

City of Little Falls
Waterfront Connections Project
(DOS Contract #C007033)

Waterfront Advisory Committee
Meeting #1 - November 10, 2011

Meeting Summary

- 1) Mayor Robert J. Peters, Sr. appointed the following citizens to the Waterfront Advisory Committee (WAC) in November 2011 to serve as a volunteer steering committee for the coordination of activities to be implemented through the Waterfront Connections Project as recommended by the City's Local Waterfront Revitalization Program (LWRP) and funded in part through the NYS Department of State. The Mayor will chair the WAC.

Edward Becker
Kimberley Kelley
Michael Potter
David Taylor
David VanMeter

- 2) The Waterfront Advisory Committee held its first meeting on November 10, 2011. Attendance at that meeting included the five (5) members of the WAC as listed above; Mayor Robert J. Peters, Sr.; Virginia Curry, Programs Coordinator for the Little Falls Urban Renewal Agency; and Jim Thatcher of Avalon Associates, Inc., Community Development Consultant to the City of Little Falls.

3) **WAC Meeting #1 Summary:**

- Mayor Peters welcomed the members of the WAC and summarized the Waterfront Connections Project that will be implemented during the next 18 months involving two (2) components recommended under the City's LWRP planning documents.
- Jim Thatcher of Avalon Associates reviewed the State Contract documents, Work Plan, and proposed Project Schedule for the Waterfront Connections Project. Background regarding the two funded project components was described, and the overall Project Budget and grant matching requirements were reviewed.
- The WAC members were provided with a simple time sheet (attached) to use to document time spent on meetings or other formal WAC functions (such as reviewing the Work Plan or vendor proposals) that can be counted toward the City's LWRP grant match. The Mayor asked that time sheets be submitted at each WAC meeting (schedule to be determined) in order for the City to compile time records on at least a quarterly basis to coincide with future payment requests to the DOS.
- Jim Thatcher reviewed the draft Request for Proposals (RFP) for Engineering Services that the City expected to issue in late November or December 2011. The draft RFP had been sent to the DOS for review in August, and comments had been received and incorporated into the working RFP document. The City expects proposals to be received in early January 2012 for review by the WAC and

subsequent recommendation of interviews (if desired) and/or final selection of engineering consultants to the Common Council for contract approval.

- Mayor Peters suggested that WAC meetings be scheduled every 5-6 weeks in the initial phase of the Project, or more often as needed during the Project to deal with project status issues, design and planning considerations, and to advise the engineering firm(s) to be selected regarding desired project components in accordance with the Work Plan. More frequent meetings may be necessary in January and February 2012 to review engineering proposals and conduct any interviews of prospective consultants.

4) **Questions and Comments:**

Waterfront Advisory Committee members discussed or raised the following questions or comments at the November 10th meeting:

- Is mileage to and from Committee Meetings or to other communities to look at similar waterfront projects eligible to be claimed as in-kind services? Committee members suggested "field trips" to other neighboring communities that have implemented similar waterfront improvements (such as St. Johnsville or Illion).
- Can the City somehow connect the Erie Canal Pedestrian Bridge portion of this LWRP Project to the upcoming South Ann Street Bridge replacement project, which is also the potential source for the local cash match that will be needed for the Waterfront Connections Project? Can any costs attributed to the South Ann Street Bridge Project be claimed as match for the Waterfront Connections Project?

(The first two questions will need further review and consideration).

- Would future lease agreements for the western end of the Canal Harbor Terminal Building to be renovated as part of this Project be claimed as part of the City's match for this Project?

(The answer to this is unlikely because any lease with a private vendor at the Terminal Building would most likely take effect after the Waterfront Connections Project activities are completed at the Terminal Building and Canal Harbor facility).

- Does the City have any current parking agreements with PEMS Tool Works located adjacent to the Canal Harbor facility and the site of the proposed marina and parking improvements to be funded through this Project?

(The Mayor thought that PEMS Tool did not have sufficient space for their own parking needs, let alone additional spaces that could be utilized by boaters and Harbor visitors, but he would check any City records dating back to the previous rehabilitation of the Harbor facility).

- Should security cameras or a security system be incorporated into the construction plans for the proposed new marina at the western end of the Harbor facility, due to the potential for vandalism of the improvements once completed?

5) Next WAC Meeting:

- To be scheduled for mid-January after the submission of Engineering Proposals that are due on January 10, 2012.