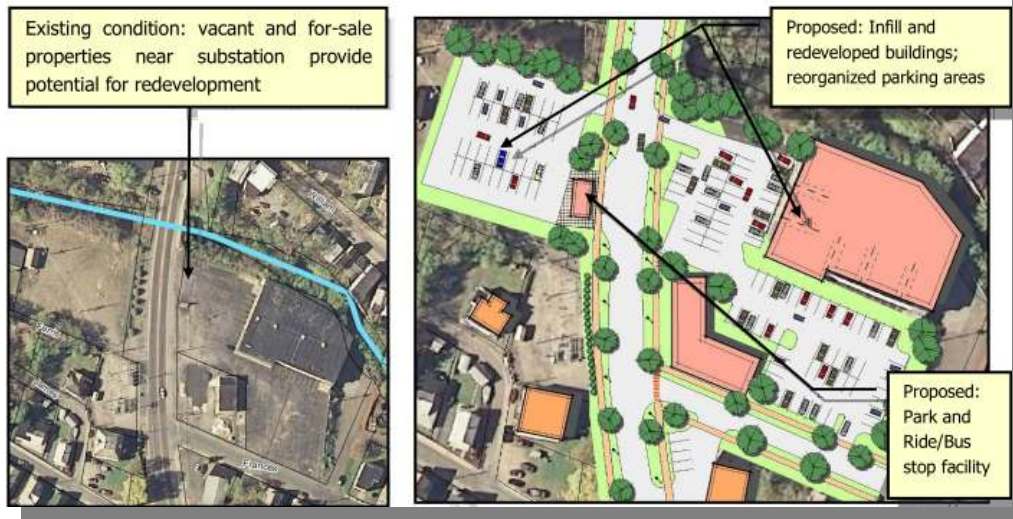


The NYSEG site, located on Central Avenue, was a former manufactured gas plant where tanks were removed in the 90s. More recently soil excavation, soil replacement and on-site remediation work has been completed. In 2009 a sidewalk, fence and shrubs were installed on the site and will extend across the bridge. NYSEG intends to retain ownership of the property although it is expected they will lease it out or use it for something unrelated to NYSEG. Upon final remediation approval, the NYS DEC will likely place restrictions on the land such as no housing and no structures with basements.

**f. Central Avenue Linkage Study (Elan Associates)**

In June of 2009, the Central Avenue Corridor Linkage Study was prepared by Elan Planning & Design in collaboration with the Capital District Transportation Committee (CDTC). The program provides an opportunity for communities to take a focused look at the interaction of land use and transportation within a certain area.

**Figure 39 – Infill redevelopment, potential site configuration**



As development in the Capital Region continues, Mechanicville is looking to leverage its assets, such as plentiful housing stock, a charming downtown, easy access to Interstate Route 87, and waterfront locations. The Central Avenue Corridor Linkage Study will result in a comprehensive set of physical and policy recommendations and goals which the City can pursue, with the goal of improving this important corridor.

In turn, the improvements to this area will contribute to the greater revitalization efforts being implemented throughout the City.

**g. Micro-Enterprise Program**

Jessica Henderson of the NYS Office of Community Renewal spoke about the Micro-Enterprise program to the Revitalization Committee, City officials, Chamber members, and local business owners in November of 2009.



The program is funded through the Community Development Block Grant (CDBG) and is intended to assist businesses within the City. The City administers the grant and required match is only 10% from the business. Money can be used for “working capital,” training, and equipment among other things. However, money cannot be used for facades, signage, to pay off debt or construction. This is a rolling application process based upon needs assessed through a local survey the City plans to distribute in early 2010.

## **Grants Awarded (2009)**

### **a. Brownfield Opportunity Area (BOA)**

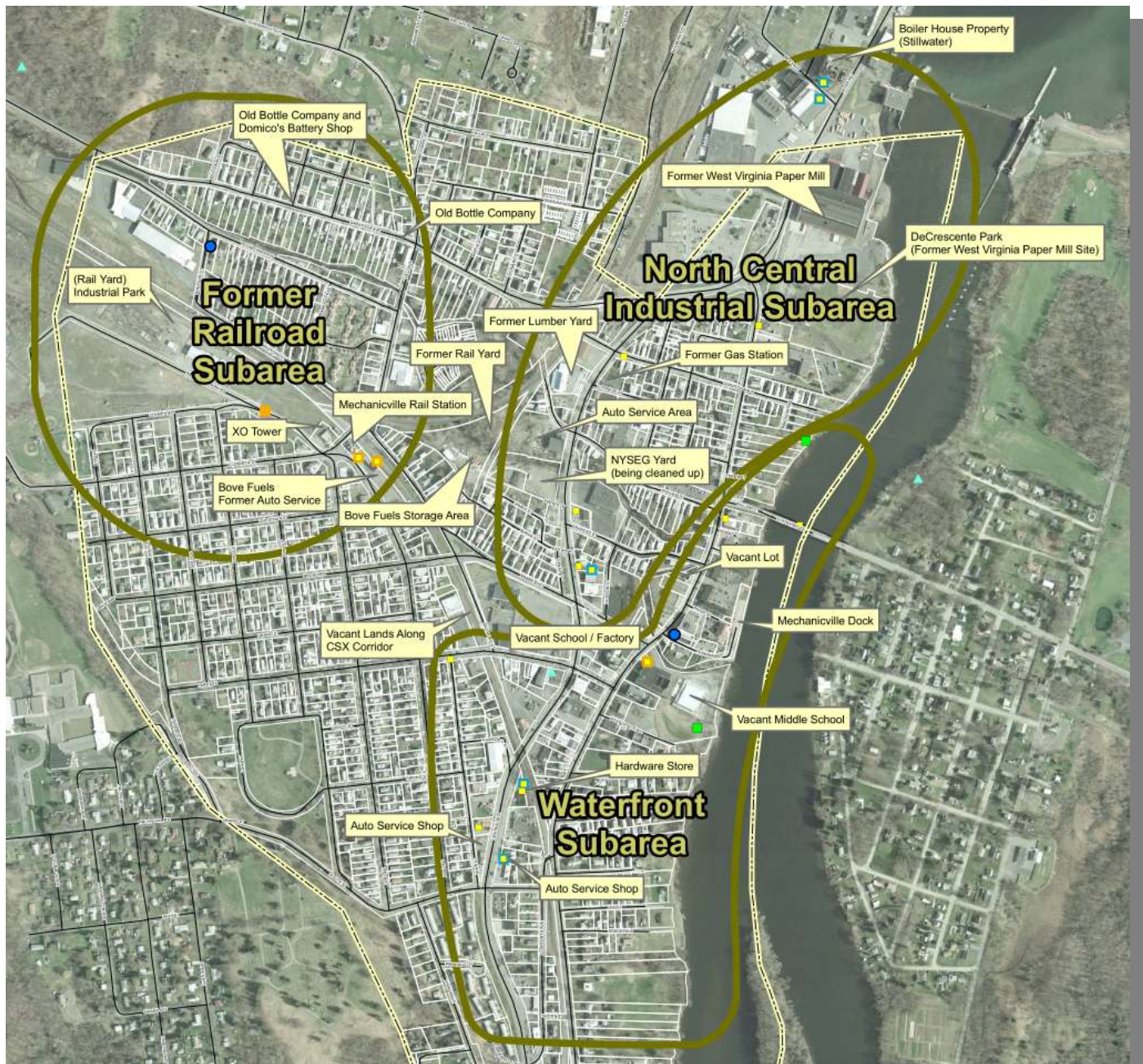
The City submitted a BOA Nomination Study in November of 2008 and was awarded \$211,000 in NYS funding in October of 2009. The study included twenty eight potential Brownfield sites grouped into three key subareas within the City. The purpose of this project is to investigate three BOA sub-areas in order to plan for the re-use of sites that are polluted, perceived to be polluted, and vacant or underutilized. The following are the primary goals and objectives:

- Remove the Brownfield stigma from the City
- Leverage the BOA program to make sites attractive to developers
- Clean-up identified brownfield sites and provide incentives for private cleanups
- Upgrade the City's physical infrastructure
- Increase the efficiency and cost-effectiveness of municipal services
- Collaborate with other communities on issues, problems, and opportunities of mutual interest, including potential shared services
- Preserve and enhance the quality and appearance of Mechanicville's residential neighborhoods and downtown business district
- Create a healthy, affordable living environment for its residents, which includes a variety of housing types
- Maintain a diverse mix of businesses which provide jobs and necessary services to the City and surrounding area
- Preserve and promote the City's assets, including its historic resources and waterfront areas.

Anticipated community benefits include increased property and home values, employment opportunities, improved quality of life for residents and neighboring communities, increased recreational opportunities, sustainable City infrastructure and a reduction of the residential property tax burden.

The City is currently in the process of drafting a Request for Proposals (RFP) seeking qualified consultants to assist with the BOA, and is expected to secure a professional consultant by spring of 2010.





**BROWNFIELD SUBAREAS AND VACANT AND UNDERUTILIZED SITES**



### **b. Terminal Dock**

The City was awarded \$234,000 in May of 2009 from the New York State Environmental Protection Fund (EPF) under the Heritage Area System Grant Program. The funds are to be used for landscaping upgrades, accessible public restrooms, informational signage and other streetscape improvements to both Terminal Street and the Terminal Dock site. The goal of the project is to highlight the Dock and the Canalway in order to increase tourism and local economic activity.

It is anticipated that this project will begin the design phase in 2010.

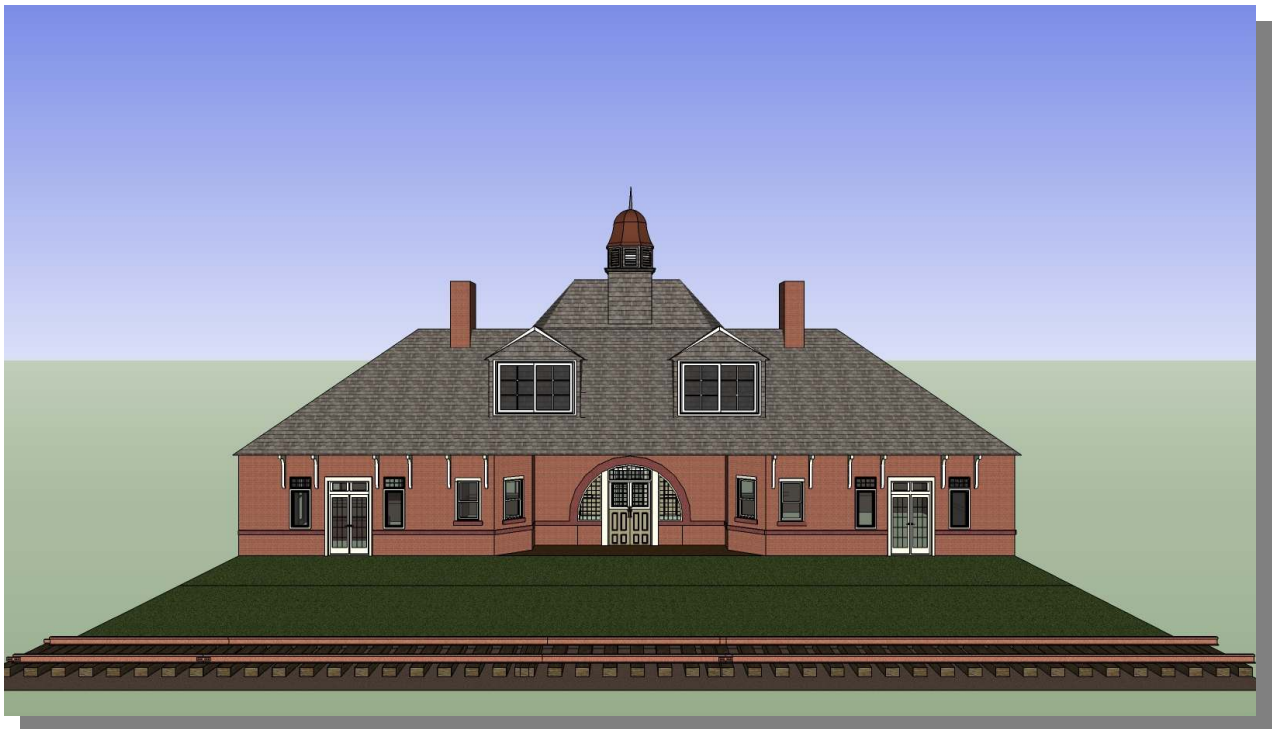


## IV. Ongoing Projects Progress

### a. Historic Train Station

The rehabilitation of two of the City's most historic buildings will preserve them as a tourist and visitors' site. The Railroad Station area, including the XO Tower site, is rich in local railroad history. The railroad's hay-day was about 100 years ago when the nearby rail yard (now an industrial park) was a center for freight transport of lumber, paper, and textiles connecting the most renowned railroad of the era in New York State. Future revitalization goals include restoring the sites so that visitors' can experience the railroad environment in Mechanicville during the turn of the century.

The Committee has been seeking ways to finance the rehabilitation of the Train Station. A non-profit organization has been set up and should be finalized in the near future. It is projected that the building would house the Chamber of Commerce and serve as a museum on local railroad history. Conceptual floor plans and color renderings have been developed to assist in obtaining funds for the rehabilitation.



### **b. XO Tower**

This piece of local railroad history has been the focus of much attention and is central to on-going volunteer efforts in the City, Heritage Society and Committee. A charter for the incorporation of the Heritage Society has been accepted and processed by the NYS Education Department which will enable the Society to accept tax deductible donations. The extensive building rehabilitation work thus far includes: framing, wall insulation, window installation, wiring and electric, lighting, and water and sewer. Work is expected to be completed in early 2010. Once finalized, the renovated building and site will be used to house the Mechanicville Chamber of Commerce offices.



### **c. Kayak Launch**

With funds from the Hudson Valley Greenway, the City is contracting with the Dock Doctors for the design and placement of a kayak launch at the Terminal Dock location. Officials have been working closely with the NYS Canal Corporation regarding the proper permits and approvals and it is expected that the new dock structure will be in place by late spring of 2010, in time for the seasonal opening of the NYS Canalway system.





#### **d. Central Avenue Railroad Trestle: Banner**

The Committee secured \$35,000 in NYS funds through Senator Bruno's office that will be used to design and erect a welcome banner in front of the South Central Avenue trestle. The trestle serves as a visual gateway into the City's Downtown Core, but rusting bare spots currently cover the façade. It has long been a goal of the City to either refurbish the structure and/or make visual improvements however testing determined the paint on the bridge to be lead based making rehabilitation complicated and expensive. This gave way to an alternative of a commercial-grade welcome banner which will be placed on two poles that will serve to welcome visitors into the City and reinforce a sense of place. The high-grade banner is weather/solar resistant. Poles were designed by Sternberg specifically for this project with footings, cables, and connections were specified by the NYSDOT load and forces ratings.

The railroad and DOT have given their initial approval and erection is scheduled for spring of 2010.



#### **e. South Street Improvements**

Improvements to South Street include major slope stabilization on a local street that leads to Mechanicville High School and Elementary School and Tallmadge Park. The City was successful in competing for \$500,000 in NYS funds, under the Safe Roads Program for initial costs. Additionally the City has secured supplemental funding to complete the project. Total costs are estimated at \$3 million.



The project is currently under initial design.



**f. Main Street New York Façades (MSNY)**

The primary goal of this program is to promote a “24/7 environment” and provide affordable housing in the downtown area. The City has completed five commercial building façade renovations and twelve residential apartment renovations with a combination of State program funds and private investments. Two street trees were installed in front of the Bank of America on Main Street and include decorative and protective grates and frames. Under the terms of the program, these activities are expected to conclude by August of 2010.



## **2010 At a Glance**

### **a. Economic Summit Dinner**

The Committee is in discussions with the Chamber for an October 2010 event. It has been suggested that perhaps the event would be used to fundraise for a particular project such as the upgrade of the old railroad station building.

### **b. Brownfield Opportunity Area (BOA)**

The City is currently in the process of drafting a Request for Proposals (RFP) seeking qualified consultants to assist with the BOA, and is expected to secure a professional consultant by spring of 2010.

### **c. Terminal Dock**

A request for Letters of Interest (LOI) was put out by the City. Barton & Loguidice was chosen for this project and design work is intended to begin in the winter of 2010.

### **d. Micro-Enterprise Program**

Program Surveys will be distributed in early 2010 to local business owners to gauge interest in participation in the Micro Enterprise Grant Program. These surveys will aid the City in writing the grant adequately address local business needs and eligibility.

The City will then submit a two page Pre-Submission Form that provides more detail on how the City's proposed Micro Enterprise Program would work.

#### **IV. Addendum**

2009 Meeting Agendas and Minutes

## **Meeting Agendas & Minutes**

**Mechanicville: Revitalization Committee**  
**Agenda: 1/13/09**

- 2008 draft Annual Report
- Local Government Efficiency Grant (LGE)
- Certified Local Government Program (CLG)  
Julian Adams, NYS Parks, Recreation & Historic  
Preservation
- XO Tower: update
- South Street Project: update
- Train station: update
- Main Street New York: update  
Mtg with Chris Leo on 12/08
- Sewer Overflow Project: update
- Central Avenue trestle project: update
- Brownfields Opportunities Areas: update
- Design Guidelines



## **Mechanicville Revitalization Committee Meeting**

1/13/2009 Minutes

### **Attendance:**

Mayor Sylvester, City of Mechanicville  
Tom Richardson, Supervisor  
Jack Messore, DPW  
Sharron Zappola, Chamber of Commerce  
Amanda Walsh, Administrative Assistant  
Julian Adams, NYS Office of Parks, Recreation and Historic Preservation  
Evan Tublitz  
Glenn Gidaly, B&L  
Sarah Quandt, B&L

### **2008 Draft Annual Report:**

The Draft Report was sent out to Committee members and City Commissioners for review the previous week. Glenn asked for comments and suggestions. The Committee seemed pleased with the draft so B&L will put it into final form and include a memo or press release from the Mayor. Copies will be made for each of the Committee members and extras for Tom and the Mayor for distribution.

### **Certified Local Government Program (CLG) – Julian Adams:**

Julian gave a thorough explanation of CLG. Mechanicville is considering applying for the program which would promote historic preservation. In order to be eligible for the program, the City would need to develop a historic preservation law and form a Historic Preservation commission. The CLG program would make the City eligible to apply for small grants. A complete summary of Julian's discussion is attached.

### **XO Tower:**

Tom will call Joe Star to get an update; he will be doing the windows, doors, and interior framework of the building.

### **Train Station:**

Cost estimates will be provided by B&L at the next meeting. The building will be donated to the Historical Society but must first be designated as a 501(c)(3). Section 501(c)(3) is a tax law provision granting exemption from the federal income tax to non-profit organizations. 501(c)(3) exemptions apply to corporations, and any community chest, fund, or foundation,

organized and operated exclusively for religious, charitable, scientific, testing for public safety, literary, or educational purposes. Moreover, this status will enable the local group to apply for grant funding. Additionally, the railroad companies have expressed interest in supporting the rehabilitation of the building.

#### **Main Street NY:**

Tom and Glenn had a meeting with Chris Leo to discuss altering the target area delineated by the grant. Chris seemed very flexible and advised getting a few buildings within the original target area upgraded and then coming back with the block and lot numbers of the additional buildings outside of the area. Tom has dropped off applications from some of the businesses to Camoin.

#### **Design Guidelines:**

Glenn asked if the City wants to make the guidelines official; this can become quite laborious. Tom pointed out that the Commissioners are concerned with costs; B&L will prepare a proposal with fees for the next meeting. It was agreed to use draft for this round of monies from MSNY but official guidelines should be adopted in the future. Garret suggested getting in touch with a historic preservation architect; B&L has been talking to Marilyn Kaplan.

#### **South Street Project:**

Design work should start in the very near future. Monies from the Technology Park that was originally intended for Cold Springs Road may be available for this project instead. Tom needs to get permission which has been proving to be difficult but has not been rejected thus far. Currently there is \$1.5 M available from CDTC. \$2 M is still needed however Tom has been requesting \$3 M so Mechanicville may fare better with the new, lower estimate.

#### **Local Government Efficiency Grant (LGE):**

The City of Mechanicville and Saratoga are the only two communities with the form of City Commission Government left in NYS. There is a grant available to study different forms of government; this grant money would **not** mean Mechanicville would **have** to change their form of government although it is a possibility. The purpose of the study is to gain knowledge and resources from other communities and government to make for the more efficiently run government in Mechanicville. Camoin Associates wrote Glen a letter stating they would draw up a grant application for the fee of \$2500; if the grant is received it will be worth up to \$50,000. There are two upcoming deadlines for the grant application, February 11<sup>th</sup> and March 11<sup>th</sup>. Glen advised aiming for February 11<sup>th</sup> due to funds “drying up” in the future. The Committee agreed this would be a good grant to pursue and will pass a resolution at the next City meeting (January 21<sup>st</sup>). Glenn will have Camoin send a formal proposal to the Mayor.

**Sewer Overflow Project:**

Jack asked that Liz (B&L) request a two week extension. Roughly 90% of the pipe lining is complete.

**Brownfields Opportunities Areas:**

Glenn spoke to Dave McLeod; the BOA application has been initially reviewed and will be going into a second review.

**Member Item – Assemblyman McDonald (Central Avenue trestle project):**

Load calculations have been completed and the footing will be designed. All materials will be sent to the railroad for final review before purchasing materials and beginning construction.

**Next Meeting: Tuesday February 17<sup>th</sup> – 9:00 a.m.**

**Certified Local Government Program (CLG)**  
**Julian Adams**  
**Senior Historic Sites Restoration Coordinator**  
**NYS Office of Parks, Recreation, and Historic Preservation**

CLG is a federal program with incentive to preserve historic buildings, areas, and districts. It protects historic areas and prevents demolition and extreme alteration. The program was founded in Charleston, SC and there are currently 70 programs in NYS including Saratoga Springs, Albany, Buffalo, Ellenville, Ithaca, Malta, Niagara Falls, Rochester, Schenectady, and Syracuse.

To be considered a CLG the City must:

- Create CLG Board consisting of qualified people, usually an architect, a historian, and people strongly interested in and committed to historic preservation.
- Adopt a “model law” the State puts forth.

If property owners of a historic site would like to make changes they must then go before the board to get approval and a Certificate of Appropriateness.

### **Benefits**

- A sense of place via streetscapes, parks, storefronts and homes
- Shared sense of pride
- Protect what already exists
- Workshops, newsletters, training, and design review
- Small grant opportunities
- Backbone and reference for development
- Networking with other CLG’s for ideas and advice

### **Grants**

Usually the first step is to conduct an inventory survey to determine historic buildings and “districts” (any area with more than one building is considered a district). This survey can be funded through CLG grant monies. Although it is efficient when buildings are in clusters, it does not have to be designated in such a manner; one building is the minimum.

There are also grants available for design review. The Local Law has a basic set but it is flexible and left to interpretation; many communities adopt their own, specific guidelines.

Education grants are intended to inform the public on the program, historic sites/districts, benefits and opportunities, and procedures. Other communities have used these monies to publish brochures like "Owning a House in a Historic District."

Some grants allow for more creativity; Niagara Falls used monies to fund a series of workshops on roofs, siding, windows, and porches. Property owners consistently had the most questions on renovating and repairing these parts of their building. The workshops were recorded and posted online. Brockport hired a professional to do an assessment of historic buildings and provide solutions and suggestions. Materials were bought and labor was performed. This was all done for free to the building owner and funded by CLG grant monies.

### **Questions**

**Q:** Do we need owner permission to make property a historic site?

**A:** That is up to the City.

**Q:** Is there a tax credit for property owners?

**A:** Some communities have used tax abatement, or "freeze," to attract development. Taxes are guaranteed to remain the same for a set number of years or the increase is a fixed percentage.

**Q:** How are the historic buildings in the CLG related to the National Register of Historic Places?

**A:** CLG historic buildings and sites do not have to be on the National Register of Historic Places but can be.

**Q:** When are applications due?

**A:** Application to become a CLG is rolling while grants happen once a year.



**Mechanicville: Revitalization Committee**  
**Agenda: 2/17/09**  
**9:00AM**  
**DPW Building**

- Local Government Efficiency Grant (LGE)
- Certified Local Government Program (CLG)
- XO Tower: update
- South Street Project: update
- Train station: preliminary estimates
- Sewer Overflow Project: update
- Central Avenue trestle project: update
- Design Guidelines
- Greenway Sign Grant: status
- RESTORE NY

# **Mechanicville: Revitalization Committee**

2/17/09 Minutes

## **Attendance:**

Mayor Sylvester, City of Mechanicville  
Tom Richardson, Supervisor  
Jack Messore, DPW  
Sharron Zappola, Chamber of Commerce  
Amanda Walsh, Grants Administrator  
Jim Salmon, NYSEG  
Jeff Bagnoli  
Evan Tublitz  
Glenn Gidaly, B&L  
Sarah Quandt, B&L

## **Local Government Efficiency Grant (LGE)**

Copies of the application for the High Priority Grant program, written by Camoin Associates, were passed out. The application is for a City charter revision feasibility study to increase shared services opportunities within Mechanicville. The Grant is under review and \$50,000 was requested. If awarded, this grant requires a 10% (\$5,000) from the City.

## **Certified Local Government Program (CLG)**

A memo concerning details of the CLG program was passed out. Glenn asked if this program was something the City would like to pursue. It was suggested that Julian Adams from NYS OPRHP be invited to make a presentation to the City Council, either on April 1<sup>st</sup> or May 6<sup>th</sup>. Glenn to follow up.

## **XO Tower**

Delaware and Hudson Historical Society sent the Committee historical photos of people and operations inside the XO Tower. These will help in accurately restoring the interior to its previous state. There is a meeting in the end of February in which the local group should get chartered, as a non-profit. All the sheet rock and materials are on the site and renovations should begin sometime in the near future.

## **South Street Project**

The NYS DOT is now requiring that all of South Street would need rehabilitation and cost more than the projected \$500,000. Barton & Loguidice is preparing a Scope of Services. Slope stabilization is especially important on South Street because of its proximity to the school and use by children.

### **Train Station**

An estimate prepared by B&L was passed out. It is in draft form, with a few structural items that may need adjusting. The estimated total project cost is roughly \$665,000. Tom will start making phone calls to obtain financial support for this project.

### **Sewer Overflow Project**

Two grants were received for this project. Bids came in lower than expected so there is money to do additional work. The additional work may include repairs to existing pump stations. The project was extended to March although it will likely be done well before then. The checks were sent out to both contractors (under separate contracts, **not** a sub contract).

### **Central Avenue Trestle Project**

Pole specifications were handed out. Calculations for the footing are being reviewed and adjusted to meet proper standards. Everything will go out to the railroad company soon for their review and approval. It was brought to the Committee's attention that the money has been awarded but not accepted; the proper paperwork will be completed to do so.

This project should be completed in the spring.

### **Design Guidelines**

Formal design guidelines will be an extensive effort and rather costly. For now, B&L is suggesting a basic set of design guidelines and create a visual chart. The chart will be comprehensible, visually attractive and easy to handle. A draft copy will be brought to the next meeting. This can be used by Camoin Assoc in their administration of the Main Street NY program.

### **Greenway Sign Grant**

The City has been approved for the second, 'Phase II,' round of signs. Before officially being awarded the Grant, the City must close out the first sign project. The sign was only \$7,000 while the grant was for \$10,000. The City will also need to submit the costs for materials for the base of the sign structure and Jack's labor. A letter was sent to the Mayor, dated 7/03/08, requiring the sign to say "Funded by Greenway;" Glenn will follow up on this. With permission, Tom removed and returned organizations' signs from Route 67. However, some of the organizations expressed disconcert to Sharon. Jack can put the signs back up after the ground thaws; new signs are a possibility.

### **Restore NY**

Restore NY provides money to demolish vacant and underutilized buildings and/or construct new buildings that will enhance the community and promote growth. The Logistics One plans were passed around and discussed. The Restore NY Grant is due in May and was announced a week ago. Logistics One are very serious about and invested in their project but are unsure of

meeting the May deadline. Logistics one will pay for the writing of the Grant which will be done by B&L. The Grant is not a “deal breaker” for the Logistics One project although it is somewhat significant, especially since this is the last of three rounds of funding. The Restore. Points are awarded for LEED qualifying projects. By March 9<sup>th</sup>, the City must send a Letter of Intent to participate in the program. There is a meeting on February 20<sup>th</sup> in Stillwater that Logistics One has asked Tom to attend. This is due to the fact that a small portion of the parcel lies in the Town.

### **Main Street NY**

Tom has eight businesses participating in the program so far. Two of these businesses are ready to begin work and Tom has convinced one business owner to work on apartments (he will be given up to \$10,000 out of the \$30,000 allotted for apartment renovations). There was also discussion of when and what to use the \$10,000 assigned to streetscape improvements. Ideas included greenery and vegetation, benches, lights, and garbage receptacles. B&L can provide the City with a photo simulation with and provide cost estimates.

### **NYSEG Remediation**

The remediation of the property on Central Avenue, located across from Di Siena II, should be completed by mid April. This was an old gas site with the tanks taken out in the 90s while soil excavation and replacement has been done recently. This project is under DEC and DOH and monitoring will be on-going. NYSEG will own the property forever although it is likely they will lease it out or use it for something unrelated to NYSEG. DEC will place restrictions on the land such as no housing and no structures with basements. Suggestions were a parking garage or farmer’s market. A fence will be placed around the property which may allow for a banner or silk screen to promote NYSEG.

### **Miscellaneous**

Amanda informed the Committee that Mechanicville is ineligible to receive money from Parks and Recreation because paperwork from a 2000/2001 Grant being incomplete. This was a \$75,000 member item for the XO Tower Phase II. Phase III has also not been closed out although the work was done and money received for both Phases. Amanda is getting together the proper paperwork and estimates the issue will be resolved within 6 weeks. It is especially important to be back in compliance with Parks and Recreation since there is a Grant pending for Terminal Dock, for review right now and it is likely to be approved.

Glenn suggested that Amanda complete the Grant Tracking Chart, which was previously provided, as this will aid in timely administration of all of the grant projects.

Jack was given two pictures of flooding under the Central Avenue railroad trestle by a citizen. There was a study done a few months ago on this issue and once there is an estimate for remediation, Tom will look for funding sources.

There was discussion of creating a committee which would focus on increasing visibility of events, businesses, and progress in Mechanicville. It was agreed there is a definite need for this type of committee and it will be looked into.

**Next Meeting: Tuesday, March 17<sup>th</sup> – 9:00 a.m.**

**Mechanicville: Revitalization Committee**

**Agenda: 3/18/09**

**9:00AM**

**DPW Building**

- RESTORE NY
- Local Government Efficiency Grant (LGE)
- Certified Local Government Program (CLG) 5/06 mtg
- XO Tower: update
- South Street Project: update
- Sewer Overflow Project: update
- Central Avenue trestle project: update
- Design Guidelines
- Main Street NY
- Greenway Sign Grant: status

# **Mechanicville: Revitalization Committee**

3/18/09 Minutes

## **Attendance:**

Mayor Sylvester, City of Mechanicville  
Tom Richardson, Supervisor  
Jack Messore, DPW  
Sharron Zappola, Chamber of Commerce  
Glenn Gidaly, B&L  
Sarah Quandt, B&L

## **Local Government Efficiency Grant (LGE)**

Camoin Associates has submitted a grant to the Department of State to study the form of government in Mechanicville. The selected awardees are yet to be announced.

## **Certified Local Government Program (CLG)**

On May 6<sup>th</sup> Julian Adams from the Office of Parks, Recreation and Historic Preservation will speak to the Council and public to answer questions and give detailed information on the program.

## **XO Tower**

The lumber is on-site and Tom will call Joe Star to get a status update; if he is not ready there is someone else who may be able to. This is a City building which will be rented or leased. There is a waterline on site which is turned off.

## **South Street Project**

SOS has been approved by DOT. B&L sent a contract to the City. There may be more money based on expanded scope; stimulus money may be available along with money from the technology park.

## **Sewer Overflow Project**

This project is substantially completed with some work to be finished in the spring. There is money left over which will likely go to repairs of existing pump stations.



### **Central Avenue Trestle Project**

B&L is finalizing the design to be stamped and sent to the railroad company for review. Tom believes he can get someone to provide the cement and labor for the footings. The money for this project is already “in-house” with the City.

### **Design Guidelines**

A draft was presented to the Committee. These will be finalized and given to Camoin (in draft form) to be used in conjunction with administering MSNY funds.

### **Greenway Sign Grant**

Greenway was given credit on the Route 67 sign and the City submitted receipts to be reimbursed. Glenn will verify that the City is compliant and eligible for money from the second sign grant. This will include directional signs throughout the City.

### **Restore NY**

Glenn has a meeting to discuss the grant. There is a required Public Notice for the paper in order to be competitive for the grant and paper work to be submitted. Logistics One feels confident they will be able to get all the required paper in for the grant.

### **Main Street NY**

One façade grant has been approved for a building on Park Avenue and many other applications are in the review process. The Committee was reminded that awnings, doors, windows, carpentry, and some interior work to apartments are included in the grant. It is important to get before/after pictures of any business or building planning on renovating.

### **Mechanicville Dock/Kayak Launch**

The Connect-a-Dock dock will be used for the kayak launch. On April 30<sup>th</sup> staff from the dock company and Harbor Masters will make final measurements with an estimated installation of early June. The issue of a large tree belonging to Kennedy Gardens was brought up. Location of the dock and the possible need for removal of the tree will be looked into. Jack mentioned minor vandalism to the kayak lockers including being filled with dirt and bent doors.

**Next Meeting: Wednesday, April 15<sup>th</sup> – 9:00 a.m.**

**Mechanicville: Revitalization Committee**

**Agenda: 4/15//09**

**9:00AM**

**DPW Building**

- RESTORE NY
- Local Government Efficiency Grant (LGE)
- Certified Local Government Program (CLG) 5/06 mtg
- XO Tower: update
- Halfmoon Warehouse project
- South Street Project: update
- Sewer Overflow Project: update
- Central Avenue trestle project: update
- Design Guidelines
- Streetscapes: Main Street NY
- Greenway Sign Grant: status

# **Mechanicville: Revitalization Committee**

4/15/09 Minutes

## **Attendance:**

Mayor Sylvester, City of Mechanicville  
Tom Richardson, Supervisor  
Jack Messore, DPW  
Sharron Zappola, Chamber of Commerce  
Garrett Geurtze, Volunteer  
Glenn Gidaly, B&L  
Sarah Quandt, B&L

## **Local Government Efficiency Grant (LGE)**

Camoin Associates has submitted a grant to the Department of State to study the form of government in Mechanicville. The selected awardees should be announced soon.

## **Certified Local Government Program (CLG)**

On May 6<sup>th</sup> Julian Adams from the Office of Parks, Recreation and Historic Preservation will speak to the Council and public to answer questions and give detailed information on the program.

## **XO Tower**

Joe Star has been back in the building and working. Once the inside is framed, plumbing and wiring will be done.

## **Railroad Station**

Renderings and a cost estimate have been completed for the station. Tom has been in contact with the railroad companies; once their presence is finalized, Tom will begin funding discussions.

## **South Street Project**

Tom will talk to the CDTC Committee about funding for the hill. The cemetery cannot be fixed although the crumbling wall is likely able to be rehabbed. One idea is to have the boy scouts remove stones, have the grade fixed and then replace the stones. There is a possibility this can be done for free. Tom Baird of B&L has conducted a survey of the South Street Hill.

## **Sewer Overflow Project**

The money leftover can be used for any sewer related project and will most likely go towards repairs of the existing pump stations.

### **Central Avenue Trestle Project**

This will be sent to the railroad company this week. The pole/sleeve installation will need to be looked into and coordinated.

### **Design Guidelines**

A finalized draft was given to Camoin to be used in conjunction with administering MSNY funds.

### **Greenway Sign Grant**

Another \$5,000 will be granted to the City for directional signs. Once the paperwork is in sign options will be discussed.

### **Restore NY**

Tom had a meeting regarding zoning and SEQRA. There were issues regarding the method of soil compaction; one proposed idea was to drop a 40 ton rock from 100 feet in the air. This method seems unnecessary and dangerous and another process is already being discussed. Currently, an increase in traffic is the major concern. Committee members pointed out that similar residential developments did not make a significantly negative impact on traffic. Sandra of B&L is working on the Restore NY grant and various letters of support have been requested.

### **Main Street NY**

One façade grant has been approved for a building on Park Avenue and 2-3 others should be approved this spring. There is \$10,000 in the budget to do streetscape upgrades. B&L took photos and talked with a few business owners Monday (4/13). Using Waterfront and Downtown Revitalization Plan, produced by Elan, possible uses for the money were discussed. A few trash receptacles and painting the wall next to City Hall by Terminal Dock are likely feasible. Also discussed were replanting trees in front of Bank of America. Glenn will speak to someone at the bank for their approval.

### **Mechanicville Dock/Kayak Launch**

On April 30<sup>th</sup> staff from the dock company and Harbor Masters will make final measurements with an estimated installation of early June. A large tree belonging to Kennedy Gardens may pose a problem.

### **Route 67 Wall**

The \$8000 retainage fee has not yet been paid to the contractor and will not until the unacceptable and unfinished areas are complete and signs removed. This should happen relatively soon.

### **Miscellaneous Items**

The idea of a community garden was discussed. This could help with beautification of the City and get seniors and students involved. Tom will speak to the schools. The greenhouse at the senior center

would be ideal for use but is currently cluttered. The City has money dedicated for beautification and reinstating a committee may be a good idea.

Having a farmer's market to cultivate business and community was talked about. Coordination efforts would be a large task; possible dates will be looked into.

NYSEG will be putting in sidewalk the length of the property on North Central. There will be a space between the sidewalk and fence which will be used as a landscaped buffer zone. B&L will prepare some renderings.

**Next Meeting: Wednesday, May 20<sup>th</sup> – 9:00 a.m.**

## **Mechanicville: Revitalization Committee**

### **Agenda:**

**5/20/09**

**9:00AM**

**DPW Building**

- RESTORE NY: application filed
- Local Government Efficiency Grant (LGE): approved
- Certified Local Government Program (CLG) 5/06 mtg
- XO Tower: update
- Main Street NY: update  
Streetscape
- Linkage Study: Elan Planning & Design
- South Street Project: update
- Central Avenue trestle project: update
- Kayak Launch
- Congressman Murphy: grant request
- Brownfields: update
- Terminal Dock: grant update
- Economic development Meeting: 9/17 Elks club
- Homeland security: generator



# **Mechanicville: Revitalization Committee**

5/20/09 Minutes

## **Attendance:**

Mayor Sylvester, City of Mechanicville  
Tom Richardson, Board of Supervisors  
Sharron Zappola, Chamber of Commerce  
Mark Seber, Commissioner of Accounts  
Jeff Bagnoli, Business Owner  
Garrett Geurtze, Volunteer  
Glenn Gidaly, B&L  
Sarah Quandt, B&L

## **Restore NY**

The Restore NY application was submitted. There were 35 Letters of Intent filed in the Capital Region; approximately 25 actual applications were submitted by the deadline date. Announcements of selected projects should come in July.

## **Local Government Efficiency Grant (LGE)**

The grant submitted by Camoin Associates to DOS to study the form of government in Mechanicville was awarded. The City is currently waiting to receive the contract. An RFQ will need to be put advertised to select a Consultant. It was suggested to use some money to update the City Codes in order to make the process more efficient and comprehensible. It is estimated this would cost around \$10,000. Greenway also has funds available for planning updates that could possibly be used for this update. Both options will be looked into.

## **Certified Local Government Program (CLG)**

On May 6<sup>th</sup> Julian Adams from the Office of Parks, Recreation and Historic Preservation spoke to the Council and public answering questions and giving detailed information on the program. As of right now this is not being pursued.

## **XO Tower**

Tom repainted the XO letters on the building recently. Joe Starr will frame the building around May 25<sup>th</sup>, based on his other projects. Joe's father will do the electrical work and there are people who will do the insulating and plumbing. The City will be providing all the materials while the labor has been volunteered. Everything will hopefully happen by the end of the month/early June.

The charter for the incorporation of the Heritage Society has been accepted and processed by the NYS Education . This will enable the Society to accept tax deductible donations.

Norfolk Southern has a caboose in Elmira for use by the City. The primary issues are transporting it here and obtaining a "siding" to place it on. Half an acre of land by the Tower has been set aside for City use and will not be sold.

### **South Street Project**

This is a \$3 M project and the City has received \$ .5 M towards it. However Bob Hansen of the DOT is supportive of using other funding and believes it is acceptable to override the rule for this project. The required match for the project is usually 5% but could be up to 20%. It is important to keep this in mind as any percentage of \$3 M is a large sum that must be planned for.

Construction will likely take place in the summer of 2011 with the road being closed for approximately four weeks. It will be known soon if interim work will be necessary and appropriate after the slope stability analysis and soil borings are received.

### **Transportation Bill: Congressman Murphy**

B&L prepared an application for funding for sidewalks on Central Avenue running from Frances Street to Route 67. The grant requires a 20% match of \$220,000. The issue of sidewalks being the property owner's responsibility was brought up. Technically, the property owner should pay to have the sidewalks installed and also maintain them. There is some worry about trying to enforce the code now, after it has not been followed for a long period of time. It was suggested to make the property owners responsible for the 20% match, which would incur no expenses to the City.

### **Blueprint for Upstate NY**

Governor Paterson has announced \$120 million for development projects in upstate New York Communities. Funding uses include business investments, infrastructure upgrades and downtown redevelopment that will advance New York's economic vitality. As the program would only cover 20% of the Central Avenue sidewalk project; therefore will not be pursued.

### **Central Avenue Trestle Project**

The major issues are currently utilities and the banner being on the railroad's property. The utilities will be staked out in the near future. A resolution will be sent to Mark to be passed at the next meeting on June 3<sup>rd</sup>.

### **Terminal Dock**

A grant was submitted for dock upgrades and a kiosk. It has been ranked and rated near the top and was recommended for funding. The results will be officially determined soon.

### **Linkage Study: Elan Planning & Design**

Elan Planning & Design conducted a linkage study which is being finalized. This can be used in the future as a basis to get other grants. Copies will be brought to the next meeting.

### **Main Street NY**

There is \$10,000 in the budget to do streetscape upgrades. Planting two trees in front of the Bank of America is a viable use of the money. Renderings were prepared and Bank of America has given their

consent for placement of the trees wherever is fit. Reconstruction and repainting of the retaining wall leading to Terminal Dock was also a welcomed idea for these funds.

To date, five façade applications have been approved with an additional four that have been submitted.

### **Mechanicville Dock/Kayak Launch**

On April 30<sup>th</sup> staff from the dock company and Harbor Masters met in Mechanicville to finalize measurements. Canal Corporation permits are currently being filled out. Permission was given by the neighboring property owner to remove the tree protruding into the river.

### **Brownfield Opportunity Area (BOA) Application**

The City has not received word yet if they have been awarded the grant. The State budget has been passed and a call should be made to follow up. B&L has been in contact with the Senator who will call on behalf of Mechanicville. Glenn will also talk to Steve of B&L about other funding sources for remediation of a City-owned site that Mr. Seber discussed.

### **Homeland Security: Generator**

Money may be available for a generator to power the Senior Center in the event of a serious storm. Based on two bids received, it is estimated this would cost about \$35,000 – \$40,000. There is \$10,000 from the County to use for this. The City will also be reimbursed for expenses incurred during the ice storm this winter. It is hoped money from this and FEMA will be used for the generator.

### **Economic Development Meeting**

A formal dinner was proposed by T. Richardson to be held on September 17<sup>th</sup> at the Elks Lodge. Local merchants will be invited along with, Chamber members, Advanced Micro Devices (AMD), NYSEG, Senator Roy McDonald and other influential people and businesses. B&L will help prepare a Powerpoint presentation illustrating “before and after” photos and projects as well as “now and future” simulations.

Attendees will be charged for tickets although the City would like to keep the cost low and/or subsidize a portion of the fee. Invitations will need to be designed and distributed. Any ideas are welcome and there is likely to be between 100-150 people.

**Next Meeting: Wednesday, June 17<sup>th</sup> – 9:00 a.m.**

## **Mechanicville: Revitalization Committee**

### **Agenda:**

**6/17/09**

**9:00AM**

**DPW Building**

- XO Tower: update
- Main Street NY: update  
Streetscape
- South Street Project: update
- Central Avenue trestle project: update
- Kayak Launch
- Terminal Dock: grant update
- Economic development Meeting: 9/17 Elks club
- Homeland security: generator

# **Mechanicville: Revitalization Committee Minutes**

Mechanicville Department of Public Works

June 17<sup>th</sup>, 2009 – 9:00 am

## **Attendance:**

Tom Richardson, Board of Supervisors  
Sharron Zappola, Chamber of Commerce  
Donna Salvatore, Chamber of Commerce  
Garrett Geurtze, Volunteer  
Glenn Gidaly, B&L  
Sarah Quandt, B&L

## **XO Tower**

The Tower has been studded and all the other work has been lined up. Electrical service is preferred to be underground as to avoid trees. All contributions shall be made to the Mechanicville Heritage Society.

## **Main Street NY**

Renovations at the End Zone and Mr. Connor's building on the corner of Park and Main have been completed and look wonderful. Awnings have also been added to Val's Sporting Goods. DC Sport has interest but is outside of the designated area. They may be allowed inclusion based on progress made by other businesses. The owner of the building attached to City Hall is concerned with deteriorating and uneven sidewalk. This could have been caused by a water issue allowing the City to aid in fixing it.

There is \$10,000 in the budget to do streetscape upgrades. B&L and the Committee will continue moving forward with plans for trees in front of Bank of America and the Terminal Dock wall rehabilitation.

## **South Street Project**

The project has currently received \$ .5 M in funding but the total cost is estimated at \$3 M. The DOT is very committed to providing the additional money for the project despite the cap for funding (\$ .5 M) being met.

## **Kayak Launch**

B&L sent Harbor Masters additional information requested in order to finalize the design of the gangway. The Canal Corp permit is on track and will be submitted upon receipt of plans from Harbor Masters.

## **Terminal Dock**

A grant was submitted for Terminal Dock which includes bathroom facilities, a kiosk and landscaping. It has been approved and there is a meeting scheduled for June 25<sup>th</sup> to discuss progression.

### Central Avenue Trestle Project

Plans are continuing to progress and will be stamped and submitted to the railroad company as requested.

### Economic Summit Dinner: September, 17<sup>th</sup>

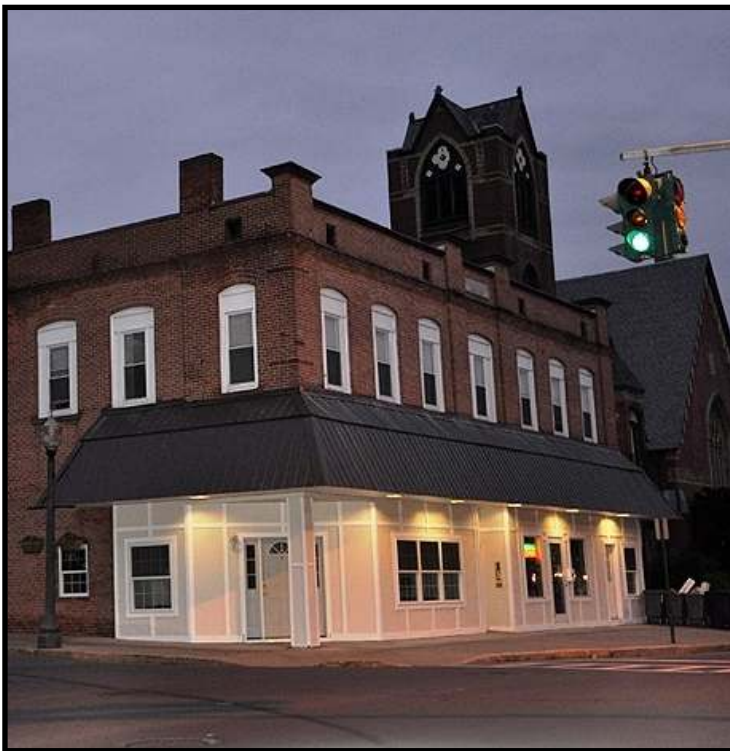
A formal dinner discussing economic opportunity will be held on September 17<sup>th</sup> at the Elks Lodge. Forty-seven people have agreed to attend so far including local merchants, developers, realtors and officials. Speakers include AMD, Roy McDonald, and Dan Pickett. B&L will help prepare a Powerpoint presentation illustrating “before and after” photos and projects as well as “now and future” simulations. The Elks Lodge will cater the event at a discounted rate and DeCrescente will provide beer and soda. Tom has already received donations from local businesses to help defray the cost of the event and continue to do so. Any additional money will be put towards the XO tower.

Invitations will need to be designed and distributed. The next Revitalization Committee Meeting will focus on the planning of this event. Four or five Chamber members will be present to help in the preparation. Shifting more responsibilities to the Chamber will help diminish any speculation involving politics and the November election.

### Homeland Security: Generator

There are no funding opportunities at this time relating to a new generator.

**Next Meeting: Wednesday, July 22<sup>nd</sup> – 9:00 a.m.**



**MR. CONNOR'S BUILDING – PARK AND MAIN**





**Mechanicville: Revitalization Committee**  
**Agenda:**

**7/22/09**

**9:00AM**

**DPW Building**

- Economic Development Meeting: update
  - Draft PowerPoint Presentation
- XO Tower: update
- Main Street NY: update
  - Streetscape
- South Street Project: update
- Central Avenue trestle project: update
- Kayak Launch: Update
- Directional Signs Grant

# **Mechanicville: Revitalization Committee Minutes**

Mechanicville Department of Public Works

July 22<sup>th</sup>, 2009 – 9:00 am

## **Attendance:**

Anthony Sylvester, Mayor  
Tom Richardson, Board of Supervisors  
Mark Seber, Commissioner of Accounts  
Dave Higgins, Commissioner of Public Works  
Sam Carabis, Chamber of Commerce  
Barbara Zecca Corsale, Chamber of Commerce  
Jack Byrne, Chamber of Commerce  
Laura Fisher, Chamber of Commerce  
Megan Quillinan, Chamber of Commerce  
Sharron Zappola, Chamber of Commerce  
Donna Salvatore, Chamber of Commerce  
Jeffery Alonzo, Chamber of Commerce  
Garrett Geurtze, Volunteer  
Glenn Gidaly, B&L  
Sarah Quandt, B&L

## **XO Tower**

The water, sewer and power trench should be done within the next few weeks. An electric supply order (ESO) will need to be obtained from NYSEG. The Chamber is expected to be in the tower before winter.

## **Main Street NY**

With the \$10,000 in the budget to do streetscape upgrades, two new street trees will be installed in front of the Bank of America on Main Street. After discussion between the Committee, B&L, and Elan associates, a tree grate, guard and species were chosen. It is recommended to wait until September to plant the trees, as it is will be too dry in summer for them to root and grow properly. B&L will order the supplies.

It was suggested to use the rest of the money to buy 3 – 4 Victorian lights for Main Street, in front of City Hall. This may exceed the budget but an estimate will be brought to the next meeting. There is also the possibility of using lights from Lansing although the process may be slow.

In previous meetings rehabbing the wall by Terminal Dock had been discussed. This will be more expensive than initially thought and will not be completed with MSNY funds. However, there is money available from a NYS Parks grant in which the work may be done.

### **South Street Project**

Tom (B&L) is progressing the plans and speaking with DOT. He will call the City with further information.

### **Kayak Launch**

Drawings were received from Harbor Masters and Technidock completing the Canal Corp permit application. The application was signed at the meeting and will be sent out this week.

### **Central Avenue Trestle Project**

Utility companies were contacted and requested to stake out the area where the banner poles will be placed. This will allow the location of the poles to become more exact and the plans to progress. Tom has received volunteers for materials and delivery. Coordination will be needed for the excavation of the footings.

### **Directional Signs Grant**

A rendering was prepared by Vital Signs for “Waterfront” and “Downtown” directional signs. Empire signs will also be contacted for an estimate. The signs will be placed at key points where vehicles enter Mechanicville. The downtown area will be the “core” of downtown, near Central and Park Avenues.

### **Economic Summit Dinner: September, 17<sup>th</sup>**

A formal dinner discussing economic opportunity will be held on September 17<sup>th</sup> at the Elks Lodge. Speakers include AMD, Roy McDonald, and Dan Pickett.

B&L showed a draft PowerPoint to the Revitalization Committee and Chamber of Commerce. Suggestions included:

- Begin with XO Tower as new home of the Chamber
- Add Dock renderings
- Add Gazebo photo
- Use a picture of the Route 67 wall lit up at night
- Include information on the Central Avenue sidewalk grant and turn lane
- Slide with Mechanicville statistics and census data
- Slide with upcoming events
- Slide including accomplishments and awards
- Include references to the Waterfront and Downtown Revitalization Plan

B&L will send a copy of the PowerPoint to the Chamber for them to mark-up and continue to progress it.

**Next Meeting: Wednesday, August 19<sup>th</sup> – 9:00 a.m.**

# **Mechanicville: Revitalization Committee Minutes**

Mechanicville Department of Public Works

August 19, 2009 – 9:00 am

## **Attendance:**

Anthony Sylvester, Mayor

Tom Richardson, Board of Supervisors

Dave Higgins, Commissioner of Public Works

Sam Carabis, Chamber of Commerce

Barbara Zecca Corsale, Chamber of Commerce

Laura Fisher, Chamber of Commerce

Sharron Zappola, Chamber of Commerce

Matthew Hosek, Ballston Spa National Bank

Glenn Gidaly, B&L

Ted Kolankowski, B&L

## **Report on Economic Summit Event: 9/17/09**

Invitations are to be ready by 8/21. Approx 225 will be mailed out. The Committee reviewed the proposed list of businesses to receive invitations. GG suggested that a few invites should go to representatives of agencies that have provided grants to the City.

Ted previewed the PowerPoint that will be shown at the event. Good suggestions were received from the committee.

## **Trees by Bank of America**

B&L to order the two trees, grates & tree guards for September installation. Dave H. expressed concern that there are areas in the City where tree roots have damages sidewalks. B&L assured the Committee that the specific trees that have been selected have root systems that typically grown down and not sideward.

## **Directional Signs**

The Committee was shown a “waterfront” and a “downtown” sign, designed by Empire signs. It was agreed that eight (8) signs be ordered, using the Greenway sign grant funds.

**Next meeting: September 16, 2009 9:00AM**

## **Mechanicville: Kayak Launch Meeting**

City Dock

August 24<sup>th</sup>, 2009 – 9:00 am

### **Attendance:**

Anthony Sylvester, Mayor

Tom Richardson, Board of Supervisors

Mark Seber, Commissioner of Accounts

Dave Higgins, Commissioner of Public Works

Andy Denniston, NYS Canal Corp.

Garret O'Connor, NYS Canal Corp.

Glenn Gidaly, B&L

Sarah Quandt, B&L

The dock, as currently designed by Harbor Masters, seems to be excessive in length. Furthermore, it will make it difficult for boats to come in and dock at the north end of the existing boat dock as the launch is designed to turn and extend toward the middle of the river.

A better option would be to bring the dock and launch parallel to the shore. This would be attached at the existing wall and extend north. Both the dock and launch pad should be able to be removed during the winter months to prevent damage from ice and debris. It was suggested to anchor the launch with torsion arms, which can also be removed. The new dock design should be ADA compliant as well.

A drawing of a similar dock design was given to B&L by the Canal Corp.; other examples will be provided via e-mail.

B&L will ask the Dock Doctors to design the new launch as they have worked on successful designs along the Hudson. This is contingent upon their being no written document binding Harbor Masters to the project.

# **Mechanicville: Revitalization Committee Minutes**

Mechanicville Department of Public Works

October 28, 2009 – 9:00 am

## **Attendance:**

Anthony Sylvester, Mayor

Tom Richardson, Board of Supervisors

Sam Carabis, Chamber of Commerce

Sal Izzo, Commissioner of Finance

Sharron Zappola, Chamber of Commerce

Garrett Geurtze, Volunteer

Glenn Gidaly, B&L

Sarah Quandt, B&L

## **Grant Tracking: Sources & Uses Matrix**

B&L created a chart tracking grants received. This chart's purpose is aimed at keeping track of the Local Match required of Mechanicville for each grant. It was also track how the City can offset its match with sources other than cash (ie DPW labor).

- South Street Project (\$50,000 match) – When is the match due?
- Main Street New York (\$25,000 match) – May be used toward Camoin fees
- Shared Services (\$34,000 match) – Match has been paid
- Sewer Overflow Repair (\$89,700 match) – Only used \$220,000 out of the \$598,000 grant
- Brownfield Opportunity Area (\$21,000 match) – Can be copy costs, City time; will be able to make sure match isn't cash.
- Terminal Dock (\$234,000 match) – some of the match can come from DPW work; the work can be done over 5 years so it will likely be done over a few years with intermittent progress payments from NYS. Repaving Terminal St can also offset costs.

## **Work Plan 2010**

- Terminal Street & Dock – An advertisement should be put out within the next month so that design firms can compete for this project. The Mayor will speak with NYS Parks about this issue.
- Brownfield Opportunity Area – The City will release an RFP after receipt of contract with NYS DOS.
- Micro-enterprise – City can apply for funding for local businesses which requires no match. Tom and the Mayor will bring it up at the next Chamber meeting and set a date to meet with a representative of the project.



- MSNY – seek positive press; make sure grants are up to date and closed out so City can apply again next year (possibly for “anchor” business)
- Secure “match” funds for grants – set up bus tour with potential private funders
- Train Station – create attractive brochure; once local ownership is official, will need a historic structures report. The Report would be eligible for NYS EPF funding.
- Economic Summit 2010 – get costs underwritten again but charge for \$10-\$20 for tickets; proceeds would go to a specific project like the Train Station
- Roadway/Pedestrian Projects – make a higher priority; NYSEG has installed sidewalks on their property and City has agreed to extend them. Sidewalks are especially important with the Esplanade project’s influx in potential pedestrians.

### **Kayak Launch**

The grant for the kayak launch is for \$13,000 with a required match by the City of another \$13,000 (totaling in a \$26,000 project). The newly prepared design by the Dock Doctors estimates the project costs totaling in a little over \$34,000. The City will need to decide on how to pursue this issue.

### **Esplanade**

The project will be going back to the Planning Board in December. This will include some minor changes such as more housing and less commercial space.

### **XO Tower**

The windows are in and power has been wired. After the wiring has been checked for safety, John Bove will install heating. Tom knows someone who will insulate and wallboard. Lights will be put in and the DPW will clean up any debris.

**Next meeting: November 20<sup>th</sup>, 2009 9:30AM**

## **Mechanicville: Revitalization Committee Minutes**

Mechanicville Department of Public Works

November 20, 2009 – 9:30 am

### **Attendance:**

Mayor Sylvester, City of Mechanicville  
Tom Richardson, Board of Supervisors  
Mark Seber, Commissioner of Accounts  
Dave Higgins, DPW  
Garrett Geurtze, Volunteer  
Barbara Corsale, Chamber of Commerce  
Sam Carabis, Chamber of Commerce  
Sharron Zappola, Chamber of Commerce/Miranda Fountain  
John Bove, Bove Fuels  
Tom & Chris Bisceglia, Bella Rosa Boutique  
Alisha & Bob Chase, Smith & Dunn Funeral Home  
Steve Cerone, Cerone Construction/Saratoga Avenue Properties  
Laura Fisher, Mechanicville Library  
Holly Henzillea, DC Sports  
Megan Quillinan, Faldonis and MA CSC  
Paul Mickalonis, Tres Jolie Hair Salon  
Jack Byrne Sr., Jack Byrne Ford & Mercury  
Jessica Henderson, Office of Community Renewal (OCR)  
Rachel Selsky, Camoin  
Glenn Gidaly, B&L  
Sarah Quandt, B&L

### **Grants Update**

Two Grants for CDTC funding have been filed:

1. South Street Hill Rehabilitation. Tom Baird of B&L finished plans last week, \$3M was requested.
2. Central Avenue – Rehabilitation of the road and sidewalk by the Price Chopper intersection.

### **Main Street New York (MSNY)**

The street trees are ready to go in and the grate, frame and guard have been shipped and should arrive soon. Once here Dave will install them. The trees were funded from part of the \$10,000 of MSNY set aside for City streetscape improvements.

## **XO Tower**

Power has been connected and turned on, the walls have been insulated and water and sewer will be connected soon.

## **Miscellaneous**

The City has \$17,000 from the Saratoga Board of Supervisors which will be used to purchase a generator. The generator will be located in the Senior Center which should house 100 people.

The City intends to hold another Economic Summit dinner this fall due to last September's success. The Committee and Chamber should start thinking about this year's details and begin planning early.

An RFP for the Dock Grant has been approved by the NYS Office of Parks Recreation and Historic Preservation (OPRHP).

## Micro-Enterprise Program

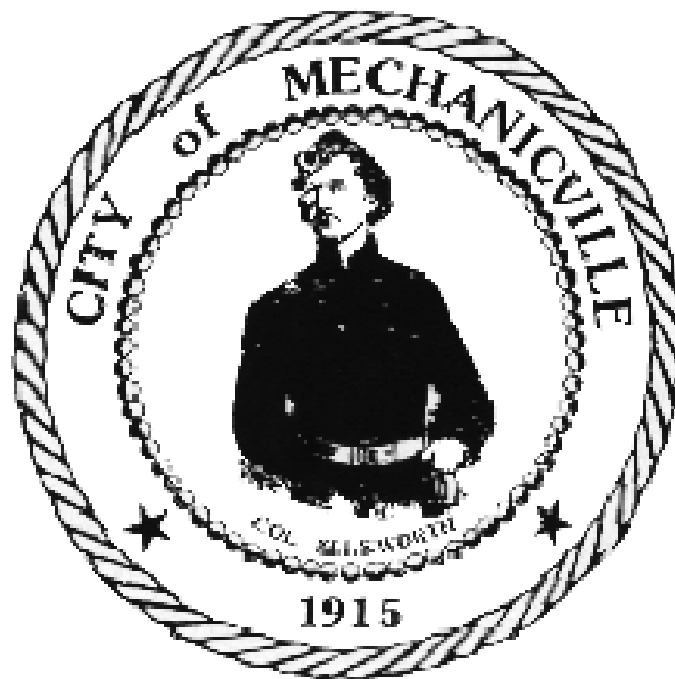
Jessica Henderson of the NYS Office of Community Renewal spoke about the Micro-Enterprise program to the committee, City officials, Chamber members, and local business owners.

- Funded through CDBG; Federal Program administered by State
- Part of Economic Development which allocates \$15M/yr including small business assistance
  - Within that is Small Business funds and the Micro-Enterprise program (announced in July)
- Micro-Enterprise Program assists several businesses but the City would be the actual applicant; City would also administer the grant
- To qualify the business must be <5 employees including the owner/operator
- Example: a City surveyed local businesses and proposed start ups apply for < \$200,000
- The grant can range anywhere from \$5000-\$35000 per business
- Program helps to give basis for funding from banks, loans
- Program will fund 90% and business needs to match 10% (directly from business, not from other source)
- Two-year time frame when money needs to be used (no consequence for not using all money)
- Up to 25% of total amount can be used toward administration costs or training costs
- Training class required (for startups, gives entrepreneurial help)
- Existing businesses can be exempt from “training” however money can be used for other assistance (classes, help with book keeping)
- Low-moderate income objective - can be business itself OR owner (including individual and family)
  - Create low-moderate income position; full time or full time equivalent (multiple part times)
  - Low-moderate income = 80% of median income
- Program can be City wide (no target area) if proven
- CDBG monitors money use
  - CDBG Micro-enterprise money **cannot** be used for facade upgrades
  - Must submit request to CDBG for “draw-down”
  - CDBG will provide guidance; City should put in grant agreement with businesses to recapture money if contract is voided
  - Could use grant money to pay (Camoin) administration fee
- Currently non-for profits businesses are not eligible but may be in future
- Micro-Enterprise money:
  - **Can** used for “working capital” (salary), training, equipment

- **Cannot** be used for facades, signage, to pay off debt, construction
- Rolling application process
- City must demonstrate need as part of application
  - Can do this by surveying existing businesses
- Can reapply for more money
- Position itself must be low-moderate income, not individual filling it
- New position can put the business >5 employees
- For seasonal business, how do you count the average number of employees?  
Over quarter? Over year?
  - Jessica will look into
- Funding for retention of jobs - business needs to prove the current job would be lost without the funds.
  - Business needs to publicly announce laying off employees to prove this or prove it by financial means (can be lengthy and difficult)
- Job created CANNOT require any skills or training. However money can be used to TRAIN individual for position.

**Summary:** The next step will be for Mechanicville to create a survey for local business to assess the community's needs. The City can utilize other City's materials and methods relating to the Micro-Enterprise program and tailor it to their specific needs. Once ready to apply for the grant, the City should include in their application the agreement and liability with which they will hold participating businesses.

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