



# Meeting Minutes

## Planning Committee Kick-Off Meeting

July 9, 2014 9:00 am. To 11 a.m.

Town of Windham Town Hall, 371 State Route 296, Hensonville, NY

### Attendance: (Members, Planner, Firm Representatives, Invited Guests)

#### Town of Windham Steering Committee:

Graham Merk (co-chair)  
John Quinn (co-chair)  
Maureen Anshansin  
Anne Jakubowski  
Nick Bove

#### Public

Bridget Pelham  
Mary Beth Bianconi  
Jesse Fraine  
Cindy Nelson  
Thomas Hoyt

Don Murray  
Chuck McRoberts  
Stacy Post

#### New York Governor's Office of Storm Recovery:

Jamie Ethier  
Sarah Crowell

#### Greene County Soil and Water Conservation

Michelle Yost  
Jeff Flack

#### New York City Dept. of Environmental Protection

David Burns

#### Tetra Tech, Inc.:

Greg Brunelle  
Mason McClellan  
Susan Roth

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Agenda Item: Introduction

Presenters: Crowell/Ethier/McClellan

### Summary of Discussion:

1. Sarah Crowell welcomed everyone at the meeting. The meeting opened with introductions of the people at the meeting.
2. Mason McClellan thanked everyone for coming to the meeting, and reviewed the agenda including action items that the committee was going to focus on during the meeting
3. An overview of the New York Rising Communities Program (NYRCR) was provided by Jamie Ethier. The NYRCR was created by Governor Cuomo in response to three storm events that took place in 2011; Irene, Lee, and Sandy; to address significant storm impacts caused by this storm in many of New York's Communities. It is funded by a federal program, the Community Block Development Grant – Disaster Recovery (CBDG-DR) program. The goal of this program is an effort to find out what was damaged by the storm, what the communities were missing and what was important to revitalize and recover. Up to 3 million dollars are available to the community at the end of this planning process to implement projects.
4. It was noted that most planning projects are top down and do not involve the public, but this program is designed to provide public input at all phases of the analysis so that the plan and projects are ones that reflect the community's values and address those things of importance to their recovery.
5. Tetra Tech (TT), the Governor's Office of Storm Recovery and the NYSDOS are going to be working with the community to help develop a comprehensive list of projects that will be far in excess of the available

funding and help the community prioritize the projects, and comply with the guidelines of the CBDG-DR funding requirements for their project.

Decision/Motions/Votes: N.A.

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Action Items: N/A	Person Responsible:	Due Date:
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Agenda Item: Today's Goals/ Understanding the NYRCR program	Presenter: Mason McClellan
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Summary of Discussion:

1. The goals for today were to discuss an overview of the planning process and plan components, and discuss the geographic boundaries, discuss the vision statement for the plan, and have an opening discussion of the critical assets and issues, needs and opportunities that arose during the flooding events of Irene, Lee, and Sandy.
2. A review of existing plans and studies is underway by Tetra Tech.
3. This is the second year of the program. Year 1 102 communities participated, this year 22 communities are participating in NYRCR.
4. There was a discussion of the overview of the plan
5. The overview of the project will include a narrative on what happened in Irene, Lee and Sandy in this community. It will tell the story of what happened to the community during these events, characterize Windham as a community and describe where they want to be in the future.
6. Plan components in section one will include the geographic scope, which is the area of study; description of the storm damage; the critical issues that have been identified that will improve the communities resiliency to flooding; the community vision statement, which identifies the desired outcome of this planning process; and the relationship of this plan to other regional plans.
7. The plan will include a risk assessment of critical assets and facilities, which will be defined by the community. These assets will be shown on a HEC-RAS model, in order to create a better understanding of what happens in a significant flooding event, and which critical assets are affected. This model will be used to understand the impacts of proposed projects if they are implemented. The analysis will help answer the question: "What is this going to cost?" verses "What are we going to achieve?"
8. Also included is a Needs and Opportunities assessment that will help advance the recovery and future resiliency of the community to recover from future disasters.

Decision/Motions/Votes: N/A

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Action Items: N/A	Person Responsible	Due Date
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Agenda Item: Project Timeline/Other Project Components	Presenter: Mason McClellan
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Summary of Discussion:

1. The project timeline was discussed briefly. The first public engagement meeting will introduce the concept of the NYCRC program, and invite the public to give their perspective on the issues that arose during the flooding events. In August, the first and second plan sections are due. By the second public engagement meeting, which is set by the end of August, the HEC-RAS modeling will be presented and the impacts of flooding on the critical assets will be explained. By September, a list of strategies will be discussed. By October, a list of projects and actions will be created and then prioritized, which will complete Draft 1 of the Critical Recovery Plan created under NYRCR. This will be reviewed by the committee, and a second draft is due prior to the third public engagement in November. By December, the plan will be finalized and presented in January at the Final Public Engagement Meeting.
2. Other section components will include: the reconstruction and resiliency strategies, and project profiles and additional materials created along the way, such as the public engagement process and results.

Decision/Motions/Votes: N/A

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Action Items:	Person Responsible	Due Date
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Agenda Item: Geographic Scope	Presenter:	Mason McClellan
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Summary of Discussion:

1. The geographic scope was discussed. It was explained that the geographic scope can include areas outside the community if they have critical assets that the community defines as important.
2. After some discussion of the contents of the map and locations of local assets, it was determined that the geographic scope should be the Town Boundary.
3. There is another study that is underway by the Greene County Soil and Water Conservation (GCSWC) that addresses flooding. Tetra Tech and the Committee will coordinate with the GCSWC, which will share its analysis.

Decisions/Motions/Votes: N/A

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Action Items: Meeting between Tetra Tech and GCSWC	Person Responsible: Mason McClellan
	Due Date: ASAP

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Agenda Item: Experiences during the Storm	Presenter:	Mason McClellan
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Summary of Discussion:

1. The committee was asked about their experiences during the storm. They were asked to look at the map and determine if it accurately reflected the damaged areas.
2. There was sheet flooding off of the hills, and resulted in massive debris piles on County Route 12, up Seedy Lane Road, on Clove Road, Mountain Road, and on the east side of County Route 12. There was sheet flow down off the trails. The worst damage occurred at the location around the bottom of the ski center and where the trails are located.. Many roads were destroyed. There are many pictures of the destroyed roads that are available.
3. Maple Crest Road was totally washed out, people could not get in or out, no rescue could help them.
4. When the Windham community rebuilt roads, they upsized the culverts slightly (20%) so that they would have more capacity, but stay within the guidelines of the FEMA program. Many of the culverts are still undersized. For some roads it is not possible to put a big enough structure in the road to handle the flooding. Remediation is limited because of the location of the houses and the topography of the land, the creek, and its relationship to the road.
5. Greg Brunelle suggested that in areas that are bad, then long term plans can address returning the land to a natural state to absorb the impact of the flooding. The Town Highway department supervisor, Tom Hoyt indicated that are numerous locations that could benefit from this strategy.
6. One of the main concerns of the community was communication. There is a tower for emergency communication under construction right now, and Greene County is working on a communication plan. Part of the concern is communication from the residents to the emergency providers. The ability for emergency communication is very poor and the day to day ability of the community to address problems should be addressed in this plan. Windham did apply for a grant through the New York State Consolidated Funding (CFA) to address some of the communication needs, but there was no direct funding pool that addressed the problem in the CFA process
7. Many spots in the town do not have cell service. During emergency events, the command center had to rely on two-way radios, which were not very effective. During the storm, Windham could not communicate with the county or other municipalities and were on their own.
8. Currently, if a resident's phone is out, it takes time to restore it. Windham is lower on priority lists for restoration of power. There is a need to identify more places for generators so that the Town can have power in emergencies.
9. During the flooding event, gas shortages were a problem. Emergency vehicles had to be driven to a nearby community to buy gas for emergency vehicles because their gas station flooded. There is also a need for bulk fuel storage in the community for emergency use.
10. The local grocery store (Goose's) was flooded was out of business. Local restaurants helped out by making food available in the middle of town for residents during the recovery.
11. Communication and power backup needs are immediate because of winter ice storms and severe snow events, which occur regularly. When there is an ice or snow storm, half the residents can be out of power and need to be kept warm and fed.

12. The local radio station WRIP is used for local emergency information and has a generator. During the flood, WRIP worked 24 hours a day to keep everyone informed and had a big impact on the flood recovery.
13. Two reports were mentioned as available that would be helpful to the understanding of the storm events. Mike Ryan, a reporter from the journal created a book, and there is a binder available that is a minute by minute account of the actions of the command center of the Town.

Decision/Motions/Votes: N/A

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Action Items: Review and incorporate local reports and impact data. Continue gathering personal accounts of storm experiences.

Person Responsible: Mason McClellan

Due Date: ASAP

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Agenda Item: Community Assets and Critical Issues

Presenter:

Mason McClellan

Summary of Discussion:

1. A process for identifying and assessing risk to critical community assets was introduced.
2. One or two of the committee members will be asked to work with Tetra Tech to develop the critical assets map.
3. Critical Assets can be emergency facilities, police and fire stations. Public works facilities, schools, food stores, medical facility, pharmacy, medical supply vendors, shelters, location of senior facilities and other vulnerable populations, medical centers.
4. There are two main employment centers. The resort/ski center and the school. Outside those employers are small businesses. Discussed workforce challenges including trouble getting quality working people for permanent jobs and Kids leaving the area after graduation
5. Discussed “brain drain” In the area and shrinking class sizes
6. The majority of residents are part time. There is a big commercial industry around second homes, and people are employed to maintain those houses in the off-seasons.
7. There is a small permanent population and a massive assessed value of property. Demands are high because of the seasonal populations. The Town does not qualify for a lot of exemptions because the small population and assessed value ratios. A recent example of a grant application to improve a water system was provided. Since Windham does not have a lot of people in the community, it is hard to get funding for public services, because they are assessed as a lower priority. This is a regional problem. The local school district does not get the aid that other school districts can get because of the enrollment numbers. Some families choose to homeschool students until 6<sup>th</sup> grade.
8. The Committee discussed the need for a year round economy and help to grow the permanent residents in the community.
9. Discussed the few Medical Services in Town and the need for better access to healthcare.

10. There are senior living units, but they are filled to capacity and have a waiting list.
11. Discussed the underutilization of some local and regional recreation assets including C.D. Lane Park and Silver Lake and Camp Oh-Neh-Tah
12. Decision/Motions/Votes: N/A

Action Items: Continue gathering information on critical assets and issues

Person Responsible: Mason McClellan

Due Date: ASAP

Agenda Item: Vision Statement

Presenter:

Mason McClellan

Summary of Discussion:

1. Mason McClellan began the discussion on creating a Vision Statement by saying that the discussion so far has given the committee a sense of what needs to be fixed and where Windham wants to head in the future. Key themes mentioned during this meeting included the infrastructure lacked capacity in several areas, the Town is losing recreational resources, and there is a need to enhance year-round tourism as a means for economic development. Also important is the need to address emergency communication and emergency management.
2. Sarah Crowell said that the vision statement should address why are you here as a full time resident. What do you need to preserve as well as what do you want to add?
3. John Quinn offered his own experience. He said that they came up here to ski, and then their son was on the ski team. They rented a condo, then bought property, then bought at house, then moved up full time with his business. The natural beauty is a definite draw, but most important are the people. The people are the real jewel, and it creates a great quality of life. Others stated that living here is inconvenient at times but it is beauty of the area and the small town character is important.
4. The Committee discussed reviewing other Vision Statements from local organizations and plans and incorporating findings into a new Vision for this Plan.

Decision/Motions/Votes: The co-chairs will initiate the process of creating a vision statement and create the vision statement through email and present it at the next committee meeting.

Action Items: Initiate and create a draft vision statement

Persons Responsible: Graham Merk and John Quinn

Due Date: by next committee meeting

Agenda Item: Meeting Dates

Presenter:

Mason McClellan

Summary of Discussion:

1. The first public engagement meeting will take place at the Center Church and set tentatively for July 22<sup>nd</sup> at 7:00 P.M.
2. The committee discussed methods for ensuring second home owners are included in public outreach
3. Outreach possibilities for notice of the public engagement meeting were discussed including: Windham Journal, Library, Post Office, radio spots on WRIP, Library, bulletin boards, town board, at businesses. Jamie Ethier mentioned that many groups have social media that can be used as a way to get out the word for the meetings and used to solicit public comment. The town does not have a facebook webpage, but probably could create one for this project. It should be linked with the NYSDOS website page.
4. All committee meetings are open to the public. The public is encouraged to attend.
5. Committee meetings were also set 8:30 am was set as a beginning meeting time, for every two weeks, with the exception of the next committee meeting. The next committee meeting will be at 4:00 p.m. before the public meeting. The next committee meeting after that was set tentatively for August 6<sup>th</sup>, at 8:30 A.M at the Windham Town Hall, and generally will be every other week. The August 6<sup>th</sup> meeting may be a teleconference meeting because of a local event that many of the members are involved with.
6. The expectation of the committee members is to attend all the meetings, realizing that people will miss a meeting or two due to scheduling conflicts. Sarah Crowell discussed the ethics and the expectation of the committee members to recuse themselves from voting on projects when the directly affect the organization they belong to or their own property.

Action Items: Prepare for first Public Engagement Meeting, arrange for notification and advertising of the first public engagement meeting.

Persons Responsible: Mason McClellan

Due Date: ASAP

Agenda Item: Other Discussion

Presenter: Mason McClellan

Summary of Discussion:

1. Michelle Yost said that New York City is funding the flooding analysis conducted by the GCSWCD. The Committee and Tetra Tech will coordinate with GCSWCD regarding results of the analysis.
2. Committee members were invited to stay after the meeting to mark up the maps that were provided by Tetra Tech to begin to identify the critical assets.
3. Meeting was adjourned.

Action Items: N.A.

Persons Responsible:

Due Date: