

Village of Hermon

Dissolution Implementation Committee

(Post Study Phase)

Meeting #4 – 2/18/2016 @ 6:00 p.m. @ the Hermon Town Hall

Minutes

Attendees: Cathy Race, Nicole Bacon-Ward, Jane Doiron, Sheri Smith, David Doiron, Robert Reed, Chris Stransky, Jason Pfothenauer, Carrie Tuttle.

1. Status of DOS Implementation Grants – grant applications have been completed. NYSDOS has issued a press release announcing the awards of \$50,000 for both the Village and the Town to be used towards implementation. Town and Village should receive contracts from DOS soon.
2. Implementation Tasks – more information on the tasks identified during the Dissolution Study can be found at in the Report located on the web. See page 97 of the PDF document for the summary table of costs and tasks.

[http://www.danc.org/files/public/hermon/Final\\_Dissolution\\_Study\\_and\\_Plan.pdf](http://www.danc.org/files/public/hermon/Final_Dissolution_Study_and_Plan.pdf)

A summary of the status of each item was provided.

a. Asset Management Plan

- i. Agreement in place with DANC to complete the Asset Management Plan (AMP).
- ii. DANC developing schedule to complete AMP that coordinates field work that is part of GIS into schedule (see below).

**Scope of Work for Asset Management Plan**

<u>Tasks</u>	<u>Assigned To:</u>	<u>Completed By:</u>
<b><u>Research and Review</u></b>		
GIS fieldwork for water and wastewater infrastructure	DANC - S. Carter	May 2016
GIS fieldwork for sidewalks, curbs, and pavement condition assessment	DANC - S. Carter DANC - M. Burt	May 2016
Village-owned building condition assessment and photos	DANC - M. Burt	June 2016
Village-owned equipment inventory and assessment and photos	DANC - M. Burt	June 2016
Village park and recreation equipment assessment and photos	DANC - M. Burt	June 2016
Assess old water tower and determine demo costs	DANC - M. Burt	July 2016
List Village-owned real property and value	DANC - S. Carter	July 2016
<b><u>Draft Plan</u></b>		
Draft AMP for Village Board Review	DANC - S. Carter DANC - M. Burt	August 2016
Update draft with comments and corrections	DANC - S. Carter DANC - M. Burt	September 2016

<b>Present Final Plan</b>		
Present AMP to Village	DANC - C. Tuttle DANC - M. Burt	September 2016

- b. District Formation
  - i. Town executed agreement with C2AE at Feb. meeting to complete district formation process for Water, Sewer and Lighting. C. Tuttle mentioned that C2AE will compare billing records, provided by Village Clerk, to maps to ensure boundaries are set properly to include water/sewer customers.
  - ii. C2AE plans to have draft Map, Plan and Reports for water, sewer and lighting completed by 4/15/16
- c. Real Property Disposition – Cathy explained that the Village has a list of properties that they would like to sell and has provided that list to Charlie Nash but have not received a response from him indicating whether he will be able to assist the Village with the disposition. The Community requested that Carrie follow up with Eric Gustafson to see if he could assist with this process.
- d. Records Management – Carrie provided a summary of the tasks and schedule that will be followed to complete the records conversion tasks associated with implementation.

## Scope of Work for Records Conversion Project Village of Hermon

<u>Tasks</u>	<u>Assigned To:</u>	<u>Completed By:</u>
<b>Site Visit</b>		
Determine general scope of work	DANC - S. Carter	March 1, 2016
<b>RFP for Scanning and Indexing Services</b>		
Draft RFP for Records Conversion Project for Village Board review. RFP to include Records Inventory, Scanning and Indexing, and Records Management Recommendations.	DANC - S. Carter DANC - C. Tuttle	March 4, 2016
Village Issues RFP for Records Conversion Project and selects contractor	Village	End of March, 2016
<b>Project Management</b>		
Assist with Contractor Management	DANC - C. Tuttle DANC - S. Carter	May-July 2016
Assist with QC and deliverable inspection	DANC - S. Carter	May-July 2016
Review of Records Management Recommendations and develop plan for implementation	Village DANC - C. Tuttle DANC - S. Carter	July 2016

Implementation of Applicable Recommendations	Village	August-September 2016
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- e. Local Law Review – The Committee agreed that they would establish a sub-committee to work on the review of local laws and requested Carrie to work with Eric Gustafson to develop a scope of work and price to move forward with this process. Eric is the current Town attorney and the Committee felt it would be better to have him work on this process since he is already familiar with Town law.
  
- f. Beginning Comprehensive Planning Process – Jason provided an overview of the Comprehensive Planning Process and explained that the first step in the process will be a Strengths, Weaknesses, Opportunities, and Threats brainstorming session on March 17, 2016. He provided copies of a press release that for the process to be a success it is most beneficial if we have a full room of participants and a good cross section of ideas for the future of Hermon. The SWOT will include participants thinking about what they are proud of in their community, what problems or weaknesses exist in their community, and what external threats and opportunities exist for their community. The brainstorming session will likely last 1 to 2 hours and will be facilitated by SLC Planning. After the SWOT is completed there will be a survey component of the Comprehensive Planning process and information will be posted on the web.
  
- g. IT Integration – will be addressed a little later; on hold for now.

3. Future Meeting Dates

- a. Next Meeting – March 17<sup>th</sup> at 6:00 p.m. at Village/Town Offices. Meeting will focus on SWOT analysis for Comprehensive Plan.