

Town of Germantown

Local Waterfront Revitalization Program Committee

May 4, 2020 7pm Meeting Minutes

Members in attendance: Jen Crawford, Amy Davison, Barbara Hughey, Christina Bohnsack, Ellen Jouret-Epstein, Jo Hills, Jan Borchert, Karen Targove, Martin Overington, Tony Albino. Town Board member Kaare Christian was also observing.

Location: Virtual Zoom Meeting

Minutes prepared by Jen Crawford

Chairperson Jen opened the meeting at approximately 7pm.

Introductions: Jen introduced the LWRP grant that the Town was awarded, prior work in support of the LWRStudy, prior and concurrent iterations of waterfront committees, such as the LWRS Committee and the Waterfront Advisory Committee, and the purpose of the present committee. All in attendance introduced themselves and described a little about what brings them to the committee.

Roles: The committee needs to take notes and prepare minutes, to be submitted to the Town Board. Jen volunteered to take notes this month, and Karen offered to take notes next meeting.

Motion: The LWRP Committee members will rotate preparing draft meeting minutes

Moved by: Barbara; Seconded by: Karen; All approved

The committee discussed who would manage subconsultant time, and Jen indicated this was problematic on the LWRS committee. The committee generally agreed it would be important to establish clear consultant milestones and review and comment on consultant pay requests to ensure the project stays on schedule and budget.

Draft LWRP Workplan: The committee reviewed the draft LWRP Workplan and LWRP Budget on screenshare. Regarding committee members from state and county agencies, it was noted that Barbara represents the county level as the Germantown representative on the Columbia County Environmental Management Council. Christine Vanderlan of Columbia Land Conservancy was suggested, as was a representative of the NYSDOT. Committee members noted that representatives at county and state levels may not have time to participate in this local planning process, though we will reach out anyway to gauge interest. We also discussed how recycling language from the LWRS could help us shorten some steps, such as inventory and analysis, though it will be important to revisit each step with the new perspective and significance of the LWRP. The committee discussed whether other professionals on the committee could also be recognized as such in our matching. Possible professional donations may be claimable by Barbara, Jan, Ellen, or others, though Ellen indicated she is no longer licensed. The committee discussed advertising requirements of the Workplan, and noted that we should ask what the NYSDOS review expectations are for social media outreach for public meetings, a signature strength of Germantown's Waterfront Committee. It was noted that the notification for this meeting did not correctly include the full name of the New York State Department of State, and should be corrected next time. It was also noted that the

committee will need clarification from the Town Board regarding payment structure of experts where time is shared between committee and Town.

Motion: Recommend the changes to the Draft LWRP Workplan and Budget as presented in this committee meeting to the Town Board, for ultimate submission to the NYSDOS.

Moved by: Amy; Seconded by: Tony; All approved

Action items:

1. *Committee members will research and suggest potential state and county representatives who may be willing to join our committee, or participate in some way. All final approval for formal committee membership would need to be approved by the Town Board, and a joint invitation could be issued once initial options, if any, are presented.*
2. *Jen will sent edited LWRP Workplan to the Town Board for review and submission to the NYSDOS.*

Waterfront “Current” Events

The Waterfront Advisory Committee is “not in go mode” currently, and spring projects such as Riversweep and water chestnut cleanup have been cancelled/postponed due to COVID-19 restrictions. Riversweep has been postponed to October 17, 2020, though Martin and Christina reported on smaller, solo trash sweeps they had done. The DEC docks have not yet been installed because of COVID-19, which some have said has been a safety issue for boaters who are still launching. Amtrak may be presenting at the next meeting of the Roe Jan Creek Boat Club, possibly to try to use Station Rd to reroute their haul route to avoid going through Lasher Park to get to the shoreline stabilization project north of the Roe Jan in Livingston.

Meeting End

The NYSDOS will take 6-8 weeks to review the workplan and budget, and prepare a contract for the Town Board to sign. The NYSDOS Project Manager Lisa indicated that it's not uncommon for Towns to proceed working on tasks in hopes of getting grant money, even in advance of the formal contract being signed. The committee was generally supportive of proceeding with (cost-free) LWRP tasks in advance of contract signing. Members should generally expect to self-track and record match hours spent working on the project quarterly.

Motion: Schedule the next LWRP Committee meeting for June 1 at 7pm

Moved by: Jo; Seconded by: Christina; All approved

Motion: Adjourn the meeting

Moved by: Amy; Seconded by: Martin; All approved

The meeting ended at approximately 9pm.

Note: This meeting was recorded by Zoom and is saved to the Town’s Zoom cloud account. The meeting will be transcribed once a preferred method is established by the Town Board.