HEUVELTON

LOCAL PLANNING COMMITTEE MEETING #5 SUMMARY

Purpose:	Local Planning Committee (LPC) Meeting #5
Date and Time:	Wednesday, October 28, 2026, 1:00 – 3:00 PM
Location:	Pickens Hall, 83 N State St, Heuvelton, NY 13654
Attendees:	See Below
Agenda:	1. Welcome & Preamble 2. Public Comment 3. Project Schedule Overview 4. Community Engagement Update 5. Refined Project List Discussion 6. Vote on Final Slate of Projects 7. Next Steps

1. Welcome & Preamble

Discussion

Daniel Madigan (MJ) welcomed the Local Planning Committee members, State Partners, and members of the public. LPC Co-Chair, Mayor Barbara Lashua read the Preamble aloud as follows:

PREAMBLE:

Each Local Planning Committee Member is reminded of their obligation to disclose potential conflicts of interest with respect to projects that may be discussed at today's meeting. If you have a potential conflict of interest regarding a project you believe will be discussed during the meeting, please disclose it now and recuse yourself from any discussion or vote on that project. For example, you may state that you, or a family member, have a financial interest in the project, or you are on the board of the organization proposing the project. At this time, are there any recusals that need to be noted?

Please inform the LPC co-chairs during the meeting if the need to disclose a conflict arises unexpectedly, and then recuse yourself from discussion or voting on the project.

1. Welcome & Preamble

Discussion

As we continue through the planning process, recusal forms will be required from anyone with an identified potential conflict to be kept on file with the Department of State.

Key Decisions & Outcomes

LPC members with recusals each stated which projects they are recused from.

2. Public Comment

Discussion

Daniel Madigan (MJ) opened the meeting for public comment.

Key Decisions & Outcomes

No public comment was received.

3. Project Schedule Overview

Discussion

The MJ Team presented the expected timeline for key milestones of the NY Forward Process, focusing on October/November.

July:

- LPC Kick-off
- Vision, Goals, & Strategies
- 1st Public Engagement

August - September:

- Draft Downtown Profile
- Vision, Goals, & Strategies
- Open Call for Projects

September - October:

- Final Downtown Profile
- Project Development

October: *we are here!*

- Preliminary Project List
- Project Sponsor Coordination
- Project Development
- Draft Project Profiles
- 2nd Public Engagement

November - December:

- Draft Strategic Investment Plan
- Final Project Profiles

February:

- Submit final NY Forward Strategic Investment Plan to NYS

Key Decisions & Outcomes

N/A

4. Community Engagement Update

Discussion

The MJ Team provided an update on community engagement.

NY Forward Outreach Events

- Held 4 Local Planning Committee Meetings open to the public
- Stakeholder Meetings
- Open Call for Projects Presentation
- Flyers for Open Call and public meetings
- Coffee with Consultants
- Press release for meetings and other engagement activities
- Community Survey
- Door to Door Business Discussion/Survey
- In-person Office Hours for project application assistance
- Virtual Information Session
- Interactive Public Open House Events
- Social Media Posts
- Email Campaigns/Outreach
- Heuvelton NY Forward Periodical
- Project Website and Project Cards

Public Open House #2

- Tuesday, October 27, 2026
- Approximately 10 attendees
- Interactive stations for the public to learn about the planning process, proposed projects being evaluated by the LPC and to share their thoughts on how projects will improve downtown.

The MJ Team explained that the open house was publicized via a flyer, a press release, social media, and by email to community members who signed up to receive project updates through the project website.

A series of slides were included with each advancing project and the public's comment collected during the open house. The MJ Team noted that the boards will be scanned and made available on the project website at HeuveltonNYForward.com

Key Decisions & Outcomes

N/A

5. Refined Projects List Discussion

Discussion

Daniel Madigan (MJ) then discussed how projects are evaluated throughout the NY Forward Process.

LPC Project Evaluation:

- State and local goals

5. Refined Projects List Discussion

Discussion

- Project readiness
- Catalytic effect
- Cost effectiveness
- Co-benefits
- Public support
- Other

Vision and Goals:
"Downtown Heuvelton is a walkable and welcoming riverside community. State Street serves as a commercial corridor and gathering place for all residents and visitors by honoring its rich history and supporting a lively mix of entrepreneurship, cultural activities, and community events. Heuvelton's thoughtfully revitalized downtown includes a diverse mix of housing and services to meet community needs and strengthen the local economy where visitors are drawn to the Village's nature-based recreation along the Oswegatchie River. Downtown Heuvelton is a cultural hub where historic character, economic vitality, environmental stewardship, and community pride come together to create a distinctive sense of place."

- GOAL 1: Enhance Heuvelton's economic vitality by promoting a thriving downtown economy that supports local businesses, encourages entrepreneurship, and attracts new opportunities.
- GOAL 2: Foster a livable, inclusive downtown with housing options that can meet the needs of all Heuvelton residents.
- GOAL 3: Activate downtown Heuvelton by improving physical connections and shared spaces.
- GOAL 4: Support community connections by celebrating vibrant downtown destinations that reflect Heuvelton's historic identity and shared sense of pride.
- GOAL 5: Promote environmental stewardship and community well-being through Heuvelton's built environment, natural, recreational, and scenic assets.

The MJ Team then recapped the LPC evaluation process so far, that the LPC is to develop a slate of recommended projects for inclusion in the Strategic Investment Plan. This slate of projects should represent a NY Forward request of between $6-$8 Million. Pipeline Projects are important projects that may not be ready to receive NY Forward funding.

Project List After LPC Meeting #4:
- 9 Projects Ready to Advance
- 1 Project Not for NY Forward
- $6,594,000 Million in NY Forward Funds Requested
- $6,853,000 Million in Total Project Costs

The MJ Team provided a list of Projects that have been identified as 'Ready to Advance' with a corresponding map of the NY Forward Area where all project locations are located.

Projects Ready to Advance as of LPC #4 *(Total NY Forward Funding Request - $6,594,000)*:
- A01 - NYS-812/State Street Streetscape Project
- B01 - Renovation of 25 Water Street
- B02 - Renovation of the Heuvelton Volunteer Fire Department
- B03 – Renovation of River's Edge Apartments

5. Refined Projects List Discussion

Discussion

- B04 – Refurbishment of Heuvelton AMVET Roof
- B05 – 94 N. State Street Renovation
- B06 – Krista's Place (Doug's Tavern)
- C01 – Establish a Small Project Fund in Heuvelton
- D01 – Create a Branding and Wayfinding Initiative for Downtown Heuvelton

The MJ Team provided an overview of project updates since the fourth LPC meeting, materials with an asterisk (*) were not provided by the project sponsor.

Project Updates Since LPC 4:

A01 - NYS-812/State Street Streetscape Project

- Total project cost has decreased by $368,000
- Project cost decrease is due to the removal of paving fees, the removal of physical bump-outs and some trees
- Revised concept

LPC Discussion:

- The MJ Team clarified that the head of the Village's Department of Public Work (DPW) is willing to accommodate and work around any trees incorporated into the proposed streetscape design.
- The DOS Team reminded the Committee that the project costs presented are preliminary estimates based on a conceptual design.
- The LPC had no questions regarding the project and unanimously advanced A01: NYS-812/ State Street Streetscape Project to the final slate of projects

B01 - Renovation of 25 Water Street

- Professional cost estimates
- Bank letter of interest
- Budget table
- Existing conditions photos
- Providing project rendering
- Project timeline

LPC Discussion:

- Karen Cole, David Kingsley, and Barbara Lashua recused themselves from the meeting space
- The LPC had no questions regarding the project and unanimously advanced B01: Renovation of 25 Water Street to the final slate of projects

B02 - Renovation of the Heuvelton Volunteer Fire Department

- Professional cost estimates
- Bank letter of interest
- Demonstrated financial capacity
- Budget table
- Existing conditions photo

5. Refined Projects List Discussion

Discussion

- Provided project rendering
- Project timeline

LPC Discussion:

- The MJ Team shared that the project sponsor had provided documentation demonstrating availability of funding for the project.
- The LPC unanimously advanced B02: Renovation of the Heuvelton Volunteer Fire Department to the final slate of projects.

<u>B03 – Renovation of River's Edge Apartments</u>

- Provided occupancy and tenant turnover information
- Confirmed project match funding
- Existing conditions images
- **Bank letter of interest**
- **Demonstrate financial capacity**
- **Provide renderings or proposed conditions images of intended interior work**
- **Project Timeline**

LPC Discussion

- The MJ Team noted that the project sponsor was uncommunicative after initial outreach and had several outstanding items that are required components.
- The LPC unanimously assigned B03: Renovation of River Edge's Apartments as more appropriate for support for the Small Project Fund. Additionally, the project's total cost of $83,000 is close to the Small Project Fund cap of $75,000. This project was not added to the final slate of projects
- The DOS Team added that the Small Project Fund has been very successful in the North Country region.

<u>B04 – Refurbishment of Heuvelton AMVET Roof</u>

- Received an estimate for the ceiling and roof replacement
- **Demonstrate financial capacity to carry project costs prior to any potential reimbursement**
- **Update budget table to indicate proposed project activities**
- **Identify any work proposed to the existing post office area**
- **Provide renderings or proposed conditions images of intended work**
- **Clarify downtown impact and benefits**

LPC Discussion

- The MJ Team explained that extensive efforts were made to engage the project sponsor through both phone and email communications.
- The project sponsor attended Open House #2 and acknowledged that participating in the application process had been a valuable learning opportunity.
- The MJ Team and DOS Team noted that they had previously informed the project sponsor roof rehabilitation and deferred maintenance project are not competitive candidates for NY Forward funding.
- Committee members observed that the application remained incomplete and suggested that other funding programs may be better suited to support the proposed work.

5. Refined Projects List Discussion

Discussion

- The LPC unanimously determined B04: Refurbishment of Heuvelton AMVET Roof was not for NY Forward and was not added to the final slate of projects. The project will be included in the Roadmap and highlighted as an important community facility.

B05 – 94 N. State Street Renovation

- Updated budget table
- Sponsor Match
- Professional Cost Estimates
- Demonstrated financial capacity
- Existing conditions images
- Proposed deck will be ADA compliant should the project be awarded NY Forward funding
- Provided project rendering

LPC Discussion

- The LPC had no additional questions and unanimously advanced B05: 94 N. State Street Renovation to the final slate of projects.

B06 – Krista's Place (Doug's Tavern)

- Sponsor Match
- Existing Conditions Photos
- **Provide LLC Name**
- **Budget Table**
- **Professional Cost Estimates**
- **Demonstrate Financial Capacity**
- **Provide renderings or proposed conditions images of intended work**
- **Project timeline**

LPC Discussion

- The MJ Team explained that extensive efforts were made to engage the project sponsor through both phone and email communications.
- The project sponsor replied via email on Monday evening, the response did not include the information needed to advance the application.
- Committee members expressed concerns regarding the project's financial capacity and the lack of professional cost estimates, noting that the actual project cost could be significantly higher than the amount proposed in the application
- The DOS Team reminded the Committee that a complete project profile cannot be developed without the information and documentation that remain outstanding from the project sponsor.
- The LPC unanimously determined B06: Krista's Place (Doug's Tavern) as a pipeline project. As such, the project will be referenced with a brief description in the Strategic Investment Plan (SIP).

C01 – Establish a Small Project Fund in Heuvelton

- No additional information was requested for this project.

LPC Discussion

5. Refined Projects List Discussion

Discussion

- The DOS Team clarified that the NY Forward Request $300,000 cannot be increased.
- The DOS Team also reminded the Committee that, if awarded, the Small Project Fund would require a separate application and review process at a later date.
- The LPC unanimously advanced C01: Establish a Small Project Fund in Heuvelton to the final slate of projects.

<u>D01 – Create a Branding and Wayfinding Initiative for Downtown Heuvelton</u>

- No additional information was requested for this project.

LPC Discussion

- The LPC had no additional questions and unanimously advanced D01: Create a Branding and Wayfinding Initiative for Downtown Heuvelton to the final slate of projects.

Projects Not for NY Forward *(Total NY Forward Funding Request - $457,000)***:**

- B07 – Upgrade to Heuvelton Free Library (outside NY Forward boundary)

Key Decisions & Outcomes

- B03 – Renovation of River's Edge Apartments: Small Project Fund Demonstration
- B04 – Refurbishment of Heuvelton AMVET Roof: Not for NY Forward but will be featured in the Roadmap
- B06 – Krista's Place (Doug's Tavern): Pipeline Project

6. Vote on Final Slate of Projects

Discussion

The MJ Team then provided an overview of the voting process and facilitated the LPC's vote on the final slate of projects.

Vote on Slate of Projects:

- LPC votes on final slate of projects to be recommended for inclusion in the Strategic Investment Plan
- This slate of projects should represent a NY Forward request of between $6-8 million
- NYS makes final funding decisions

Ballot Instructions:

- Place a check mark in the box to add the project the final slate of projects
- Place a check mark in the box that represents your vote
- Place a checkmark in the box next to projects you have recused yourself from if applicable
- Sign ballot
- Submit

6. Vote on Final Slate of Projects

Discussion

Identify Final Slate of Projects *(Total NY Forward Funding Request - $5,655,000)*:

- A01 - NYS-812/State Street Streetscape Project
- B01 - Renovation of 25 Water Street
- B02 - Renovation of the Heuvelton Volunteer Fire Department
- B05 – 94 N. State Street Renovation
- C01 – Establish a Small Project Fund in Heuvelton
- D01 – Create a Branding and Wayfinding Initiative for Downtown Heuvelton

Final Slates Total

- Total Project Cost: $5,780,000
- Total NY Forward Request: $5,655,000

Key Decisions & Outcomes

N/A

7. Next Steps

Discussion

The MJ Team discussed the next steps in the NY Forward process:

- Draft Strategic Investment Plan completely by MJ: **December – January**
- Final Strategic Investment Plan due to NYS: **April 2027**
- Project Award Announcements – **anticipated Summer 2027**

Visit the Heuvelton NY Forward website to view meeting summaries, and presentation materials: www.HeuveltonNYForward.com

NY Forward Program resources can be found at: https://www.ny.gov/programs/ny-forward

The MJ Team then thanked the LPC members for their time, commitment and support in the NY Forward Process.

Key Decisions & Outcomes

N/A

This meeting summary conveys our understanding of the items discussed and agreements reached at this meeting. Please forward any additions, corrections and/or questions to my attention.

Submitted by:
Daniel Madigan, MJ Engineering and Land Surveying, P.C.

cc: Consultant Team, State Team, Local Planning Committee

Local Planning Committee

Name	Present
Barbara Lashua, Co-Chair	☑
Dr. Zvi Szafran, Co-Chair	☑
Becky Bailey	☑
Alexa Backus Chase	☑
Karen Cole	☑
Heather Dodds	☑
David Kingsley	☑

State Partners

Name	Present
Kylie Peck	☑
Jennifer Voss	☑
Mary Barthelme	☒
Heather Tanner	☑

Planning Support

Name	Present
Becky Donnelly	☑

Consultant Team

Name	Affiliation	Present
Daniel Madigan	M.J. Engineering	☑
Melia Hema	M.J. Engineering	☑