

**Village of Cold Spring  
Comprehensive Plan Special Board**  
*Local Waterfront Revitalization Plan*

*Regular meeting, 7 p.m., August 14, 2008  
Cold Spring firehouse*

**Present:** Carol Casparian, Chair; Members: Karen Dunn, Marie Early, Marshall Mermell, Lillian Moser, Liz Schevtchuk Armstrong, Anne Impellizzeri and Ransom Taggart

**Preliminaries:**

The Chair opened the meeting at 7:03 pm.

**1. Grants:**

Impellizzeri gave an update on the Preserve New York Grant application and an update on the contract for the anticipated DOS (Department OF State) Grant of \$50,000 (see attached).

**2. Review of Stakeholders Meetings:**

The Community Resources Working Group will have their stakeholders meeting on September 4, 2008.  
The Waterfront and Open Space Working Group will have their stakeholders meeting on September 11, 2008.

**3. Working Group Reports:**

***A. Community Resources Working Group:***

Early reported that the Community Resources Working Group finalized their upcoming stakeholders meeting.

***B. Economic Development Working Group:***

Mermell reported that the Economic Development Working Group met twice in July. This Working Group is working on different types of business in Cold Spring. The data work is almost completed. They discussed their upcoming stakeholder meeting, which will be held November 13, 2008.

***C. Waterfront and Open Space Working Group:***

Dunn reported that the Waterfront and Open Space Working Group will not meet next month but will be ready for their stakeholders meeting on September 11, 2008. Started working on SWOT analysis. They will ask one of the Village Board Trustees to check into the status of the Dockside property.

***D. Village Character and History and Historic Preservation Working Group:***

Jan Thacher reported that the Village Character, History and Historic preservation Working Group is working on finishing the survey of a sample Village district. They are hoping to have a report next month.

**4. Website:**

Early updated the Special Board members on the progress on the Village website. The website should be up and running in the next two weeks and she asked the Special Board members what name they wanted to use for the Special Board section of the website and discussed the layout of the Village website. She also went over what items will be found on the website such as forms, minutes, the survey, the October 20<sup>th</sup>, 2007 event information, the original

master plan from 1987, etc. Also on the website will be a calendar of upcoming meetings. Early asked the Special Board members how they would like the Special Board portion of the website displayed.

Schevtchuk Armstrong, Dunn and Early discussed the calendar and the information they would like to see put on the calendar, such as all meetings including, Working Group meetings, and places meetings will be held. They would also like a place for special changes, such as a new meeting location, to be posted on the website.

The Board discussed the name they would like to use for the website. L. Moser moved that the name of the Special Board on the website should be Comprehensive Plan/Local Waterfront Revitalization Plan Special Board. Dunn seconded the motion. The motion was accepted unanimously.

Casparian would like Early to continue as the go-to person for the website information.

#### **5. Community Resources Working Group Stakeholders Meeting Update:**

Early reviewed the Community Resources Working Group upcoming stakeholders meeting:

- The Working Group sent out 40-50 invitations.
- It received 6 responses (3 yes and 3 no).
- Schevtchuk Armstrong put a news release in the Putnam County News & Recorder on the front page.
- One month prior to stakeholders meeting a letter of invitation was written and approved by the Special Board and the Mayor.
- The Working Group made sure invitations went out before the posting in the paper of the stakeholders meeting.
- It requested a letter to the editor be posted in the Putnam County News one week before the stakeholders meeting.
- Schevtchuk Armstrong suggested that posters should be hung in various locations in the Village, such as Foodtown.
- Mary Saari made copies of all the information that went out to stakeholders.
- All the envelopes were hand addressed. Postage was donated.
- All invited stakeholders will be signed in.
- Name tags will be given out.
- Moser will open the firehouse at 6:00 pm. and will notify the Fire Company of that.

Casparian reminded the other Working Group leaders to send Schevtchuk Armstrong information on stakeholders sessions so news releases can be put in the Putnam County News by Schevtchuk Armstrong. She also said that all papers being mailed to stakeholders must be approved by the Special Board before being distributed.

Early expressed concern over losing a member of the Community Resources Working Group. Dunn and Trustee J. Teagle will help out at the Stakeholders meeting next month.

#### **6. Procedure of Minutes:**

Impellizzeri handed out and reviewed a proposed systematic, simplified approach to minutes (see attached). Casparian suggested shortening the next couple of minutes for review by the Special Board.

#### **7. Timeline:**

Early reviewed the suggested timeline for September, October and November. The suggested timeline included stakeholders meetings and a possible RFP deadline in October.

It will be decided at a future meeting whether or not the Board will take the month of December off.

**8. Upcoming Meeting Information:**

September 11, 2008:

- Budget report update by Early
- Review of minutes of July 3, July 10 and August 14
- Review of Working Group reports
- Review of the timeline

Mermell will not be present at either meeting in September.

**9. Minutes:**

Early moved to accept the minutes of June 5, 2008 as presented. Dunn seconded the motion. The minutes were unanimously accepted.

**10. Miscellaneous Board Business:**

The Mayor and Board of Trustees are hosting a party for anyone who has volunteered on the Comprehensive Plan. The party will be held on September 6, 2008.

Schevtchuk Armstrong asked if there had been any interest in filling the vacancies on the Board. Trustee J. Teagle mentioned that a couple of Special Board members who previously resigned may be interested in coming back but only for the Special Board meetings. Casparian responded that every Board member must be willing to do work. They cannot just sit on the board.

Moser and Mermell simultaneously moved to adjourn the meeting. Taggart seconded the motion. The meeting was adjourned at 8:48 p.m.

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Carol Casparian, Chair

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Date