

## **Minutes of 8/4/08 CDBG Project Initiation Meeting**

Note: The current version of the CDBG project plan and the original CDBG application submitted in 11/07 by the Town for this grant are on the Town website, [www.townofancram.org](http://www.townofancram.org), in the Comp Plan Documents section under "Grants". The CDBG project "deliverables" listed below are based on town planning priorities in the Comp Plan workshop and survey process, which are supported by the CDBG program.

### **Minutes from 8/4 Project Review Meeting:**

Comp Plan planning advisor Nan Stolzenburg Comp Plan Chair Art Bassin, CDBG Project Team member Donna Hoyt and Sue Bassin met with consultants from Laberge Group (a firm specializing in CDBG efforts and engineering) and Synthesis (a landscape design/architecture firm specializing in hamlet revitalization work) at 4 PM on 8/4 to review the CDBG Project Plan and budget.

The CDBG project has seven defined "deliverables" which were reviewed. These "deliverables are:

- 1. A review and assessment of all buildings in the three hamlets. This is required to support future grant applications for building renovation funding.**
- 2. A demographic assessment of the need for affordable housing in the town.**
- 3. An engineering report with recommendations on how to "fix" the 82/7 and 82/3/8 intersections**
- 4. An engineering report on the structural integrity and viability of the two deteriorating buildings at the corner of 82/7. Porters Store, the building next to the Ancram Hotel, has already been evaluated by its owners and will be taken down at some point.**
- 5. An assessment and report of the septic/sewage treatment alternatives for the hamlet of Ancram.**
- 6. An assessment and recommendations on ways to revitalize the hamlet of Ancram.**
- 7. The identification of sources of additional grant funding to support the implementation of items 1-6.**

During the meeting the following project coordination and budget issues were identified and resolved:

- 1. We need to make sure we have allocated enough money to do the structural engineering' analysis for the two deteriorating buildings at the 82/7 intersection (about \$1600?) to determine if they were salvageable or not;**
- 2. We need to build in some coordination time between Laberge and Synthesis on the 82/7 intersection, the status of the two deteriorating buildings in Ancram at the 82/7 intersection and other hamlet related items as needed**
- 3. We need to have a review between the first \$4000 phase of the Synthesis project and the second \$8000 phase.**

- 4. We agreed to drop Boston Corners from the hamlet review process, but include it as part of the housing survey.**
  - 5. We need a schedule of events for the Laberge engineers, and coordination between the Laberge engineers and the Synthesis designers in dealing with the dependencies between the hamlet design effort, the 82/7 intersection work, the results of the structural analyses of the run down buildings and the possible septic solutions.**
  - 6. We need to make sure the Laberge estimate includes some time for DOT interactions related to the intersections efforts.**
  - 7. Ian Law from Synthesis is going to get us some traffic count numbers that suggest minimum traffic flows to support different kinds of retail outlets.**
  - 8. There was no time included in the budget for project reviews with the CDBG team or the Comp Plan Committee...we agreed we may not need any reviews for the engineering work once we were clear on what the engineers were going to do had an engineering schedule of events and time line...we agreed to have the Synthesis review after the \$4000 first phase work was done...**
  - 9. We agreed to drop the assessment of additional uses for town land around the town hall as part of this effort if, necessary, to provide money to do the structural analyses.**
  - 10. We concluded that the affordable housing demographic analysis was going to be difficult to do as described, but might be useful to do anyway to have a sense of how much of a need for affordable housing there really might be.**
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