



# Village of Montgomery

NY FORWARD 



## Local Planning Committee (LPC)

### Meeting #1

May 1, 2024



NY Forward

# Agenda

## Welcome, Introductions and Presentation (105 minutes)

- Welcome
- Introductions
- LPC Code of Conduct Refresher
- Roles and Responsibilities
- NY Forward Program Overview
- Project Development and Evaluation
- Conclusion of the NY Forward Planning Process
- Montgomery NY Forward Application
- Public Engagement

## Public Comment (15 minutes)





# Introductions

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# Meet the Local Planning Committee (LPC)

Name	Affiliation
Mayor Michael Hembury	LPC Co-Chair, Village of Montgomery
Dr. Kristine Young	LPC Co-Chair; President of SUNY Orange and Co-Chair of the Mid-Hudson Regional Economic Development Council
Brian Fitzpatrick	Village of Montgomery Historian
Marc Devitt	President of Devitt Hospitality
Dr. Susan Dean	Director of Operations for McKesson’s Pharmaceutical and Board Member of Business Council of Greater Montgomery
Amy Frisbee	Village of Montgomery Planning Board Chair and Co-Chair Montgomery Community Fund
Jose Hernandez	Town of Montgomery Industrial Development Authority
Bob Reynolds	Past President of the Montgomery Fire Department and Community Leader
Sylvie Rainaldi	Member of Residents Protecting Montgomery and Town Ambulance Corps

## NY Forward Code of Conduct

- Guidelines, standards, and procedures for the Local Planning Committee (LPC) members to follow throughout the planning process
- All LPC members are required to serve and act in the **public interest**
- LPC members must sign the *Code of Conduct for Members of New York State Downtown Revitalization Initiative and NY Forward Local Planning Committees (Code of Conduct)*

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**Disclose conflicts of interest**

**Act in the public interest**

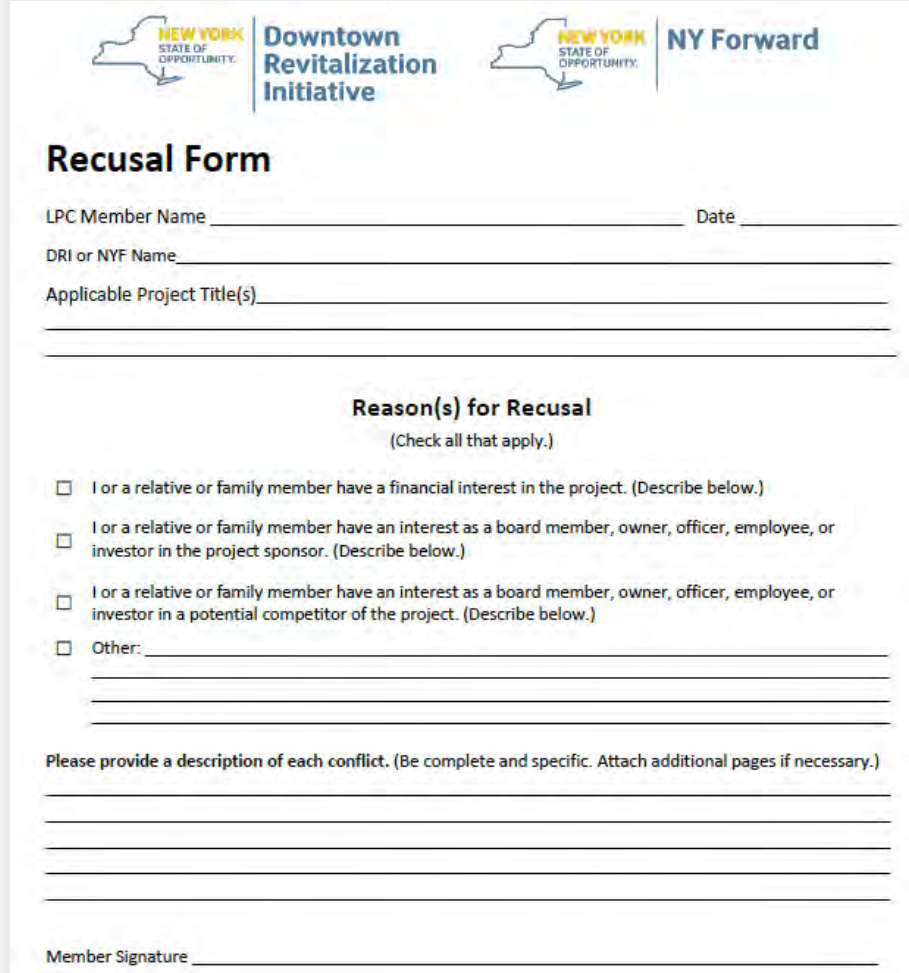
**Disqualify as necessary**

## What Does “Acting in the Public Interest” Mean?



- Avoid conflicts of Interest
  - No “unwarranted privileges” in which an LPC member should use or attempt to use their position to secure unwarranted privileges or exemptions for themselves or others
  - No “improper influence.” An LPC member shall exercises their duties and responsibilities so as to not exert improper influence over other members.
  - An LPC member shall exercise all duties and responsibilities for the primary benefit of the public and in a manner where any benefit to the member or a family member or relative is incidental.
- If a benefit is more than incidental, a conflict of interest arises, and an LPC member should recuse themselves

# Documenting Conflicts

- Members must identify if they have a potential conflict at the first meeting in which the matter giving rise to the conflict is discussed.
- When a potential conflict is identified, LPC members must complete and submit a formal Recusal Form.
- LPC members may **not** vote, or attempt to influence, a discussion or vote on any project(s), where a potential conflict of interest exists.



The form is titled "Recusal Form" and is associated with the "Downtown Revitalization Initiative" and "NY Forward" programs. It includes fields for "LPC Member Name", "Date", "DRI or NYF Name", and "Applicable Project Title(s)". Below these fields is a section titled "Reason(s) for Recusal" with the instruction "(Check all that apply.)". This section contains four checkbox options: 1) "I or a relative or family member have a financial interest in the project. (Describe below.)", 2) "I or a relative or family member have an interest as a board member, owner, officer, employee, or investor in the project sponsor. (Describe below.)", 3) "I or a relative or family member have an interest as a board member, owner, officer, employee, or investor in a potential competitor of the project. (Describe below.)", and 4) "Other:" followed by three blank lines. Below the checkboxes is a section titled "Please provide a description of each conflict. (Be complete and specific. Attach additional pages if necessary.)" with four blank lines. At the bottom, there is a "Member Signature" field.

 **Downtown Revitalization Initiative**  **NY Forward**

### Recusal Form

LPC Member Name \_\_\_\_\_ Date \_\_\_\_\_

DRI or NYF Name \_\_\_\_\_

Applicable Project Title(s) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### Reason(s) for Recusal

(Check all that apply.)

I or a relative or family member have a financial interest in the project. (Describe below.)

I or a relative or family member have an interest as a board member, owner, officer, employee, or investor in the project sponsor. (Describe below.)

I or a relative or family member have an interest as a board member, owner, officer, employee, or investor in a potential competitor of the project. (Describe below.)

Other: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please provide a description of each conflict. (Be complete and specific. Attach additional pages if necessary.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Member Signature \_\_\_\_\_



## Recusals

- The LPC co-chairs will remind members of their obligation to recuse at each meeting of the committee.
- A list of recusals together with the recusal form completed by each recused member will be maintained for each project for the duration of the NY Forward planning process.
- The recusal list will be updated at each meeting.



## Voting on Recommended Projects

- At the end of the process, all LPC members will vote on a slate of projects to be recommended to the state for NY Forward funding.
- Voting will take place via an official LPC ballot to be submitted to the State.
- LPC members must recuse themselves from voting on individual projects where a conflict of interest exists.
- LPC members must follow the determinations made by the Ethics Officer in accordance with the Code of Conduct and other applicable laws.



# Roles and Responsibilities

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## Roles and Responsibilities

The NY Forward program accomplishes its goals through a unique State and local partnership:

- State Agencies
- Consultant Team
- Co-Chairs
- Local Planning Committee (LPC)
- Municipal Staff
- Project Sponsors
- Public

# Roles and Responsibilities

## Local Planning Committee

- Led by two co-chairs
- Brainstorm ideas and provide feedback
- Refine the vision for Montgomery's Downtown
- Develop goals and strategies to achieve the vision
- Provide input on and review the Downtown Profile and Assessment
- Assist with engaging the public in the planning process
- Identify and select priority projects for downtown revitalization
- Recommend projects to be included in the Strategic Investment Plan
- Work with the consultant team and state team to prepare and submit a NY Forward Strategic Investment Plan



# Roles and Responsibilities

## State Team

- Assist the consultant team and LPC with critical tasks
- Ensure compliance with NY Forward program requirements compliance
- Participate in the preparation and review of NY Forward documents
- Provide knowledge about housing, economic development, decarbonization, and energy efficiency programs

### Department of State (DOS)

Susan Landfried

### Empire State Development (ESD)

Linda Malave  
Matthew Teglash

### NYSERDA

### Homes and Community Renewal (HCR)

Adrian Halvorsen  
Mary Bartheleme

# Roles and Responsibilities

## Consultant Team

- Guide the planning process
- Lead all public engagement
- Assist the LPC with project identification and development, and evaluation of potential projects
- Draft of all components of the Strategic Investment Plan, including project profiles and analyses demonstrating feasibility and impact of projects.

## Consultant Team

- VHB
- Karp Strategies
- MUD Workshop
- 4ward Planning
- Trophy Point



# Roles and Responsibilities

## Village of Montgomery

- Co-chairs and provide leadership for the LPC
- Provide local assistance to the consultants and state planner
- Support the NY Forward process by identifying key resources, information, and stakeholders
- Assist with meeting logistics
- Act as a local points of contact for public engagement

# Roles and Responsibilities

## Project Sponsors

- Submit project scopes in the NY Forward area to be considered for funding
- Provide necessary information to the LPC about the project, including scope, budget, capacity, etc.
- Engage in ongoing conversations about project development

## Public

- Provide input on downtown Montgomery's needs and opportunities, and the vision and goals for downtown
- Share ideas for how to revitalize downtown Montgomery
- Share feedback on the projects submitted for LPC consideration



A stylized map of a town with a river and a grid of streets. The river is a prominent teal-colored feature winding through the upper portion of the map. The streets are represented by thin, light brown lines forming a grid. Buildings are depicted as small, light brown rectangles scattered throughout the grid. The overall background is a light beige color.

# NY Forward Program Overview

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## NY Forward



*The Downtown Revitalization Initiative and New York Forward programs focus on creating healthy, vibrant, walkable downtowns that catalyze sustainable economic development and accrue numerous economic, social, and environmental benefits to the locality, the region, and the State as a whole.*

## NY Forward Program Goals



*Create an active downtown with a strong sense of place.*



*Build a diverse population, with residents and workers supported by complementary diverse housing and employment opportunities.*



*Attract new businesses that provide job opportunities for a variety of skills and salaries.*



*Provide amenities that support and enhance downtown living and quality of life.*



*Grow the local property tax base.*



*Enhance public spaces for arts and culture.*



*Reduce greenhouse gas emissions and support investments that are more resilient to future climate change impacts.*

# NY Forward Planning Process

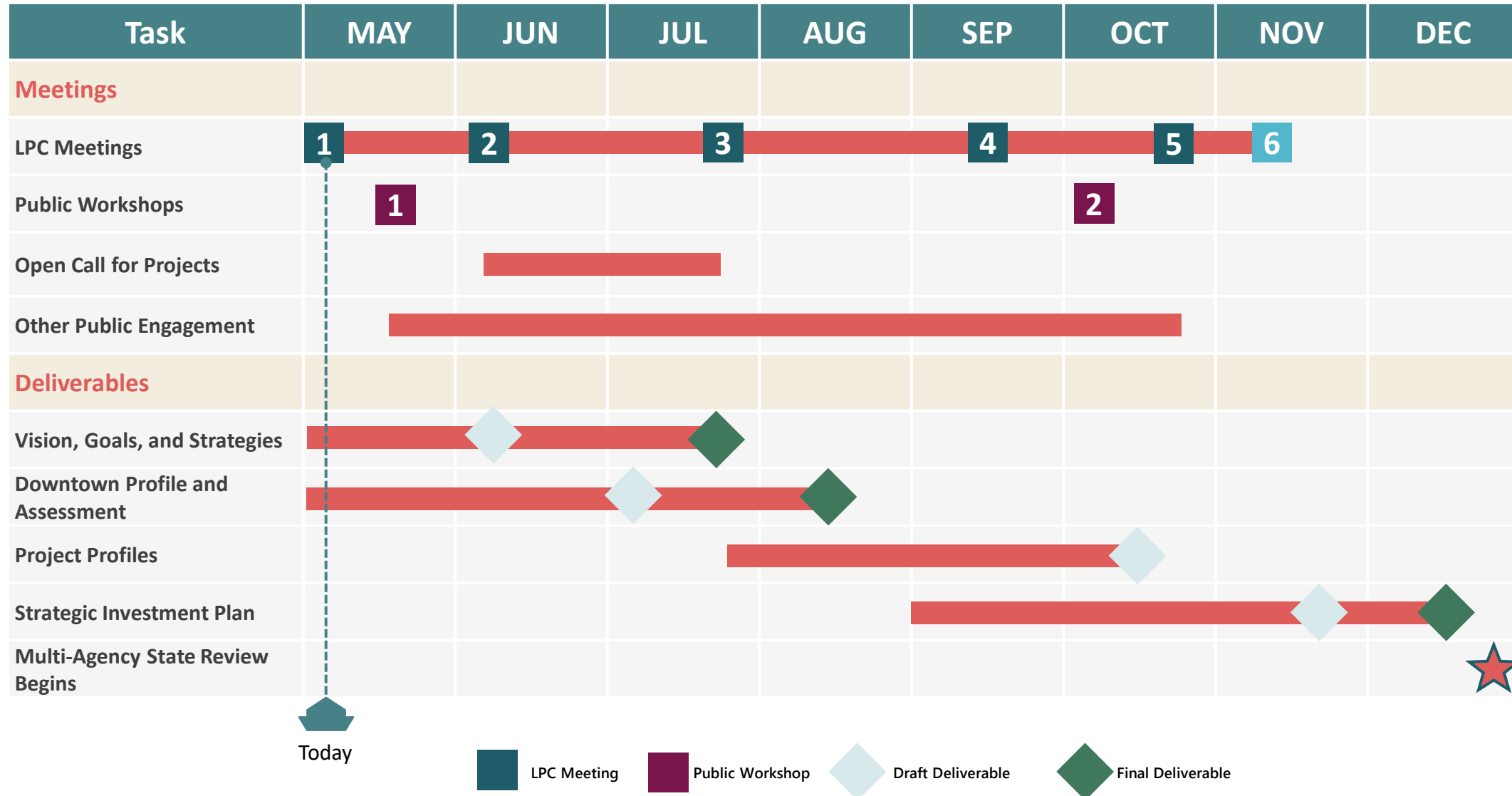
NY Forward communities undertake a targeted, community-based planning process focused on the development of a Strategic Investment Plan.

## **Key steps in the NY Forward planning process include:**

1. Downtown Profile and Assessment
2. Community Vision, Goals, and Revitalization Strategies
3. Project Development
4. Strategic Investment Plan Compilation



# NY Forward Timeline







# LPC Questions and Answers





# Project Development and Evaluation

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# Project Eligibility

## Eligible Project Types

- New development and/or rehabilitation of existing downtown buildings
- Public improvement projects
- Small Project Fund
- Branding and marketing

## Ineligible Activities

- Standalone planning activities
- Operations and maintenance
- Pre-award costs
- Property acquisition
- Training and other program expenses



# Project Requirements

- Shovel-ready in 2 years from project award
- Project size/scale
  - Standalone NY Forward projects have a minimum total project cost of \$75,000.
- Project sponsor capacity – public, non-profit, private entities
- Financing
- Matching and leverage
  - Private project sponsors are required to contribute a minimum of 25% of the total project cost.
- Site control
- Building decarbonization
- Reimbursement

Strong NY Forward projects are catalytic, transformational, able to be implemented in the near-term, and create synergies between different projects and programs in the downtown.

# How are Projects Identified and Refined?

## Project Identification

- Community's NY Forward application
- Open Call for Projects
- Public engagement

## Project Development/Refinement

- After projects are identified, they will continue to be refined using feedback from the consultant team, State team, and the public.
- Consultant team can provide technical support to project sponsors with project scope, cost estimating, decarbonization, etc.
- LPC will evaluate projects based on evaluation criteria and the vision and goals for downtown.

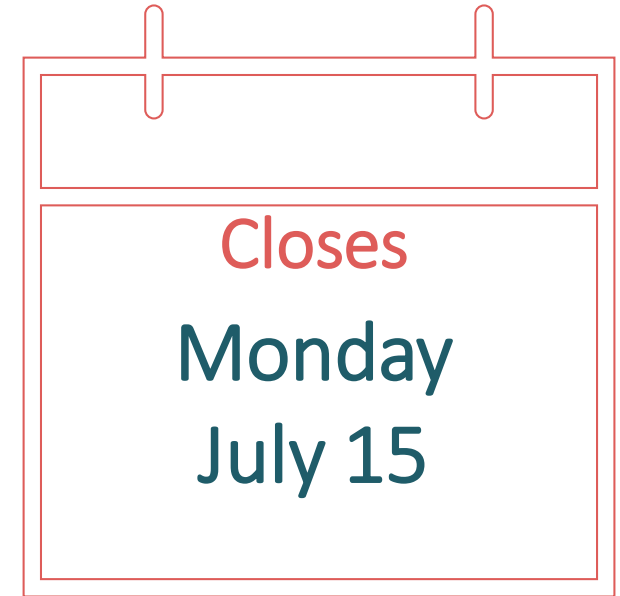
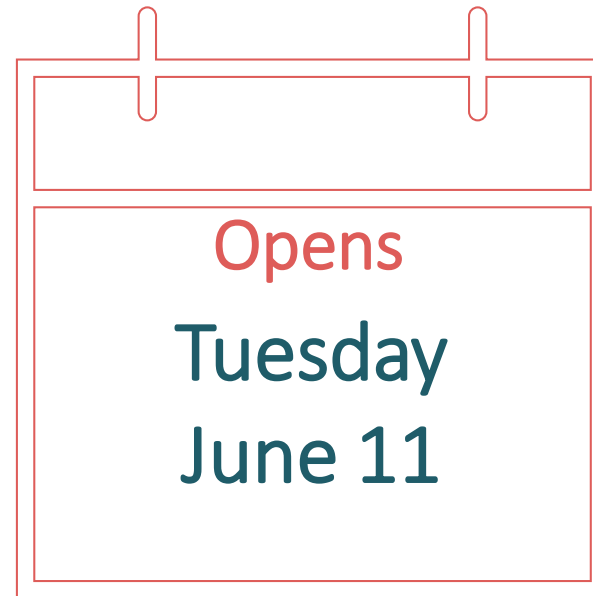
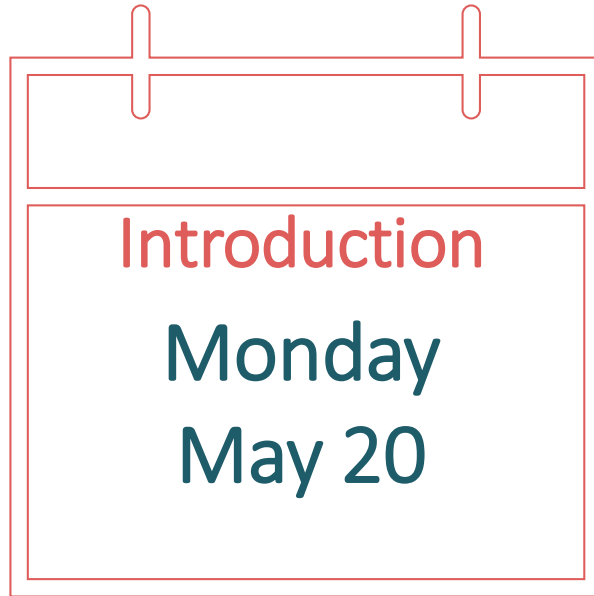
# Open Call for Projects

- The Open Call for Projects is an opportunity for stakeholders, community members, and business owners to submit projects for consideration by the LPC for inclusion in the NY Forward Strategic Investment Plan.
- A project form will be made available to prospective project sponsors. The submission period will be open to the public for at least four weeks.
- All project sponsors, including those for public projects, must complete a form.
- Consultant team will be available to answer questions during the submission period

## Project Form Components

- Project Sponsor
- Project Location
- Existing Conditions
- Project Type
- Project Title and Description
- Property Ownership
- Project Alignment with Vision and Goals
- Preliminary Funding Estimate
- Capacity
- Project Readiness and Timeframe for Implementation
- Supplemental Information such as photos or renderings
- Decarbonization

## Open Call for Projects



*The submission form will be linked on the Montgomery's NY Forward website.*

Open Call will officially begin after the LPC has established a draft vision, goals, and local evaluation criteria.

# How are Projects Evaluated?

## State evaluation criteria

- **State and Local Goals.** The project should be aligned with State and local goals and demonstrate strong community support.
- **Project Readiness.** The project should be well-developed and poised to proceed in the near-term in a way that will jump start the redevelopment of the NY Forward area.
- **Catalytic Effect.** The project is likely to have a significant positive impact on the revitalization of the downtown by attracting other investment at a scale appropriate for the community.
- **Co-Benefits.** The project will result in benefits to both the community and project developer, such as generating additional economic activity and improving quality of life
- **Cost Effectiveness.** NY Forward investment in a project would represent an effective and efficient use of public resources.



# How are Projects Evaluated?

## Local evaluation criteria

- Based on State criteria
- Refined based on local priorities and interests
- Are there co-benefits that should be prioritized when evaluating projects?
  - Potential to attract regional visitors
  - Increases accessibility and affordability
  - Enhances community connectivity and cohesion
  - Generates new jobs and employment opportunities
- At LPC Meeting #2, the LPC will discuss and establish draft evaluation criteria.





# LPC Questions and Answers



A stylized map of a town with a river and a grid of streets. The river is a prominent teal-colored feature winding through the town. The streets are represented by thin orange lines, and buildings are shown as small grey rectangles. The overall background is a light beige color.

# Conclusion of NY Forward Planning Process

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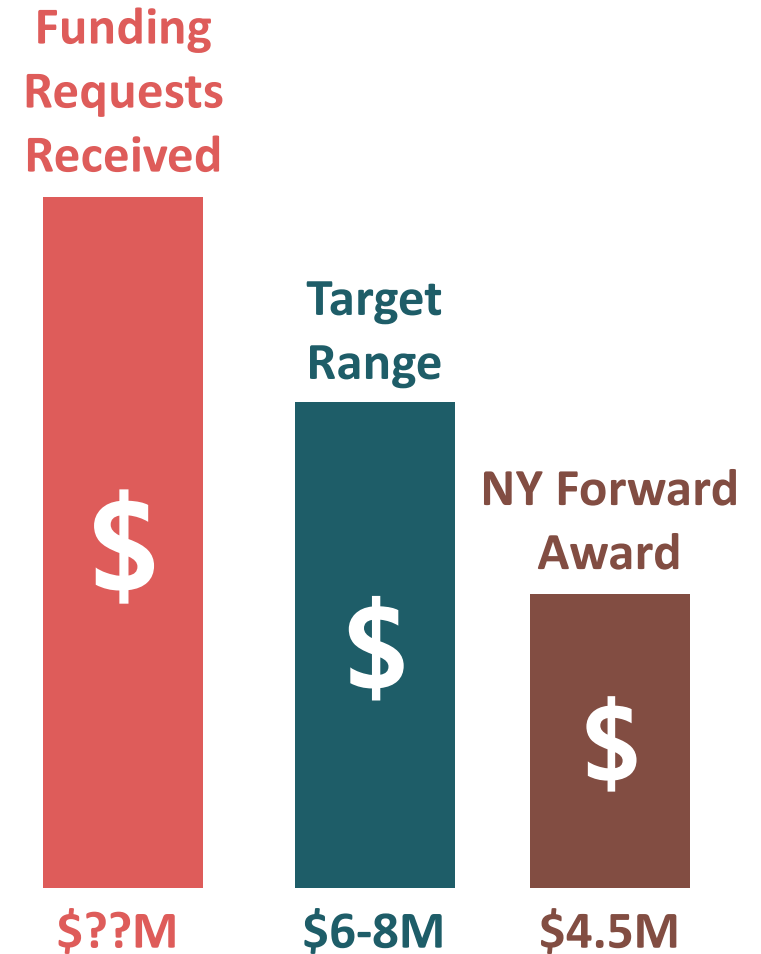
## How Does this NY Forward Planning Process Conclude?

- LPC will come to a consensus on a list of projects to recommend to the State for funding.
- VHB will prepare a Strategic Investment Plan that contains detailed information about each recommended project for the State to review.
- This plan will also help guide Montgomery in ongoing downtown revitalization efforts.



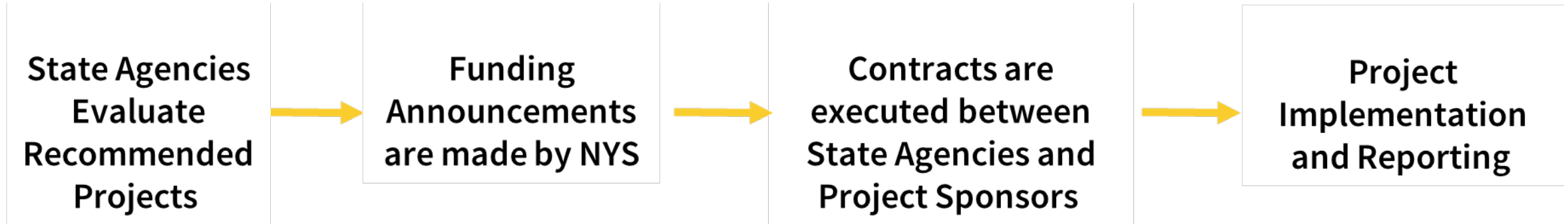
## How Does this Process Conclude?

- LPC will come to a consensus on a list of projects (final slate of projects) to recommend to the State for funding.
  - The total amount of the final slate will have a higher dollar value than what will be awarded.
- VHB will prepare a Strategic Investment Plan that contains detailed information about each recommended project for the State to review
- This plan will also help guide Montgomery in ongoing downtown revitalization efforts.





## What Happens After the Planning Process Ends?



Award announcements are typically made several months following the submission of the Strategic Investment Plans

## Project Implementation

- All awards are provided as a reimbursement grant – project sponsors must complete work before funds are provided.
- Some project sponsors may need to secure bridge financing to cover costs during project implementation/awaiting reimbursement
- All awards are subject to State requirements, including MWBE goals, competitive procurement, etc.



# Montgomery NY Forward Application

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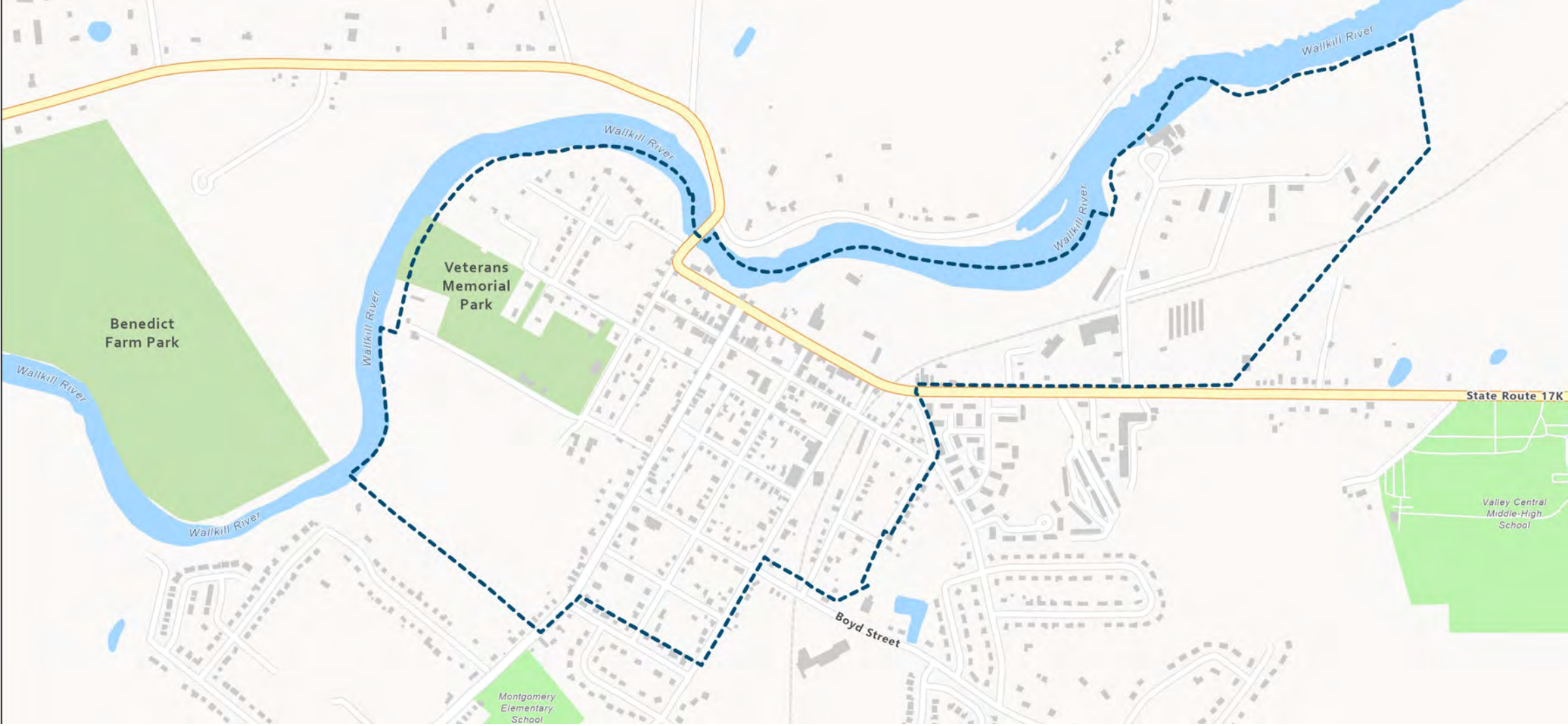
# Montgomery NY Forward Application

As part the NY Forward application process, each community provides the following information, including the boundary of the downtown area where it proposes to focus its planning efforts:

1. NY Forward Boundary
2. Vision Statement
3. Past Investments and Future Potential
4. Supportive Local Policies
5. Public Support
6. Transformative Project Opportunities
7. Administrative Capacity



# Montgomery NY Forward Boundary





# Montgomery NY Forward Application Projects

- Complete Streets in Downtown
  - Sidewalk repairs and upgrades
  - Lamppost Initiative and Creative Placemaking
  - Trees and landscaping
- Wallkill Pedestrian Bridge
- Wallkill River Linear Park
- Veteran's Memorial Park and Pleasure Ground Park Upgrade
- Building Improvement Grants (Small Project Fund)
- Wayfinding Signage and Branding




# Montgomery's Opportunities and Challenges

## *[Activity]*



# Montgomery's Opportunities and Challenges


 0

Nobody has responded yet.  
Hang tight! Responses are coming in.



# Montgomery NY Forward Vision *[Activity]*

What words come to mind when you envision the future of downtown Montgomery?

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Nobody has responded yet.

Hang tight! Responses are coming in.



## Montgomery NY Forward Vision Statement

“*Montgomery is a quaint historic village with a strong sense of community and a picturesque location along the Wallkill River. Our residents cherish our small-town charm and abundance of community-oriented events, as well as our beautiful period architecture.*

*Our vision for the future involves improving and better connecting our downtown parks and green spaces, making our streets and sidewalks safer and more walkable, preserving our history, and enhancing the gateways into our community. We strive to improve our Village in ways that will honor the past while making our community a better place for generations to come.*





# Public Engagement Approach

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# Proposed Outreach Strategies

- NY Forward Community Center (32 Union Street)
- Notification Mediums
  - Posting to the Montgomery NY Forward website and the Village's Facebook page
  - Handouts/flyers
  - Village e-blast
  - Village quarterly newsletter
- Enlisting LPC members and key stakeholders to promote engagement
- Engagement with existing business owners
- Immersive Engagement Opportunities

## Key Stakeholders

- VC PTA
- Fire Department
- First Presbyterian Church
- St Mary's Church
- Little Red Nursery
- Learning Together
- Montessori School
- Senior Center
- American Legion
- RPM
- Greater Montgomery Business Council
- Village Rotary Club / Breakfast Club
- Little League / Summer Camp Groups

## Feedback on Proposed Outreach Strategies

- Who are stakeholders in the community that we should be reaching out throughout this process beyond those previously identified?
  - Stakeholders provide an opportunity to better understand community needs, identify local opportunities, and inform the development of potential NY Forward projects.
- How can we encourage broad participation, including among those who may not have been engaged in prior planning processes?
- Are there effective outreach strategies that we may have missed?
- How can we promote active participation in public engagement events?

# LPC Meetings

## Meeting #1 – May 1, 2024

## Meeting #2 – June 10, 2024

- Review feedback from Public Workshop #1
- Overview of characteristics of strong NY Forward projects and slates of projects
- Project evaluation criteria
- Vision and Goals for downtown
- Open Call for Projects

## Meeting #3 – July 24, 2024

- Downtown Profile key findings/takeaways
- Project evaluation criteria
- Proposed Projects

## Meeting #4 – September 12, 2024

- Refine Project List
- Project Sponsor presentations
- Preparation for Public Workshop #2

## Meeting #5 – October 21, 2024

- Review feedback from Public Workshop #2
- Review Project List
- Vote on Final Project List

## Meeting #6 (if needed) – November 7, 2024

- Review Project List
- Vote on Final Project List



# Public Workshops/Outreach

## Workshop #1 – May 20, 2024

- What is NY Forward?
- Input on Vision, Goals, and Community Opportunities and Challenges
- Introduce Open Call for Projects

## Workshop #2 – October 2, 2024

- Update on NY Forward planning process
- Update on finalized Vision and Goals
- Feedback on the list of projects
- Next steps

## Immersive Engagement – May 21, 2024

- Coffee with Consultants at the NY Forward Community Center (32 Union St)
- Business owner interviews
- In-person feedback activities regarding initial public-sponsored projects (from NY Forward Application)

## Outreach Event: General Montgomery Day – September 2024

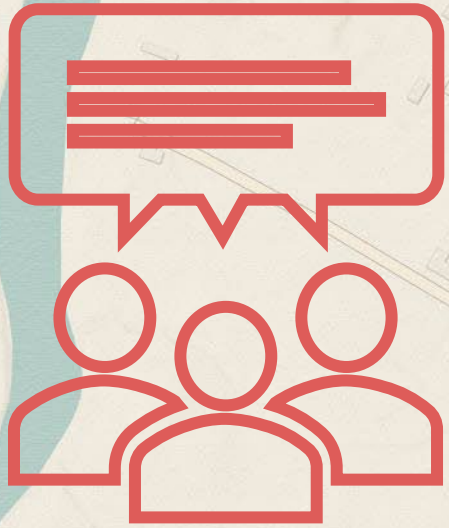
- Obtain feedback on the list of projects





# LPC Questions and Answers





# Public Comment

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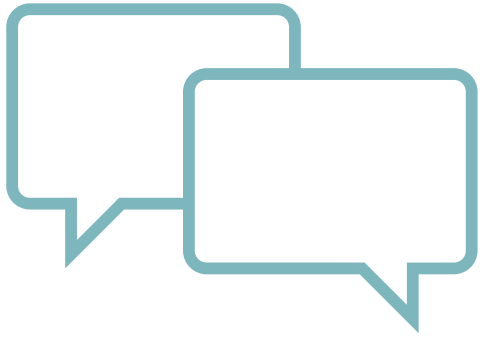




## *Next Steps and Important Dates*

- Staff available at the NY Forward Community Center (32 Union St), **Thursday, May 2<sup>nd</sup> starting at 11:30am**
- Public Workshop #1 will take place in-person at the Senior Center, **Monday, May 20<sup>th</sup> at 6pm**
- Additional engagement opportunities on **Tuesday, May 21<sup>st</sup>**:
  - Coffee with the Consultants at the NY Forward Community Center **starting at 9am**
  - Interviews with local businesses
- Call for Projects will open on **Tuesday, June 11<sup>th</sup>**
- Launch of the Montgomery NY Forward project website **Friday, May 3<sup>rd</sup>**





 [MontgomeryNYF@vhb.com](mailto:MontgomeryNYF@vhb.com)

For Code of Conduct submissions, emails:



Montgomery NY Forward website:

 [MontgomeryNYF.com](http://MontgomeryNYF.com) *(launching Friday, May 3<sup>rd</sup>!)*