

Willow Island Park Enhancements Committee Meeting –Agenda

Contract # C1001636

Date: 8/18/2022 @ 3pm

Project Timeline

Date awarded: 12/8/19

Contract start date: 5/1/2020

Contract end date: 4/30/2025

1. Discuss Project Requirements

Information required in invoices, assistance with status reports, approval of deliverables, rights to products produced, logo and attribution requirements.

2. Review of Site Conditions

3. Roles and Responsibilities

4. New Information & Next Steps

5. Information Transfer to Consultant (as needed)

6. Tentative Project Schedule

Include discussion of sub-consultant tasks and schedules.

7. Public Informational Meeting Discussion

Plan for the informational meeting, format, and publicity schedule.

Willow Island Park Enhancements Committee

Meeting

8/18/22 3pm - 4:30 pm

4:30

	Printed Name	Organization	Signature
1	Michele A Palmer	Whitham Planning & Design	Michele Palmer
2	Jeni Reed	Village	Jeni Reed
3	STAN O'BRIEN	VILLAGE	Stan O'Brien
4	Leigh Rodriguez	Village	Leigh Rodriguez
5	Michael Seagr	Fourth Coast Entertainment	Michael Seagr
6	John Curran		John Curran
7	Garick Chittenden	Grasse River Heritage	Garick Chittenden
8	Brooke Rouse	SLC Tourism / GPO	Brooke Rouse
9	TIM SAVAGE	Community member	Tim Savage
10	Carol Pynchon	Village	Carol Pynchon
11	Scott Goldie	GRH Planning	Scott Goldie
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Willow Island Park Enhancements Committee Kickoff Meeting Notes

August 18, 2022, 3:00pm - 4:30pm

Contract # C1001636

Prepared by: Michele Palmer and Jeni Reed

Attendees:

Michele Palmer (Whitham Planning & Design, Consultant)

Jeni Reed (Village Employee)

Sean O'Brien (Committee Member)

Leigh Rodriguez (Village Employee)

Michael Scriminger (Committee Member)

John Larrance (Committee Member)

Varcik Chittenden (Committee Member)

Brooke Rouse (Committee Member)

Tim Savage (Committee Member)

Carol Pynchon (Elected Official)

Scott Goldie (Committee Member)

Discussion

The following items were discussed:

Project Requirements

- It was indicated that invoicing will be done monthly (with a potential for skipped months with little activity).
- Whitham will assist with status reports and other grant requirements as needed, but these remain the responsibility of the Village.
- Deliverables should be approved by the Village and submitted to DOS.
- Any products produced remain the property of the Village.
- All public facing products and printed materials, or promotions must contain the approved DOS logo and attribution.

Review of Site Conditions

- The site was visited by Michele Palmer of Whitham Planning & Design today, and she noted no real surprises; pet waste may be an issue and a pet waste station was a suggestion offered as part of the final design.
- The engineers for the project will need to complete two surveys:
 - GIS Information (completed)
 - Ground Survey (to be arranged)
- It was indicated that the sooner they can get started on this the better - the Village agreed that Whitham should begin the coordination for this immediately.
- The design process will begin with research and analysis, and no proposals will be made until the mapping and site conditions are understood and the community has had the opportunity to weigh in.
- The possibility of a connection between Heritage Park and Willow Island was discussed to go underneath the current Route 11 bridge - Leigh Rodriguez has sent a copy of an earlier feasibility study and proposal for this that may help with the analysis of this possibility.
- Traffic remains a concern for the location
- It was noted that Grasse River Heritage (who owns the portion of the island closest to the highway) is interested in conversations regarding potential access and changes to their parcel.
- Noise from the street will continue to be an issue that should be addressed. It was noted that the park may be appropriate for a small performance space, but larger performances might be better suited elsewhere.
- It was noted that the proximity to downtown is important with this project and the intent will be to bring people to downtown as well.
- There may be potential for a seasonal or mobile performance space that will be considered.

- Parking should also be considered during design development - there is ample municipal parking nearby but access to the island means crossing traffic and should be evaluated.
- Design should consider the ideas embodied at Heritage Park and be complimentary. Thematically
 - Heritage Park - nature & history
 - Willow Island - arts & culture
- The consultant is eager to hear public comments and suggestions about the park program.

Roles & Responsibilities

- The task list for the grant has been completed and will be utilized to guide the project. Much of these will be completed by the consultant and their subs. All tasks have milestones with deliverables that will be submitted to the DOS by the Village.
- Reporting will be completed by the Village, with support from the consultant.
- It was noted that the MWBE requirements will be met by the subs for the consultant, and Michele will be providing that information to the Village.
- Construction process may require an MWBE waiver, but that will be addressed when we reach that stage.
- Committee meetings should continue to be held regularly and will be reported to DOS.
- The environmental review and SEQR process will need to be completed, and it is assumed that the Village will declare themselves as lead agency. The subconsultant Shumaker will prepare the required SEQR documents.
 - The intent is to avoid impacts to the river and subsequently, permitting requirements related to its disturbance as much as possible.
- It was noted that the Village will need to check with the Code Enforcement Officer to determine if there is a floodplain permit process, and if the project will need to go through a site plan review.
- The project will need to obtain a temporary project sign prior to any construction phase - this could potentially be ordered from the County.

Information Transfer to Consultant

- It was noted that Whitham will facilitate a meeting between the Village DPW and the electrical engineers.
- The Village is requesting that the consultant meet with local stakeholder groups to discuss the project and identify potential concerns.
- The project should avoid as much earthmoving as possible in areas where existing trees are to remain to avoid damage tree roots.
- Stakeholder groups that should be met with prior to the public informational meeting:
 - Village Tree Committee to discuss their concerns.
 - Village Sustainability Committee.
 - Grasse River Heritage should be involved.
 - The Village and WIPE Committee will develop a list of stakeholder groups that should be involved in the discussions.
- Utility locations are a priority for the engineers.
- It was noted that National Grid owns the electric service.
- There is currently electrical infrastructure on the island, but the condition needs to be determined.
- The restroom facility will be a major point of discussion.
 - All options for waste handling should be taken into consideration for the village to choose the best option for Village needs.

Tentative Project Schedule

A proposed schedule with duration of tasks is laid out in the original Whitham proposal to the Village.
Public Informational Meeting Discussion: September 29th.

- Stakeholder discussions during the day with Whitham.
- Public Informational Meeting 6-7:30pm at the BOCES building in Canton.

- Introductory presentation
- Hands-on opportunity for public project consideration and discussion
- Closing session with Q&A
- Whitham will work on developing some digital and social media marketing information for the public session - may also want to develop media and press releases.
- The Committee should be available (at least some members) to attend and assist with the public session.

Action Items

- Notify Shumaker and RAM-TECH that they have the go-ahead for survey and field investigations. (WPD)
- Arrange stakeholder group interviews September 29th, prior to evening public informational meeting (Village)
- Arrange for Public Information Session @ 6-7:30pm at the BOCES building in Canton. (Village)
- Prepare poster and postcards to advertise Public Information Session (WPD)
- Submit MWBE Utilization Plan to the Village (WPD)
- Request project sign template from the DOS grant administrator (Village)