

TO:	Project File	PROJECT NAME: DATE OF MEETING: TIME OF MEETING:	Village of Owego BOAA April 15, 2010 10:00 AM
FROM:	J.Hakes	LOCATION OF MEETING:	20 Elm St, Public Works Office

Copies to:

Steering Committee (see attached sign-in sheet), file

PURPOSE OF MEETING: Steering Committee Meeting #1

ITEMS DISCUSSED:		
ITEM:	DISCUSSION:	ACTION BY:
Introduction of Committee Members	<ol style="list-style-type: none"> Each Steering Committee member was introduced and their affiliation identified. Members of the public present were also introduced. Approximately 6 members of the public were present. 	No action required at this time.
Powerpoint Presentation by Elan	<ol style="list-style-type: none"> Introduction of project team including Elan Planning, Design & Landscape Architecture; The Williams Group; HRP Associates; and Griffiths Engineering. Description of the Brownfield Opportunity Area (BOA) program and the process involved with the Village Pre-Nomination Study within the BOA program. The BOA program is a multi-disciplinary approach involving an integration of planning and design, economic and real estate analysis, and civil and environmental analysis. The following key objectives were discussed: <ul style="list-style-type: none"> Identify and provide a description of study area Establish a community participation process to identify a clear vision Identify partnerships (government, private sector, community organizations, etc) Complete preliminary analysis and recommendations for revitalization The project scope and schedule were discussed. This project will take up to 12 months and is at the very beginning stage. Current tasks include Committee Coordination, the Public Participation Plan and identifying stakeholders. This process will involve integrating previous planning efforts including the Master Plan, Future Land Use Plan, etc. Expected products from this effort will include an approved Pre-Nomination Study. A significant part of the project will include public participation. A variety of public participation tools will be utilized including a website, visioning workshop, public meetings, and media outreach. A typical visioning 	No action required at this time.

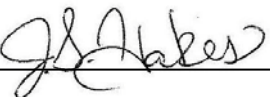


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	workshop was described to the Committee.	
Committee Discussion	<ol style="list-style-type: none"> 1. The current status of the Owego Apalachin Middle School was discussed. The facility is currently occupied and is in the process of being sold. It was stated that the bus garage property would remain under the existing ownership. 2. The ownership and maintenance of Elm Street was discussed regarding potential access to properties identified with the draft BOA boundary. 3. A project website was discussed. It was determined that, due to possible space concerns, a separate project website with a link from the Village website would be appropriate. A press release will be issued to notify the public about the project and the website. 4. The definition of a brownfield was explained. 5. A discussion about the proposed BOA study area boundary occurred. The Committee asked why the NYSEG property was not included. A concern with the flooding (and subsequent pollution) of Owego Creek was also discussed. It was stated that the extent of BOA boundary area will continue to be discussed throughout the project. 6. A list of stakeholders was confirmed. A series of stakeholder meetings will be conducted by Elan as part of the public participation process. 7. The Committee discussed creating a name for the project that did not include the term brownfield. Business Opportunities And Advancement BOAA was agreed upon. 	<ol style="list-style-type: none"> 1. Elan to create project website and work with Village to create a link on Village website to project website. 2. Elan to prepare a press release about the project and website for the Mayor. 3. Elan to organize stakeholder meetings.
Upcoming Meetings	<ol style="list-style-type: none"> 1. Committee Meeting #2 will take place on Thursday, May 27, 2010 at 10:00 am at 20 Elm Street. 2. A series of stakeholder meetings will be conducted by Elan May 27th through May 28th at 20 Elm Street. 3. A public Visioning Workshop will take place on Tuesday, June 15, 2010 at the 4-H Youth Building at the Tioga County Fairgrounds. 	Elan to coordinate logistics and prepare for meetings.

The foregoing constitutes my understanding of the items discussed and decisions reached. If there are any corrections, please contact the undersigned.

PREPARED BY:



Date: April 23, 2010

Owego - April 15, 2010

SIGN IN SHEET

Auburn Lewis	H-H	} Cooperative Extension
Jody Patel	H-H	
Mary Jo Jenkins	Resident	
Jay Hartman	Resident	
Ruth Canham	Resident	
Tony Clark	OA School	
Elaine Jardine	TC PED	
Andy Gys	OA School	
Jackie Hakes - Elan		
Lisa Nagle - Elan		
ED Arrington	- Mayor V of Owego	
JEFF SOULES	- Village Owego	
GARY HOLMES	DEC	
Anita Harding	- Village of Owego	
Kerun Warden	- resident	
Doug Wooden	- resident	
JEAN WILLIAMS	- J Paint Services	
JEFF SOTEK	- Elan Associate Team - Envi. Eng. HRP	