

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: **PLANNING & COMMUNITY DEVELOPMENT**

DATE: AUGUST 30, 2006

Committee Members Present:	Representing Planning & Community Development
Supervisors Stec	Department:
Belden	Patricia Tatich, Director
Gabriels	Wayne LaMothe, Assistant Director
Monroe	William Thomas, Chairman
Tessier	Joan Parsons, Commissioner of Administrative &
Champagne	Fiscal Services
Mason	Joanne McKinstry, Confidential Secretary to the
	Commissioner of Administrative & Fiscal Services
	Joan Sady, Clerk
	Trish Nenninger, Second Assistant County Attorney
	Supervisor Bentley
	Supervisor Barody
	Michael DuFault, Empire Heritage
	Valorie Steinman, Brant Lake
	Steven Steinman, Brant Lake
	Rick Haviland, Jr., Brant Lake
	Steven Smith, S. O. Smith Fine Carpentry
	Carlene Ramsey, Sr. Legislative Office Specialist

Mr. Stec called the meeting to order at 9:33 a.m.

Motion was made by Mr. Belden, seconded by Mr. Monroe and carried unanimously to approve the minutes of the previous meeting, subject to correction by the Clerk.

Privilege of the floor was extended to Patricia Tatich, Director of Planning & Community Development, who distributed an Agenda packet to each of the Committee members and a copy is on file with the minutes.

Ms. Tatich began her Agenda review with Pending Item No. 1, Mobile Home Replacement Program. She said she was pleased to report there were three mobile homes in the Town of Horicon and one mobile home in the Town of Bolton that qualified for the program. She mentioned that a responsible contractor had stepped forward with some job quotations and she was optimistic that progress would be made.

Mr. Tessier entered the meeting at 9:35 a.m.

Next, Ms. Tatich reported on Pending Item No. 2, Access to Home Program, and she explained the program was designed to rehabilitate private residences so that nursing home or hospital patients could return to their homes. She apprised that the Governor had recently modified the program to allow municipalities to administer the program, rather than requiring an LDC (local development corporation) to do so. In addition,

she said the Housing Trust Fund Corporation's staff had offered their assistance with changing the contracts from the LDC over to the County. She said she would report back when amendments to the contracts were ready for the Board to act upon.

Mrs. McKinstry entered the meeting at 9:38 a.m.

As for Pending Item No. 3, Ms. Tatich invited Wayne LaMothe, Assistant Director of the Planning and Community Development Department to update the Committee. Mr. LaMothe directed attention to the report included in the Agenda packet from the University of North Carolina, Institute of Outdoor Drama (IOD). He explained the IOD had reviewed the proposed site in the Village of Lake George, determined the site held a number of possibilities, and recommended the site without reservation. In addition, he said, the IOD estimated the development costs at approximately \$1.5 million (\$1,482,560.00 on page 31). He mentioned that some staging and infrastructure costs had been included in the estimate, as well as a 10% contingency of \$134,778.

Mr. LaMothe queried whether or not the Committee wanted to move forward with the next phase (preliminary site design) which would better illustrate the detailed costs not yet identified by the site review. He said he understood that \$50,000 had been appropriated in the 2006 Board of Supervisors Budget for the project, and additional funds may come from the Town of Lake George. He observed that if the RFP (request for proposal) were issued the County would have even more information on the projected site design costs.

Mr. Tessier said he felt that a fair amount of the site preparation could be done in house, at a considerable savings to the County.

Following a brief discussion, Mr. Stec summarized there were a number of questions yet to be answered. He noted one key question was what type of organizational structure would manage the outdoor drama project (the County or a non-profit entity).

Mr. Wm. Thomas entered the meeting at 9:42 a.m.

Mr. LaMothe encouraged the Committee members to review the report thoroughly. He said other important aspects to consider included: housing for the actors, script development, construction, and would the components run concurrently?

Responding to Mr. Monroe's questions regarding script development, Mr. LaMothe acknowledged that Michael DuFault, of Empire Heritage, was in attendance today. He pointed out the IOD had already reviewed a preliminary script (prepared by Mr. DuFault) and had offered a few recommendations.

Mr. LaMothe suggested there may be residents of Warren County who would be interested in serving on some type of script advisory committee. He said he was aware of one or two individuals with theatre backgrounds who were now residents in the

County.

Mr. LaMothe further responded to Mr. Stec's earlier comment and suggested the County may want to supervise the project and gradually decrease its role over a five-year period. He proposed the advisory committee may actually serve as the nucleus for a not-for-profit entity in the future.

General discussion ensued.

Mr. Tessier pointed out the County had not yet received a formal commitment from the Village of Lake George for the use of the property. He also expressed his concern that a not-for-profit corporation had already been formed under the title of "Last of the Mohicans Outdoor Drama, Inc." He said he felt this corporation should be dissolved before anything else went forward.

Mr. Stec explained he had provided Mr. Tessier with a copy of the certificate of incorporation for the Last of the Mohicans Outdoor Drama, Inc. Mr. Stec said it was his understanding (from earlier conversations with Mr. DuFault) that the corporation had been formed at the request of the Town of Lake Luzerne when the proposed site was in Lake Luzerne.

Privilege of the floor was extended to Mr. DuFault, who expressed his concerns with the corporation, as well. He confirmed he was a member of the corporation's board and he reported the board was willing to do whatever was necessary to keep the project moving, even if that meant dissolving the entity. However, he also noted the corporation's board members could be changed to reflect the current project. He declared that he would wait for direction from the Committee.

Mrs. Sady and Mrs. McKinstry left the meeting at 9:48 a.m.

General discussion ensued.

Mrs. Nenninger entered and Mrs. Sady and Mrs. McKinstry re-entered the meeting at 9:50 a.m.

Mrs. Sady distributed a copy of the Certificate of Incorporation to each of the Committee members and a copy is on file with the minutes.

Mr. Stec apprized Mrs. Nenninger of the discussion regarding the corporation.

Motion was made by Mr. Belden, seconded by Mr. Mason and carried unanimously to authorize the County Attorney's Office to review the existing corporation, and determine whether or not it should be dissolved and a new entity formed.

Mrs. Nenninger confirmed that her Office could provide some type of report in time for the next Committee meeting.

General discussion ensued.

Motion was made by Mr. Belden and seconded by Mr. Mason to authorize a RFP be issued for the preliminary site design of the Outdoor Drama.

Discussion returned to the desire to obtain a commitment from the Village of Lake George.

Mr. Champagne said he would prefer to hold off on any action until the County Attorney's Office had determined which direction to take regarding the corporation. In addition, he expressed his concern as to the source of funding for the \$1.5 million.

Mr. Stec suggested that if a plan could be worked out before year's end, an application could be presented to Congressman Sweeney's Office in time for federal grants (traditionally awarded in the spring time).

Mr. LaMothe reiterated his recommendation would be to issue the RFP for preliminary site design. From that, he said, grant applications could be made which would need to reference the RFP bids as "hard costs." He pointed out the site design would involve surveyors, and possibly archeological studies. With the winter months approaching, he urged the Committee to consider moving forward on dual paths.

Ms. Tatich explained that when a grant application included some type of matching funds from the applicant, it seemed to get a better response. She queried what amount the County might be willing to provide "as bait, so to speak."

Mr. Belden said he felt the value of the property and infrastructure could be listed as the assets provided by the County. However, he said, without a RFP for the preliminary design, he did not feel any grant application would be successful.

Mrs. Sady left the meeting at 10:00 a.m.

Mr. Stec reminded the Committee there was a motion on the floor to move forward with the RFP for preliminary site design.

Discussion returned to the need for a commitment from the Village for the property.

Mr. Stec called the question and motion was carried unanimously to authorize the RFP for preliminary site design be issued, and the \$50,000 be applied to the contract for the preliminary site design.

Mr. Stec said he would entertain a motion to authorize the Chairman of the Board to send a letter to Mayor Blais which outlined the following:

✓ County's desire to use the proposed site for the outdoor drama theater;

- ✓ No fees, no sales tax revenue, and no other compensation would be extended to the Village for the use of the property; and
- ✓ The Village was requested to provide a formal commitment of authorization for the use of such property.

Motion was made by Mr. Mason, seconded by Mr. Belden and carried unanimously to authorize the Chairman of the Board to send a letter to Mayor Blais outlining the concerns noted.

Mr. Stec said he felt the next step would be to determine what type of organization would have the responsibility of the outdoor drama theater. He said he was confident the County Attorney's research would shed some much needed light on the subject. In addition, he said he expected to learn a lot during the visit to the Outdoor Drama in North Carolina this October.

Mr. Monroe said he felt the Committee should authorize the Chairman of the Board to appoint the script advisory board, as discussed earlier. In addition, he pointed out that an appraisal of the property would be needed to state the value of the property in any grant application.

Following a brief discussion, motion was made by Mr. Monroe, seconded by Mr. Gabriels and carried unanimously to authorize the Chairman of the Board to appoint the script/production advisory committee; and to authorize an appraisal of the subject property, for grant application purposes. [*Subsequent to the meeting it was determined the formation of a script/production advisory committee would be carried as a pending item.*]

Mr. LaMothe said he would arrange to have the Director of Real Property Tax Services conduct the appraisal.

Mr. Stec extended the Committee's appreciation to Mr. DuFault for his efforts, as well as his patience, over the past few years.

Mr. LaMothe resumed agenda review at Pending Item No. 4, RFP status regarding the State Archives Records Administration Program award. He noted that only one proposal was received on the RFP, which came from the firm that had written the needs assessment review. In an effort to ensure a true sense of fairness, he said the County Attorney had recommended a second RFP be issued. He said he may have the results by the October Committee meeting.

Next, Mr. LaMothe turned to Planning Committee Actions Requested, Item No. 1. He presented a resolution request to transfer funds into the Capital Project H249.9550 280 First Wilderness Corridor 2005, in the amount of \$20,000. He noted the source of funding was A.8029.470 as matching funds for the ongoing grant program.

Motion was made by Mr. Belden, seconded by Mr. Mason and carried unanimously to

authorize the request to transfer funds from A.8029.470 into the Capital Project H249.9550 280 First Wilderness Corridor 2005, in the amount of \$20,000. be forwarded to the Finance Committee. A copy of the request form is on file with the minutes.

Mr. LaMothe reported Item No. 2, was regarding the Small Cities Grant award to the County, on behalf of the Town of Johnsburg. He explained the award was for \$516,000 for the North Creek Ski Bowl/Gore Mountain Project. He presented a resolution request to establish CD 64 to appropriate those funds and to enter into the necessary agreements with the Town and LDC (local development corporation) for administration of those funds.

Responding to Mr. Monroe's question, Mr. Wm. Thomas explained the funds would be used for the "soft start stuff" (install the lights, install new lifts, and re-install old lifts).

Motion was made by Mr. Mason, seconded by Mr. Belden and carried unanimously to authorize the request as presented, and to authorize the necessary resolution be prepared for the September Board meeting. [*Subsequent to the meeting it was determined the Finance Committee would need to review the Request to Amend the Budget; while the request for agreements with the Town and LDC shall be carried as a pending item.*]

Ms. Tatich reported Item No. 3 was a Request for Transfer of Funds to cover the costs of a new plotter. She explained that \$10,000 had been allocated to A.8021.470 for the Main Street Program, although the County's plans had evolved such that the \$10,000 was no longer needed for its original intention. Therefore, she suggested the funds could be used to purchase a new plotter for the GIS (Geographic Information System) and replace the outdated equipment purchased in 2000.

Motion was made by Mr. Champagne, seconded by Mr. Gabriels, and carried unanimously to authorize the Request for Transfer of Funds from A.8021.470 into A.8021.220 in the amount of \$10,000, and authorized the request be referred to the Finance Committee for review. A copy of the request form is on file with the minutes.

Next, Ms. Tatich reported on Item No. 4, regarding several requests for assistance from her Department's staff. She explained the Restore New York Program was a relatively new program with an application deadline of September 15, 2006. She noted that requests for assistance have been received from the following:

1. The Village of Lake George regarding the former Gaslight Village property;
2. The Town of Chester regarding cleanup of the former Glendale property for low income housing (a number of summer-cabins had been relocated from the former Scaroon Manor and rented as year-round homes although not properly equipped); and
3. The Town of Horicon regarding the replacement of a retail store destroyed by fire in August 2006.

Ms. Tatich confirmed that each of these applications would be submitted by the local municipality, and her Department would provide technical assistance, only.

Mrs. Sady re-entered the meeting at 10:15 a.m.

Mr. Stec said he felt the application related to the former Gaslight Village property would have the greatest impact on the County. He said he wanted to be sure that application was at the "top of the pile" so to speak.

Mrs. Sady and Mr. LaMothe left the meeting at 10:16 a.m.

Responding to questions from various supervisors, Ms. Tatich explained there would be no negative effects from the submission of multiple applications from within Warren County.

Mr. LaMothe and Mrs. Sady returned to the meeting at 10:17 a.m.

Extensive discussion ensued.

Mr. Stec said he felt the question before the Committee was "Just how many staff members did the Department have to dedicate to each of the requests?"

Ms. Tatich said she felt the Restore New York Program was looking for applications that were highly leveraged by matching local funds.

Privilege of the floor was extended to Ralph Bentley, as Supervisor for the Town of Horicon, who noted the store owners had accompanied him to the meeting today. He turned the floor over to Steven Smith of S.O. Smith Fine Carpentry, who explained there were several layers to the project, at total cost of \$700,000.

Ms. Tatich queried if the owners of the property were able to commit a portion of the costs towards the project.

Privilege of the floor was extended to Valerie Steinman, the store owner, who stated she would be able to contribute approximately 20% (of the \$700,000) towards the project. She reported on the variety of services the store had previously been able to provide to the residents of Horicon. She explained the fire insurance had covered only a small portion (\$433,000) of the total loss (approximately \$2 million). She said she considered purchasing full insurance coverage, but found it to be cost prohibitive. However, she said she had paid \$5,000 to install an ADT Security System that, tragically, failed to work.

Mr. Bentley, as Supervisor of the Town of Horicon, reported that the Town did not have any type of funding to commit towards the project.

Discussion ensued.

Ms. Tatich explained that her Department would require some type of support from each of the three communities. She said each application required too much work, within a very short time span, for her staff to take full responsibility for any of them. She urged each of the communities to bring in a person with the proper writing skills to assist with the applications.

Ms. Tatich reiterated that this was a leveraged program and there were a number of factors involved in the competition for the funding.

Motion was made by Mr. Belden, seconded by Mr. Stec, and carried unanimously to authorize the Department to assist each of the three municipalities with the Restore New York Program's grant application preparation.

Agenda review resumed at Item No. 5, 2007 Budget review, and Ms. Tatich directed attention to the budget packet attached to the Agenda. She stated the Planning Board Budget (A.8020) showed a 2007 request of \$4,280 as compared to the 2006 appropriations of \$4,040 for an increase of \$240.00 due to the costs related to mileage reimbursement. Mr. LaMothe cautioned that if more Planning Board members started to submit vouchers for reimbursement, the Department would need to request a budget amendment.

Motion was made by Mr. Belden, seconded by Mr. Champagne and carried unanimously to accept the Planning Board Budget (A.8020) as presented, and authorized the Committee Chairman to sign the budget and forward same to the Budget Officer.

Ms. Tatich said the Planning and Community Development Budget (A.8021) showed a 2007 request of \$354,654, compared to the 2006 appropriations of \$350,130 for an increase of \$4,524.00, due to requests to reinstate the overtime budget for the Office Specialist services (related to the monthly Planning Board meetings), and for new equipment.

Mr. Barody entered the meeting at 10:34 a.m.

Ms. Tatich explained additional funds had been budgeted in the Equipment (200-s account) to cover the purchase of a new printer. She said the existing printer was so outdated it could only be repaired in-house.

Motion was made by Mr. Mason, seconded by Mr. Champagne and carried unanimously to accept the Planning and Community Development Budget (A.8021), and authorize the Committee Chairman to sign the budget and forward same to the Budget Officer.

Ms. Tatich reported the GIS Program Budget (A.8022) showed a 2007 request of \$86,640.00 compared to the 2006 appropriations of \$87,884.00 for a decrease of

\$1,244.00 since the equipment had been upgraded in 2006.

Motion was made by Mr. Belden, seconded by Mr. Tessier and carried unanimously to accept the GIS Program Budget (A.8022), and authorize the Committee Chairman to sign the budget and forward same to the Budget Officer.

Ms. Tatich said the Planning Local Waterfront Budget (A.8029) remained flat with a 2007 request of \$20,000 compared to the 2006 appropriations of \$20,000. She explained the First Wilderness Heritage Corridor Program operated through this account.

Motion was made by Mr. Belden, seconded by Mr. Gabriels and carried unanimously to accept the Planning Local Waterfront Budget (A.8029), authorize the Committee Chairman to sign the budget and forward same to the Budget Officer.

Ms. Tatich mentioned there was one additional item that required action by the Committee. She reminded the Committee of a fire (in the spring of 2006) that destroyed property in the Town of Lake George. She explained her staff was ready to submit an application to the Governor's Office for Small Cities for an economic development grant to help rebuild the retail space.

Mrs. Parsons entered the meeting at 10:37 a.m.

Motion was made by Mr. Mason, seconded by Mr. Tessier and carried unanimously to authorize the request to submit a grant application to the Governor's Office for Small Cities for an economic development grant to help rebuild the retail space; and to authorize the necessary resolution be prepared for the September Board meeting. A copy of the resolution request form is on file with the minutes.

There being no further business to come before the Committee, on motion by Mr. Mason and seconded by Mr. Tessier, Mr. Stec adjourned the meeting at 10:38 a.m.

Respectfully submitted,
Carlene A. Ramsey, Sr. Legislative Office Specialist