HEUVELTON

LOCAL PLANNING COMMITTEE MEETING #4 SUMMARY

Purpose:	Local Planning Committee (LPC) Meeting #4
Date and Time:	Tuesday, October 6, 2026, 12:00 – 2:00 PM
Location:	Pickens Hall, 83 N State St, Heuvelton, NY 13654
Attendees:	See Below
Agenda:	1. Welcome & Preamble 2. Project Schedule Update 3. Refined Projects List Discussion 4. Next Steps 5. Public Comment

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.

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.

1. Welcome & Preamble

Discussion

It was acknowledged that the following LPC members are recused from the projects listed:

- B01 – Renovation of 25 Water Street
  - Karen Cole
  - David Kingsley
  - Barbara Lashua
- B07 – Upgrade to Heuvelton Free Library
  - Karen Cole

Key Decisions & Outcomes

N/A

2. Project Schedule Update

Discussion

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

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

- The MJ Team clarified that coordination with project sponsors is ongoing and that additional information is still being gathered

3. Refined Projects List Discussion

Discussion

The MJ Team then discussed how projects are evaluated throughout the NY Forward Process.

NYS NY Forward Goals:

- Create an active downtown with a strong sense of place
- Attract new businesses and provide job opportunities
- Enhance public spaces that serve those of all ages and abilities
- Reduce greenhouse gas emissions + enhance climate resiliency
- Provide quality of life amenities
- Cultivate a variety of housing opportunities
- Grow local tax revenue
- Local Goals developed by the LPC

Eligible Project Types:

- Public Improvement Projects: Streetscape and transportation improvements, recreational trails, new and upgraded parks, plazas, public art, green infrastructure, and other public realm projects.
- Small Project Grant Fund: A locally managed matching small project for small downtown projects, such as façade improvements, building renovations, business assistance, or public art.
- New Development and/or Rehabilitation of Existing Downtown Buildings: Development and redevelopment of real property for mixed-use, commercial, residential, not for profit, or public uses. Development / redevelopment should result in employment opportunities, housing choices or other community services.
- Branding and Marketing: Downtown branding and marketing projects that target residents, tourists, investors, developers and visitors.

Ineligible Project Types + Activities:

- Planning Activities. All NY Forward funds must be used to implement projects.
- Operations and Maintenance. Funds cannot be used for on-going or routine expenses, such as staff salaries and wages, rent, utilities, and property up-keep.
- Pre-award Costs. Reimbursement for costs incurred before the completion of the Strategic Investment Plan and the announcement of funding awards is not permitted.
- Property Acquisition. NY Forward funds cannot be used for property acquisition.
- Training and Other Program Expenses. NY Forward funds cannot be used to cover continuous costs, such as training costs and expenses related to existing programs.
- Expenses related to Existing Programs. NY Forward funds cannot supplement existing programs or replace existing resources.

Project Evaluation Criteria:

- LPC will use the State Evaluation criteria in addition to Local Evaluation Criteria when discussing and evaluating proposed projects throughout the NY Forward planning process

3. Refined Projects List Discussion

Discussion

- Alignment with Heuvelton's vision and goals will be used to evaluate submitted projects

The MJ Team then reviewed Heuvelton's vision and goals. Melia Hema (MJ) explained that the revised Downtown Vision was rooted in the Village's original vision as outlined in its NY Forward application. The vision was subsequently refined based on feedback gathered through the first Open House, the Community Survey, and discussions with the LPC.

Revised Downtown Vision:

- "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."

Downtown Heuvelton Draft Goals:

- 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.

Project Match Requirements + Decarbonization:

- 25% minimum project match for private projects (per NY Forward program)
- **Proposed projects with a greater sponsor match may be more competitive during the project evaluation process*
- No match requirement for public or non-profit projects
- Total project cost must be a minimum of $75,000 (except small project fund)
- LPC can set higher match requirements at their own discretion
- New construction, building additions over 5,000 SF and some substantial renovation over 5,000 SF will be required to meet decarbonization standards

What Makes a Project Idea into a Viable Project:

- Eligible project activities
- A project sponsor that has the legal authority and capacity to implement the project
- Clear project scope and plans and a detailed budget
- Sufficient financing
- Site control or demonstrated ability to acquire the property or receive permission to implement a project

3. Refined Projects List Discussion

Discussion

- Readiness and capacity to implement the project within two years of NY Forward funding

Several completed/awarded project examples were shown from Downtown Revitalization Initiative (DRI) round 5.

LPC Evaluation
The MJ Team reviewed the LPC evaluation process completed thus far and reiterated that the LPC is tasked with developing a slate of recommended projects for inclusion in the Strategic Investment Plan Daniel Madigan (MJ) reminded the LPC that the recommended project slate should reflect a total NY Forward funding request of between $6-8 million. He then explained that Pipeline Projects are significant projects that may not yet be sufficiently advanced to receive NY Forward funding.

Preliminary Project List Highlights:

- 10 Proposed Projects Received
  - 3 Public Projects
  - 3 Private Projects
  - 4 Non-Profit Projects
- $7.4 Million in NY Forward Funds Requested
- $7.6 Million in Total Project Costs

Key Considerations for Discussion:

- Does the project sponsor have capacity to implement the project?
- How do the project scope's compare in terms of downtown impact?
- Would the project be the best use of NY Forward Funding?
- Does a project's location make it more or less competitive?
- Did the project sponsor demonstrate financial capacity to complete project prior to reimbursement?
- Does a project's budget clearly identify costs and estimates?
- Is the project ready to proceed?

Projects Received Through Open Call:

- 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
- B04 – Refurbishment of Heuvelton AMVET Roof
- B05 – 94 N. State Street Renovation
- B06 – Krista's Place (Doug's Tavern)
- B07 – Upgrade to Heuvelton Free Library
- C01 – Establish a Small Project Fund in Heuvelton
- D01 – Create a Branding and Wayfinding Initiative for Downtown Heuvelton
- Small Project Fund Interest Letters

Projects Ready to Advance *(Total NY Forward Funding Request - $625,000)*:

- C01 – Establish a Small Project Fund in Heuvelton

3. Refined Projects List Discussion

Discussion

- D01 – Create a Branding and Wayfinding Initiative for Downtown Heuvelton

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

- B07 – Upgrade to Heuvelton Free Library *(located outside of Heuvelton NY Forward Boundary)*

Projects Need More Information *(Total NY Forward Funding Request - $6,335,000)*:

- 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
- B04 – Refurbishment of Heuvelton AMVET Roof
- B05 – 94 N. State Street Renovation
- B06 – Krista's Place (Doug's Tavern)

Daniel Madigan (MJ) then outlined the LPC's evaluation process for the meeting. Each project submitted through the Open Call for Projects was introduced with a summary of the proposal, feedback from the LPC work session, and any recent updates. Following this review, Co-Chair Barbara Lashua facilitated discussion among LPC members to determine whether the project was Ready to Advance, Needed More Information, or was Not for NY Forward Funding. Members used red and green paddles to visually indicate their recommendations.

A01: NYS-812/State Street Streetscape | Municipal Project
The State Street Streetscape Improvements project will extend the bridge's historic character throughout the corridor with period lighting, historic plaques, horse and buggy parking, improved sidewalks, bump-outs and a Public Address (PA) system for community events. These upgrades will create an attractive setting that supports ongoing facade improvements, new mixed-use residential units, and expanded commercial activity. Trees, benches, and existing marked crossings will enhance walkability while maintaining NYSDOT preferred pedestrian safety standards and encouraging use of nearby businesses.
Total Cost: $4,351,000*
NY Forward Request: $4,351,000*
Sponsor Match: 0%
Decarbonization: Not Applicable
LPC Recusals: Not Applicable
LPC Evaluation: Needs More Information

*Currently being updated

LPC Discussion:

- NYSDOT paving efforts are expected to align with the NY Forward project schedule.
- Based on traffic circulation and operational considerations, raised bump-outs at the Lisbon Street intersection are no longer being considered.

Project Updates:

- Revised total cost and NY Forward request is underway
- Revised concept is underway

3. Refined Projects List Discussion

Discussion

LPC Recommendation

- The LPC unanimously categorized A01 as Ready to Advance
    - The MJ Team will provide an updated total cost estimate once they were made available

B01: 25 Water Street Renovation | Non-Profit Project

The Heuvelton Historical Association (HHA) aims to upgrade the building at 25 Water Street and convert its use to a studio apartment. This proposed project will include the installation of new heat pumps and restore the façade to be compatible with local historic character with the removal of asbestos siding shingles.

Total Cost: $495,000 **updated cost*

NY Forward Request: $495,000 **updated cost*

Sponsor Match: 0%

Decarbonization: Not Required

LPC Recusals: David Kingsley, Barbara Lashua, Karen Cole

- LPC members David Kingsley and Barbara Lashua recused themselves and left the meeting room during discussion of Project B01. Karen Cole was absent from the meeting.

LPC Evaluation: **Needs More Information**

LPC Discussion:

- Asbestos abatement plan
- ADA compliance for proposed apartment unit
- Updated cost estimates for the proposed work outlined in the budget table

Project Updates:

- Updated project cost and NY Forward funding request. There is an increase of $95,000 based on updated cost estimates provided by the project sponsor.
- Total Project Cost: $495,000
- NY Forward Request: $495,000
- Updated Budget Table
- Updated Cost Estimates
- Apartment will meet NYS HCR Accessibility Requirements to the extent practicable.
- The MJ team reported that the project sponsor communicated that morning that a rendering should be provided by October 19, 2026.

LPC Recommendation

- The LPC unanimously categorized B01 as Ready to Advance

B02: Renovation of the Heuvelton Volunteer Fire Department | Non-Profit Project

The project aims to improve energy efficiency and both interior and exterior aesthetics for the Heuvelton Fire Department. This proposed project will replace the existing roof, doors, and windows, expand the truck bay, and install a new fire alarm system.

Total Cost: $522,000

NY Forward Request: $522,000

Sponsor Match: 0%

Decarbonization: Not Required

3. Refined Projects List Discussion

Discussion

LPC Recusals: None
LPC Evaluation: Needs More Information

LPC Discussion:

- Provide fire district Board of Commissioners acknowledgment of project application
- Indicate whether there are proposed improvements to the community space
- Update budget table
- Clarify contingency in budget
- Provide renderings or proposed conditions images of intended work
- Demonstrate financial capacity to carry project costs prior to any potential reimbursement

Project Updates:

- Board of Commissioners Letter of Approval
- Narrative describing the facility's importance as a community space
- Contingency costs equal to 10% of the project budget have been included
- Letter of support or commitment from a bank

LPC Recommendation

- The LPC unanimously categorized B02 as Ready to Advance

B03: Renovation of River's Edge Apartment | Private Project
The aim of this project is to restore and upgrade the River's Edge Apartments. The project proposed will restore the façade, update signage, and replace the existing door, windows and concrete steps.
Total Cost: $75,000
NY Forward Request: $75,000
Sponsor Match: 0%
Decarbonization: Not Required
LPC Recusals: None
LPC Evaluation: Needs More Information

LPC Discussion:

- Provide occupancy and tenant turnover information
- Confirm project match funding
- Clarify scope and condition of proposed interior work
- Provide updated renderings
- Submit updated cost estimates
- Demonstrate financial capacity

Project Updates:

- The MJ team reported that the project sponsor provided additional information the previous evening. The following updates were shared with the LPC:
    - The total project cost for B03 has been revised to $83,000, with a NY Forward funding request of $62,300
    - The project includes a 25% Sponsor Match
    - The residential units are currently occupied and experience minimal tenant turnover
    - The project sponsor reported that renderings are currently being developed

3. Refined Projects List Discussion

Discussion

- Per the LPC's request, the MJ Team will follow up with the project sponsor to determine whether façade improvements are included as part of the proposed project scope

LPC Recommendation

- The LPC unanimously categorized B03 as Ready to Advance

B04: Refurbishment of Heuvelton AMVET Roof | Non-Profit Project

The project aims to rehabilitate the building roof and ceiling system to address deteriorated conditions and improve building functionality. Improvements include roof replacement, replacement or augmentation of insulation beneath the roof, updating or replacing existing electrical infrastructure located within the ceiling, installation of new ceiling lighting, and replacement of the existing ceiling with new ceiling tiles.

Total Cost: $300,000
NY Forward Request: $270,000
Sponsor Match: 10%
Decarbonization: Not Required
LPC Recusals: None
LPC Evaluation: Needs More Information

LPC Discussion:

- 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

Project Updates:

- The MJ Team reported that multiple attempts were made to contact the project sponsor via the phone; however, no response was received
- The project sponsor also did not respond to email correspondence
- At the LPC's request, the MJ Team will continue its efforts to contact the project sponsor

LPC Recommendation

- The LPC categorized B04 as Ready to Advance
    - At the LPC's request, the MJ Team will continue its efforts to contact the project sponsor

B05: 94 N. State Street Renovation | Private Project

The project will improve a mixed-use building with commercial space on the first- floor and a one-bedroom apartment on the second floor. Improvements include reconfiguring the first-floor office and waiting area to increase waiting room space and improve functionality, replacing flooring, installing two energy-efficient front picture windows, replacing exterior siding, and upgrading the first-floor heating and air conditioning systems with more energy-efficient units.

Total Cost: $140,000
NY Forward Request: $105,000 **updated cost*
Sponsor Match: 20%

3. Refined Projects List Discussion

Discussion

Decarbonization: Not Required
LPC Recusals: None
LPC Evaluation: **Needs More Information**

LPC Discussion:

- Update budget table
- Confirm sponsor match
- Document secured funding sources and proof of secured funds
- Provide renderings or proposed conditions images of intended work
- Clarify if there are any proposed signage improvements
- Address parking availability and access
- Clarify if proposed deck will be ADA accessible

Project Updates:

- Received updated budget table with required 25% match and status of funding for proposed activities. NY Forward Request: $105,000
- Project sponsor does not intend to update signage for the existing business
- Parking will only be available for tenants and clients
- Proposed deck will be ADA compliant should the project be awarded NY Forward funding
- Project sponsor verbally indicated other project updates are underway

LPC Recommendation

- The LPC categorized B05 as Ready to Advance

B06: Krista's Place (Doug's Tavern) | Private Project
The project aims to expand and improve the existing outdoor space at Doug's Tavern to support year-round use. Improvements include façade enhancements, creating a four-season outdoor event space to accommodate dining, live entertainment, and private events in all weather conditions, reducing the need for temporary tents and the relocation of entertainment activities into the indoor dining area. The expanded space will support gatherings such as wedding receptions, birthday parties, banquets, and retirement parties.
Total Cost: $690,000
NY Forward Request: $517,000
Sponsor Match: 25%
Decarbonization: Not Required
LPC Recusals: Not Applicable
LPC Evaluation: **Needs More Information**

LPC Discussion:

- Update Budget Table
- Provide Revised Cost Estimates
- Document Secured Funding Sources
- Demonstrate Financial Capacity
- Provide Renderings

Project Updates:

3. Refined Projects List Discussion

Discussion

- The MJ Team reported that multiple attempts were made to contact the project sponsor via the phone; however, no response was received
- The project sponsor also did not respond to email correspondence

LPC Recommendation

- The LPC unanimously categorized B06 as Ready to Advance
    - With the support of four LPC members
    - At the LPC's request, the MJ Team will continue its efforts to contact the project sponsor

B07: Upgrade to Heuvelton Free Library | Non-Profit Project**

The project proposes expanding the existing Heuvelton Free Library building through the removal of an interior wall and construction of a 25-foot by 18-foot addition. Improvements also include installation of an ADA-compliant lift and construction of an ADA-compliant bathroom to improve accessibility.

Total Cost: $457,000
NY Forward Request: $457,000
Sponsor Match: 0%
Decarbonization: Not Required
LPC Recusals: Karen Cole
**Located outside of Heuvelton NY Forward Boundary
LPC Evaluation: Needs More Information

LPC Discussion:

- No justification was provided for the project's location outside the NY Forward boundary.
- The application included limited information regarding community involvement and stakeholder engagement.
- The Project Sponsor attended Office Hours.

Project Updates:

- None

LPC Recommendation

- The LPC unanimously categorized B07 as Not for NY Forward
    - The MJ Team will recognize the library in the roadmap as a significant community asset and gathering space. The LPC noted that the Village's receipt of NY Forward funding may also strengthen the library's ability to pursue additional funding opportunities in the future.

C01: Establish a Small Project Fund in Heuvelton | Municipal Project

This project will establish a locally managed matching fund to undertake a range of smaller downtown revitalization projects including facade improvements, interior and exterior building renovations for commercial or mixed-use spaces, permanent assistance, public art, permanently affixed signage and awnings, commercial interior fit-out, HVAC, mechanical, electrical, and plumbing. Applications to this small project fund will be required to provide a minimum of 25% of the overall project cost as a

Discussion

matching contribution, leveraging private funds to achieve an even greater transformative impact in downtown Heuvelton.
# of Letters Received: 3
Total Cost: $300,000
NY Forward Request: $300,000
Sponsor Match: Matching requirements must be no less than 25% of the total cost per project
Decarbonization: Not Required
LPC Recusals: Not Applicable
LPC Evaluation: Ready to Advance

LPC Discussion:

- None

Project Updates:

- None

LPC Recommendation

- The LPC unanimously categorized C01 as Ready to Advance

D01: Create a Branding and Wayfinding Initiative for Downtown Heuvelton| Municipal Project
The Heuvelton branding and wayfinding initiative will develop a branding strategy designed to enhance the visibility and appeal of Heuvelton as a destination and distinct place in the region. The wayfinding signage will utilize the branding strategy to enhance access to, and user experience of Heuvelton's downtown by highlighting its assets.
Total Cost: $250,000
NY Forward Request: $250,000
Sponsor Match: Not Required
Decarbonization: Not Applicable
LPC Recusals: Not Applicable
LPC Evaluation: Ready to Advance

LPC Discussion:

- The DOS and MJ Team clarified that the proposed cost estimates include the fabrication and installation of marketing material along with funding the process of determining a design firm.

Project Updates:

- None

LPC Recommendation

- The LPC unanimously categorized D01 as Ready to Advance

LPC Work Session Recommendations:

- 2 Projects Ready to Advance
- 8 Projects Need More Information
- 1 Project Not for NY Forward
- $7.4 Million in Requested Funds

3. Refined Projects List Discussion

Discussion

Key Decisions & Outcomes

- The MJ Team will continue their efforts in contacting project sponsors that require further information

4. Next Steps

Discussion

The MJ Team discussed the next steps for the LPC:

LPC Vote on Slate of Projects

- Voting Process (expected to take place at LPC #5)
  - Completed ballots will be signed and submitted to MJ Team
  - Mark box to recuse form individual project
  - Complete Recusal Form, if necessary
- A NY Forward Ballot Example was displayed
- DOS clarified that the LPC's role is to evaluate projects at the local level and advance a recommended slate of projects to NYSDOS for consideration. Final funding decisions will be made by the State.

Next Steps

- Outreach to project sponsors for additional information and materials (MJ Team)
- Open House #2:
  - Tuesday, October 27, 2026, at 5:00 pm at Pickens Hall
- LPC Meeting #5:
  - Wednesday, October 28, 2026, at 1:00 pm at Pickens Hall
  - Potential vote on slate of projects to recommend for NY Forward
- Draft Strategic Investment Plan
  - November to January
  - Prepared by Consultant Team and submitted to NYS

Visit the Heuvelton NY Forward website to follow along, view meeting summaries, and presentation materials and find out how to get involved!: www.HeuveltonNYForward.com

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

Key Decisions & Outcomes

N/A

5. Public Comment

Discussion

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

5. Public Comment

Discussion

The following comments were provided:

- It was noted that hanging signage is present at 94 North Street.
- An audience member inquired whether federal funding opportunities are available for post office facilities.
- Another audience member expressed interest in developing a skate park or other recreational amenities for local teenagers.

Key Decisions & Outcomes

NA

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	☑
Mark Kerns	☒
David Kingsley	☑

State Partners

Name	Present
Kylie Peck	☑
Jennifer Voss	☑
Heather Tanner	☑

Planning Support

Name	Present
Becky Donnelly	☑

Consultant Team

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