

**CITY OF FULTON
BROWNFIELD OPPORTUNITY AREA NOMINATION STUDY**

Steering Committee Meeting Minutes

Meeting Date: May 22nd, 2008

Time: 1:00 P.M. – 3:00 P.M.

Location: Fulton City Municipal Building

Attendees: Mayor Ronald Woodward, Sr., *City of Fulton*
Legislator Louella LeClair, *Oswego County*
Legislator Paul Santore, *Oswego County*
Karen Noyes, *Oswego County*
Donna Scanlon, *Oswego County*
Dan O'Brien, *City of Fulton*
Ron Edick, *City of Fulton*
Sean Hart, *ENSR*
Joe Fiumara, *Fulton Community Development Agency*
Nicole Allen, *Laberge Group*
Tim Cullenen, *Laberge Group*
Michael Hiller, *Laberge Group*

Nicole Allen from Laberge Group opened the Steering Committee meeting on May 22nd, 2008 at 1:00 P.M. The following highlights the discussion:

I. Introductions

Each Steering Committee member and attendee was asked to give a brief introduction, describe their role with previous or current City of Fulton or brownfield projects, as well as their involvement in the Brownfield Opportunity Area (BOA) process. Following personal introductions, Nicole explained the consulting services that the Team would be providing for the BOA process.

The Laberge Group will serve as the lead contractor and contact for the project, with a "Team" (e.g. Laberge Group, Architectural Resources, E.M. Pemrick & Company, and Pollay Redevelopment & Planning) of professionals and firms subcontracted for the process. The Steering Committee will serve as the guiding entity that will shape the process and approve major decisions. The Oswego Community Brownfield Advisory Group (CBAG) will provide oversight of the process and assist as a resource regarding previously completed or active projects in Oswego County. Some members of CBAG will serve on both committees to serve as a liaison and facilitate information sharing. The Department of State (DOS) and the Department of Environmental Conservation (DEC) will both have an active role in the project.

II. BOA Nomination Study

Laberge Group reviewed the purpose, goals and strategies of the BOA Nomination Study. The BOA Program is separated into three steps (i.e. Pre-Nomination Study, Nomination Study and Implementation Strategy and/or Site Assessments). DOS recognized that Oswego County and the City of Fulton had completed a substantial amount of work related to its brownfield investigation. Therefore, the City bypassed the need for a Pre-Nomination Study and grant monies were awarded for the completion of a Nomination Study.

The BOA Nomination Study will include a study area that will be defined by the BOA Steering Committee and the public. Initially, twenty-four (24) brownfield sites were identified by Oswego County as part of the grant application. These sites also require further investigation and public input. Additional sites may be added to the list during the detailed environmental review. The Committee discussed each property identified. Some were noted to be removed. The Committee determined that further research and analysis is necessary to finalize those properties that would be included in the Study. Following the identification of brownfield sites, the BOA process will include several public meetings and detailed site analysis. The Team will work with Committee members to create a redevelopment vision for each site area, moving potential project sites closer towards remediation.

III. Scope of Work

Through the BOA Program, the City of Fulton and Oswego County have been awarded two grants from DOS to complete the Nomination Study. However, monies associated with Grant 1 are immediately available whereas monies associated with Grant 2 will be released in the near future. Therefore, the scope of work was broken into two phases to reflect the associated work plans that coincide with Grant 1 and Grant 2. The proposed scope of work associated with each grant is indicated in the approved scope as either Grant 1 or Grant 2. Laberge Group explained to the Steering Committee that the “grant” phases are different from the BOA phases, as well as the Environmental Site Assessment phases. Depending on the information completed at the time these monies are released, the scope of work may be further modified.

Laberge Group distributed the approved scope of work for review and discussion by the Steering Committee. As noted in the scope of work, the BOA process will include a Community Participation Plan (CPP) that will outline all the methods and techniques necessary for public outreach and involvement. Tim Cullenen from the Laberge Group discussed the plan, which will detail all public meetings, stakeholder interviews, resident and business surveys, focus groups, and a design charrette. There will also be a comprehensive media outreach plan that will identify necessary outlets for notification of meetings and surveys.

The Committee recommended several options for notifying the public and methods of outreach that have been successful in previous planning efforts. These methods included Fulton Daily News, City of Fulton website, County of Oswego Website, flyers, and Operation Oswego County website. The Committee also recommended giving informational presentations at individual Ward Meetings, which has been successful at reaching large crowds of interested and involved residents. The County indicated that they would supplement the public participation process by presenting BOA workshop materials and related PowerPoint presentations at Neighborhood Watch Meetings. It was agreed upon that the Laberge Group would create a PowerPoint presentation that could be shared by the County at such meetings.

The Committee reviewed each task associated with the Draft BOA Nomination Study. Michael Hiller of the Laberge Group discussed the Inventory and Analysis and the data compiled to date. The information to be included in the Inventory and Analysis was reviewed. Nicole Allen discussed the remainder of the

scope with the Committee, including the detailed Economic and Market Analysis, as well as a report on Preliminary Findings that will be incorporated into the Final Nomination Study.

Following completion of the aforementioned tasks, a Draft BOA Nomination Study will be submitted to the DOS and DEC, the Committee, the City of Fulton and the Oswego County for review and approval. The Team will incorporate the comments received and finalize the Study. The Team will also complete all SEQRA related activities and reports necessary for NYSDEC. The Committee questioned whether a Phase 1 Environmental Site Assessment would be required for each site. Nicole Allen explained that the BOA Nomination Study qualifies as a Phase 1 and sites will be advanced for further investigation through the BOA program. Phase 2 Environmental Site Assessment may occur as part of the BOA Implementation process (e.g. Step 3).

IV. Schedule

Laberge Group reviewed the Project Schedule with the Steering Committee. An overview of the entire timeline was presented and discussed for each task. The Steering Committee Meetings were set for the fourth Thursday of every other month, beginning May 22nd at 1:00 P.M. at the Fulton City Municipal Building. The next meeting will be July 24th at 1:00 P.M. It was determined that the Steering Committee may meet on the months in between without the Team to review or discuss materials.

The Steering Committee recommended initiating the public meetings in late August or September. The Committee indicated that more of the public would be available for meetings at the end of summer. This would allow parents and families flexibility in their summer schedules.

The Committee expressed concern that the Nomination Study was an extremely lengthy process. Laberge Group noted that the tasks associated with Grant 2 would be able to be expedited if the monies were released earlier than expected. The current schedule was modeled under the assumption that DOS would not officially approve the second phase of the grant until 2009. If the monies are released earlier then the project could be completed in approximately twelve to fourteen months.

V. Next Steps & Homework

Steering Committee members were asked to fill out a questionnaire that was distributed and would subsequently be emailed electronically. The questionnaire would gauge the involvement of each Committee member and allow for them to list major concerns and expected outcomes from the process. In addition, each Committee member would identify the key stakeholders to be interviewed as part of the Nomination Study.

The Laberge Group will prepare a Draft Community Participation Plan (CPP) for the Committee and the DOS to review. The CPP and the May Meeting Minutes would be distributed for review prior to the next meeting. The brownfield sites will be discussed in detail at the next meeting for review and approval. The next BOA Steering Committee meeting would be July 24th, 2008, at 1:00 P.M. at the Fulton City Municipal Building.

VI. Site Tour

Laberge Group welcomed all Committee members to join the Team and the County in a tour of the City's BOA Study Area and the proposed brownfield sites. The driving tour directly followed the meeting and lasted approximately one hour.