



## Clinton – Kirkland DRI LPC 1

Kirkland Town Hall 6/5/23 1:00-3:00pm

### MEETING SUMMARY (see accompanying slides)

#### Attendees:

- **LPC:** Mayor Elizabeth Tantillo, Supervisor Robert Meelan, Larry Gilroy, Natalie Brown, Michael Debraggio, Jonathan Joseph, Matt Lacey, Maria Macrina, Lisa Magnarelli, Molly Marris, Tom Neumann, Howie Schaffer, Barbara Owens, Jackie Walters.
- **State:** Danny Lapin, DOS; Stefan Lutter, DOS; Ian Benjamin, HCR; Alison Madmoune, ESD; Amanda Bearcroft, DOS.
- **Consultants:** Lisa Nagle, Elan; Loura Lourenco, Elan; Aidan McKibbin-Vaughan, Elan; Michael N'Dolo, MRB

#### Agenda

1. Welcome
  2. Introductions
  3. DRI Overview
  4. Application Overview
  5. Open Call for Projects
  6. Public Engagement Strategy
  7. Next Steps
  8. Public Remarks
- Adjourn

1:07

#### **1. Welcome**

- Co-Chairs start the meeting and introduce themselves.
- DOS introduces the meeting with the code of conduct preamble and recusal reminder.
  - Jonathon Joseph recuses from cider mill.
  - Michael Debraggio recuses from Kirkland Library.
  - Natalie Brown and Matt Lacey also recuse from Kirkland Library.
  - Tom Neumann may have future recusals for projects with bank financing.
- DOS reminds LPC members to fill out Conflict of Interest form by next LPC meeting at the latest.
- Lisa Nagle introduces the agenda.

#### **2. Introductions**

- a. LPC Introductions
  - Natalie Brown
  - Michael Debraggio
  - Jonathan Joseph

- Matt Lacey
- Maria Macrina
- Lisa Magnarelli
- Molly Marris
- Tom Neumann
- Howie Schaffer
- Barbara Owens
- Jackie Walters

b. DOS introductions

- Danny Lapin - DOS
- Stefan Lutter - DOS
- Ian Benjamin - HCR
- Alison Madmoune - ESD
- Amanda Beacroft -DOS

c. Consultant Introductions

- Michael N'Dolo - MRB
- Laura Lourenco - Elan
- Aidan McKibbin-Vaughan - Elan
- Lisa Nagle – Elan

d. NYSERDA Introductions

- River Architects and NORESKO

e. Many State Partners and Subconsultants

- Makes the process smoother by having numerous experts working together

f. Roles

- *LPC* – Main role is to work with consultants and local experts. Many of LPC members wrote the application so they already have great knowledge of the process.
- *State* – Guides the process, makes sure the project is following the guidelines and provides implementation guidelines.
- *Consultant* – Prepares DRI documents while guiding the LPC through the process and leads the public engagement.

g. Code of Conduct Review

- Process is very high profile so following a code of conduct is very important. LPC must always act in the best interest of the public and always identify any potential conflict of interest as early as possible.

**3. DRI Overview**

- The 7 State goals of this planning process (see slide).

- There will also be local goals that the LPC develops to supplement the state goals.
- End product of planning process: Strategic Investment Plan
  - 4 very detailed and robust sections – Downtown Profile and Assessment; Community Vision, Goals, and Revitalization Strategies; Description of Public Engagement; Proposed Projects for DRI Funding.
- Discussion of DRI schedule. Where we are now and what is coming in the near future. Briefly discussed the various steps to reach the final product by the end of the year. Noted that the state selects the final projects once the slate is approved by the LPC.
- Reviewed the slide discussing the implementation process
  
- **Question: Are there other sources of funding that other agencies can fund?** *Yes – but not through the DRI. CFAs, other grant options from the state partners working on the DRI (ex. Master plan, zoning changes, etc).*
- **Can the state help identify grant funding options for projects that don't get funded?** *Yes, pipeline projects are on the radar, by going through the DRI process so there are resources one can use to help get it funded eventually.*
  - **Can those other grants also fund private projects?** *Yes – CFA is useful for that too.*
  - **Is there a specific goal for Return on Investment that the State looks for?** *Yes*
  - **Does the state work with privately matched dollars?** *Yes – Michael N'Dolo will discuss in detail later*

#### 4. Clinton-Kirkland DRI Winning Application Overview

- Not starting from scratch
  - Many public/private partnerships have already started.
  - A lot of recent investment that can be tapped and built from going forward.
  - Public input and outreach was done during the application and will be expanded, as the process moves forward. Specifically for the visions and goals of the project.
  - DRI boundary submitted through the application – reminder must be compact and walkable. Will be an opportunity to amend boundary, but still must remain compact and walkable.
  - Potential Projects included – totaling \$42 million with \$20 million being funded by DRI. Not all can be funded but it's a great start. Reminder that all projects, even those included in application must go through the open call for projects.
  - **Question: Is it the LPCs job to work the projects to refine the percentage of DRI ask to total project ask?** *Yes, with the help and guidance from the consultant.*

- 1:45 - BREAK

1:55

## 5. Open Call for Projects Discussion

- **Question: Could projects that were included in app not be selected for inclusion in the final plan?** *Yes, it has happened in the past.*
- a) Overview of Project Selection Process:
  - Application with potential projects
  - Open call for projects
  - LPC to define selection criteria.
  - LPC then reviews all potential Projects.
  - Public event to get feedback on those potential projects.
  - LPC narrows the list of projects.
  - LPC then recommends a final slate to state for funding.
  - **Question : If there are many recusals on one project does it affect that project's chances?** *No, because the LPC votes on the entire slate by consensus. Voting on the slate is a consensus vote (not a Robert's Rules/ quorum style vote).*
  - **How can someone who has conflict of interest vote on a slate if they are recused from any projects?** *Vote is only valid if their recusals match the DOS list of recusals. This means they have recused throughout the process on discussion and decisions related to projects they have a conflict of interest on. This conflict is also noted on the slate for the projects in question.*
- b) Eligible projects
  - Emphasis on Capital Projects, but noncapital projects may also be considered.
    - Public improvements, new development, redevelopment, building rehabilitation, branding and marketing and a small project fund are eligible projects.
  - *Ineligible:* pre award costs, standalone planning activities (in the past form-based code, or overlays may be eligible as it can be used to change the land use regulations to be more in line with the type of development that was desired), operations and maintenance, property acquisition, standalone parking garages, and expenses related to existing programs
  - *Other eligible considerations* – transformative, within DRI boundary, site control, being a competitive project. The state is interested in improving public spaces and having catalytic impacts on the entire community. Shovel ready project (break ground within 2 years). Private partners must show at minimum a 10% equity stake. Projects readiness and bankability are also very important. Consultants

- **Question: example of transformative projects?** *Taking a derelict property and turning it into an aesthetically pleasing or economically impactful property. We will work with LPC to develop consistent criteria and review process for projects to determine if each one hits the state goals, local goals, local vision and a strategies, etc. Each DRI community has its own way of defining transformative. LPC will have quantitative and qualitative data to inform their review. Working sessions will be used to analyze more detailed, confidential project information.*
- **Question: How do tradeoffs work when it comes to parking?** – *Standalone parking projects typically not funded by the state, can be ancillary to other projects. There will be tradeoffs for things such as parking, it's up to LPC to make those calls*
- **Question: can you define catalytic effect?** Essential development that leads to more development and growth  
**Planning activities-** typically not eligible for DRI funding, unless essential for the DRI strategic investment plan to be implemented – e.g. rezoning

c) Leverage

- In the past DRI communities have set match minimums for private and public projects. Between 90% and 60% typically, depends on the type of project (more for private, less or none for public and not-for-profit). The state is no longer requiring match requirements (except 10% equity for private projects), up to discretion of LPC.
- Private projects with most leverage typically are more attractive and impactful. Consider the capabilities and history of project sponsors.
- **Question: the three type of projects can all have different minimum requirement levels?** *Yes – but having even a little leverage shows that the projects are real.*
- In the eyes of the state, having some leverage make the project more competitive, so it may be wise to require a match minimum.
- **Question: what is the average match requirement in the past?** – *public – typically no match, private – max 40% DRI funding.(60% match)*
- **Question: is there a lower level that works best?** *Utica had a 20% max DRI funding (80% match)*
- If considering a match requirement, helpful to indicate early in the open call for projects.
- **Question: Can match requirements differ from project to project?** *Yes, the match requirement is suggested minimum*
- Keep in mind the match is bank financing, other grants.
- **Conclusion: Probably no match requirement for public and not-for-profit. Not ready to set a match requirement for private. Will include language in the open call that projects with leverage will be more competitive.**

d) Open call

- When it starts the consultants will be very accessible to answer questions (one-on-one calls)
- Standard form customized for Clinton-Kirkland that all projects must fill out, including those in the application.
- Consultant will have many conversations with project sponsors to guide them.
- Open call scheduled to end in early July
- wiggle room
- Submit hard copy to Lumbard Hall in the Village of Clinton.
- Open Call form eventually becomes the project profile that is included in SIP and Submitted to state.
- **Question: Even smaller projects can submit?** *Yes, if turns out they are too small to be “transformative”, but considered valuable, could be included in other ways e.g. as candidates for small project fund, or honorable mentions (may have an advantage for other future funding)*
- If want to have a small business fund project, do need to include potential projects in this profile to demonstrate support and need for the fund.
- The community is on the states radar and will be helped with other grant funding opportunities in the future too.
- **Question: will a link be provided for form?** *-yes on the DRI website.*  
**Discussion- dates** – open past 4<sup>th</sup> of July week. Avoid too far out as sponsors should not delay in pulling proposals together. Mid-July deadline allows time for follow-ups on proposals if information is missing or incomplete. **Open June 12, set deadline of July 10<sup>th</sup>**

## 6. Public Engagement

- Public events throughout the process – typically open houses, one at the end of June, then another after the list of projects.
- Public pop-up events
- Other potential outreach methods?
  - survey through Hamilton college, school district and chamber, farmers market, concert events.
  - Blast through LPC email/networks, other social media channels.
- Hard to reach populations? - Without transportation, without ready access to digital resources (Clinton manor apartments, Clark mills)
  - First define stakeholders in relation to boundary – LPC to think about and come back with answers.
  - Country pantry has a big distribution list.
- DRI days for last week in June? Stakeholder meetings, table at farmers market, roll into open house. Date and time?
- fliers have worked, Facebook and village/town websites. CKIC and chamber websites, trails group, library website.
- Tap into Clinton Kirkland Improvement Corporation mailing list database.

- Draft email and send to reps of these organizations.
- Will follow up with questionnaire, use this discussion and questionnaire to develop engagement strategy together with state partners

## 7. Next Steps

- 1) LPC questionnaire
  - Public engagement input
  - Visioning
  - Schedule
- 2) Review draft public engagement strategy must be approved by DOS before approval by LPC
- 3) LPC 2 – Will a remote option be allowed? Under extenuating circumstances, yes.
  - Date? July 26<sup>th</sup> 1-3? – hold,
- Open Call – launching soon and make sure applicants begin applications early.
- The public will be able to submit comments in person at various events or online at any time through website.

2:50

### - Public remarks

- **Define shovel ready?** - *No known obstacles to stop moving forward with project*
- This meeting helped in clarifying several things. **Bridge loans for nonprofits as it can be difficult since payment is made once project is finished?** – *yes there are ways to help.*
- **Will projects be partially funded?** *LPC typically meets funding ask, state will sometimes underfund but only when sponsor indicated capacity to fulfill project if underfunded.*
- **Are projects scrapped because they were underfunded?** *Not in our experience*
- **Does the money spent already apply to funding?**
- *No. Can describe this in the project narrative to get “credit” for past investments, but anything spent before the DRI awards are announced cannot be part of the project and will not be reimbursed. Exception is recent property acquisition – this cannot be reimbursed with DRI funding, but can be included in the total project budget if it is related to the project.*
- **Does it make sense for nonprofits to include in application that they have spent a good amount of money already given that there is 100% matching?** See answer above.
- **Are in-kind contributions recognized in budgets?** – *very unusual – DOS will check guidelines on this.*
- **Can you revise an application after submitting?** *Work on app and fill it to the best of your ability, consultants will be available for questions throughout the open call and planning process.*

- **If one project has three pieces, can you submit three parts?** *If individual projects, submit individual proposals. If same project with multiple phases, submit together as one project. Same sponsor can submit multiple projects.*
- Write down questions while applying and bring them to the consultant team so they can be addressed.
- **How will applicants know if they are not within the new boundary?** *Map on website and in call documents. Minor adjustments are possible at discretion of LPC. If outside boundary but nearby, can apply and make your case to be included. LPC will decide if a boundary change is justified.*
- **Can an LPC member be a sponsor?** *Yes, this is common (LPC members are community leaders and business people). But LPC members must recuse themselves from any projects they sponsor or are connected to.*

**Adjourned**

3:10