



Village of Gouverneur

LOCAL PLANNING COMMITTEE

MEETING #3 SUMMARY

Purpose:	Local Planning Committee (LPC) Meeting #3
Date and Time:	August 6, 2025 12:00 PM – 2:00 PM
Location:	Gouverneur Community Center, 4673 NY-58, Gouverneur, NY 13642
Attendees:	See Below
Agenda:	1. Welcome & Preamble 2. Project Schedule Update 3. Revised Vision and Goals 4. Downtown Profile Key Takeaways 5. Preliminary Project List 6. Community Roadmap 7. Next Steps 8. Public Comment

1. Welcome & Preamble

Discussion

New York State Department of State representative Mayor Ronald McDougall welcomed Local Planning Committee (LPC) members, State Partners, the consultant team, and members of the public. Ronald McDougall 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
Key Decisions & Outcomes
N/A

2. Project Schedule Update
Discussion
The consultant team presented the expected timeline for key milestones of the NY Forward Process, focusing on the month of August. <i>August</i> • Preliminary Project List • Project Sponsor Coordination • Project Development • Draft Project Profiles
Key Decisions & Outcomes
N/A

3. Revised Vision and Goals
Discussion
Jennifer Ceponis (MJ) clarified that there was a slight addition to the vision. The consultant team displayed and read aloud the refined Vision for the Village: <i>“Nestled along the Oswegatchie River, downtown Gouverneur will be a safe, friendly and walkable environment, honoring its historical charm, vibrant and expanding downtown business community and its proximity to major regional employers. Through an enhanced quality of life, and increased opportunities for residents and visitors, the village will highlight its rich recreational, cultural, and retail assets, positioning the community as a regional destination.”.</i> The consultant team read aloud Gouverneur Goals: • Goal 1: Strengthen & Expand the Local Economy Continue the momentum from the NY Forward grant awards and invest in downtown to bring all downtown storefronts into productive use by supporting building renovations, reducing barriers for small businesses, and enhancing/ marketing the appeal and economic vitality of Gouverneur’s historic downtown. • Goal 2: Enhance Quality of Life & Community Resiliency Improve public spaces, expand recreational opportunities, and strengthen downtown’s role as a vibrant community hub. • Goal 3: Become a Regional Destination Attract visitors downtown by promoting local businesses, cultural assets, and events. • Goal 4: Improve Walkability and Connections Downtown

3. Revised Vision and Goals
Discussion
Create a safe, accessible, and connected network of sidewalks and walking paths that strengthen connections between key destinations.
Key Decisions & Outcomes
N/A

4. Downtown Profile Key Takeaways
Discussion
The consultant team review what the Downtown Profile is and its purpose: according to DOS guidance, “The Downtown Profile and Assessment tells a clear and concise story of the NY Forward community – where it is today, how it got there, and where it is going – and provides the logical basis for project recommendations.” Required Components in Strategic Investment Plan • Description of the study area • Demographic snapshot • Regional and historic context • Related recent plans and investments • Physical setting • Economic context • Housing assessment • Key observation Downtown Profile Key Takeaways 1. Economic potential • Vacant and underutilized storefronts • Opportunity to introduce new shopping, dining and activity options • Proximity to cultural and historic destinations support 2. Compact downtown • Walkable layout offers a solid foundation, but connections need strengthening • Enhancements to wayfinding and accessibility would improve the overall experience of visiting downtown 3. Historic character • Rich historic and cultural assets contribute to community identity • Well-preserved building stock provides a strong base for reuse and reinvestment
Key Decisions & Outcomes
N/A

5. Preliminary Projects List

Discussion

The consultant team first provided an overview of the NY Forward Program Goals:

- Create an active downtown with a strong sense of place.
- Attract new businesses that create a robust mix of shopping, entertainment and service options for residents and visitors, and that provide job opportunities for a variety of skills and salaries.
- Enhance public spaces for arts and cultural events that serve the existing members but also draw in visitors from around the regions.
- Build a diverse population, with residents and workers supported by complementary diverse housing and employment opportunities.
- Grow the local property tax base.
- Provide amenities that support and enhance downtown living and quality of life.
- Reduce greenhouse gas emissions and support investments that are more resilient to future climate change impacts.

What Are Eligible Project Types?

- Public Improvement Projects
- New Development and/or Rehabilitation of Existing Downtown Buildings
- Small Project Grant Fund
- Branding and Marketing

Ineligible Project Types/ Activities:

- **Planning Activities.** Following the preparation of the Strategic Investment Plan, all NY Forward funds must be used for projects that directly implement the plan.
- **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.** The NY Forward program is a one-time infusion of funds and 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 be used to supplement existing programs or replace existing resources.
- **Stand alone parking projects.** Parking improvements may only be considered if they are part of a larger project that directly supports downtown revitalization goals.

Project Match and 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)
- New construction, building additions over 5,000 SF and some substantial renovation over 5,000 SF will be required to meet decarbonization standards

5. Preliminary Projects List

Discussion

Preliminary Project List

- Call for projects: June 17 – July 31, 2025
- In-person office hours with consultant team
 - June 17, 2025, 9:30 – 11:00 am
- Office hours with consultant team (virtual)
 - July 1, 2025, 12:00-1:00 PM and 5:30-6:30 PM
 - July 16, 2025, 8:00-9:00 AM and 12:00-1:00 PM
- All projects required to submit an application by deadline to be considered for NY Forward
- Project Submittal Information and forms available at: www.GouverneurNYForward.com
- All submitted proposals are included on preliminary project list
- All proposals will be reviewed by the LPC and consultant team

Highlights of Project Submissions

- 17 Proposed Projects Received
- \$18,859,680 Million in NY Forward Funds Requested
- \$19,725,925 Million in Total Project Costs

Initial Consultant Screening of Projects

- Reviewed NY Forward Eligibility, Decarbonization and Project Sponsor Match

The consultant team displayed Preliminary Project Locations. A legend was provided with a marker for each proposed project within the NY Forward Boundary.

The consultant team provided an overview of the preliminary project list:

The preliminary project list includes:

- Project ID
- Sponsor Name
- Project Name
- Location
- Description
- Total Project Cost
- NY Forward Request
- Sponsor Match Percentage

Project are split into 3 different categories; numerical value DOES NOT signify priority:

- A – Public Improvement Projects
- B – New Development and/ or Rehabilitation of Existing Downtown Buildings
- C – Small Project Grant Fund

The consultant team noted that public improvement projects have been developed through coordination with the Village, should these projects be recommended by the LPC and funded by the State, further development of the projects will be required including public engagement. Recusals for public projects are not needed currently.

A01 Streetscape Walkability Improvements – Public Project



5. Preliminary Projects List

Discussion

- Total Cost: \$2,358,143
- NY Forward Request: \$2,358,143
- Sponsor Match: Not required for public projects
- Decarbonization: N/A

A02 Downtown Accessibility – Public Project

- Total Cost: \$4,725,030
- NY Forward Request: \$4,725,030
- Sponsor Match: Not required for public projects
- Decarbonization: N/A

A03 Village Green Improvements – Public Project

- Total Cost: \$1,265,469
- NY Forward Request: \$1,265,469
- Sponsor Match: Not required for public projects
- Decarbonization: N/A

A04 Village Office Building Façade Improvements – Public Project

- Total Cost: \$1,838,850
- NY Forward Request: \$1,838,850
- Sponsor Match: Not required for public projects
- Decarbonization: N/A

A05 Pedestrian Zone – Public Project

- Total Cost: \$2,608,711
- NY Forward Request: \$2,608,711
- Sponsor Match: Not required for public projects
- Decarbonization: N/A

B01 Redevelopment of 43 & 47 Main Street – Private Project

- Total Cost: \$535,200
- NY Forward Request: \$426,000
- Sponsor Match: 20%
- Decarbonization: Yes
- LPC Member Recusal: Clark Porter

B02 W Main Street Apartment Renovations (3-5 W Main St) – Private Project

- Total Cost: \$189,000
- NY Forward Request: \$142,500
- Sponsor Match: 25%
- Decarbonization: Yes
- LPC Member Recusal: Clark Porter

B03 Energy-Efficient Jumbo's Diner (1,3,5,7 E Main St) – Private Project

5. Preliminary Projects List

Discussion

- Total Cost: \$343,800
- NY Forward Request: \$286,500
- Sponsor Match: 17%
- Decarbonization: Yes
- LPC Member Recusal: Clark Porter

B04 Small Town Supply Resiliency Hub (23 W Main St) – Private Project

- Total Cost: \$385,800
- NY Forward Request: \$321,500
- Sponsor Match: 17%
- Decarbonization: N/A
- LPC Member Recusal: Clark Porter

B05 Redevelopment of 127-134 East Main Street – Private Project

- Total Cost: \$ 3,962,500
- NY Forward Request: \$ 3,752,500
- Sponsor Match: 5%
- Decarbonization: Yes
- LPC Member Recusal: Clark Porter

B06 Modernization of 55 East Main Street – Private Project

- Total Cost: \$241,339
- NY Forward Request: \$173,069
- Sponsor Match: 28%
- Decarbonization: Yes
- LPC Member Recusal: David Spillman

B07 91 E Main Street Commercial Space – Private Project

- Total Cost: \$100,000
- NY Forward Request: \$75,000
- Sponsor Match: 25%
- Decarbonization: Yes
- LPC Member Recusal: None

B08 Frary Funeral Home Improvements (33 Park Street) – Private Project

- Total Cost: \$ 305,500
- NY Forward Request: \$ 229,125
- Sponsor Match: 25%
- Decarbonization: Yes
- LPC Member Recusal: None

B09 Office Renovation at 107 E Main Street – Private Project

- Total Cost: \$ 171,383
- NY Forward Request: \$ 128,383
- Sponsor Match: 25%

5. Preliminary Projects List

Discussion

- Decarbonization: N/A
- LPC Member Recusal: None

B10 Adaptive Reuse of 10-20 Park Street

- Total Cost: \$ 200,000
- NY Forward Request: \$ 150,000
- Sponsor Match: 25%
- Decarbonization: Yes
- LPC Member Recusal: Ronald McDougall

B11 Adaptive Reuse of 22 Park Street

- Total Cost: \$ 105,200
- NY Forward Request: \$ 78,900
- Sponsor Match: 25%
- Decarbonization: No
- LPC Member Recusal: Ronald McDougall

C01 Small Project Fund – Public Project

- Total Cost: \$390,000
- NY Forward Request: \$300,000
- Sponsor Match: 25%
- Decarbonization: N/A
- 3 Letters of Interest*
- 1 project is outside of the NY Forward boundary
- Total Project Cost: \$190,567
- Total Small Project Interest total: \$177,387

Refining the Preliminary Projects List

LPC to develop a slate of recommended projects for inclusion in the Strategic Investment Plan for funding consideration. This slate of projects should represent a NY Forward request of between \$6 - \$8 million

- Project Evaluation Criteria
- Project Evaluation Worksheet
- Consultant Team Review
- LPC Meeting Discussion

Project Evaluation Criteria Examples:

- Alignment with NYF Vision and Goals
- Transformative Potential
- Sponsor Capacity
- Project Readiness
- Community Benefits
- Site Control

5. Preliminary Projects List

Discussion

Project Profile Components

- Title, Sponsor, Location
- Funding request, project cost
- Project description
- Capacity to implement
- Project partners
- Alignment with local and regional strategies
- Anticipated benefits
- Budget and funding sources
- Feasibility/ cost justification
- Regulatory requirements
- Photos
- Proposed design, renderings, plans
- Implementation timeframe

LPC Evaluation Guidance

- Proposed project materials will be shared through a OneDrive link
- Complete a Project Evaluation Worksheet for each proposed project
- Identify one of the following options for each project:
 - ✓ Project is Ready to Advance
 - ✓ Project Needs more Information
 - ✓ Project Not for NYF

LPC Work Session (In-person) – Wednesday, August 27, 12:00 PM – 2:00 PM

- Purpose: to discuss proposed projects and gather any LPC questions or requests for clarification.
- No decisions will be made.

LPC Meeting #4 – Wednesday, August 27, 3:00 - 5:00 PM

- Identify Projects to Advance or that Need More Information
- Discuss Refined List of Projects

Key Decisions & Outcomes

The LPC is expected to share completed Evaluation Worksheets with MJ Team by noon on Friday, August 22, 2025.



6. Roadmap for Continued Revitalization
Discussion
Community Roadmap Overview ▪ Downtown revitalization is an ongoing effort that extends beyond the NY Forward award and planning process ▪ The LPC will help develop a “roadmap” to guide continued progress ▪ The roadmap will outline key actions, projects, and programs to continue downtown revitalization ▪ Focus will be on near-term (3–5 year) recommendations that build on the momentum created by NY Forward ▪ Downtown revitalization is an ongoing effort that extends beyond the NY Forward award and planning process ▪ The LPC will help develop a “roadmap” to guide continued progress ▪ The roadmap will outline key actions, projects, and programs to continue downtown revitalization ▪ Focus will be on near-term (3–5 year) recommendations that build on the momentum created by NY Forward
Key Decisions & Outcomes
N/A

7. Next Steps
Discussion
MJ consultants then discussed the next steps for the LPC. Next Steps: • Consultant review of projects and communication with project sponsors • LPC Project Review • LPC Work Session (In-person) • LPC Meeting #4 • Schedule Open House #2 • LPC Meeting #5 – Potential vote on slate of projects to recommend for NY Forward
Key Decisions & Outcomes
N/A

8. Public Comment
Discussion
A project sponsor, Stewart McCollum, attended and introduced himself at the conclusion of the meeting.
Key Decisions & Outcomes
N/A

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:

Melia Hema, MJ Engineering and Land Surveying, P.C.

cc: Consultant Team, State Team, Local Planning Committee

Local Planning Committee

Name	Present
Ronald McDougall, Co-Chair	☒
Dr. Zvi Szafran, Co-Chair	☒
Jacquelyn Kelly	☐
Bart Kidwell	☒
Brooke Plowman	☒
Clark Porter	☒
Greta Schrader	☒
David Spilman	☒

State Partners

Name	Present
Kylie Peck	✓
Jennifer Voss	✓
Stephen Hunt	✗
Mary Barthelme	✗

Planning Support

Name	Present
Kristina Ayen	✓

Consultant Team

Name	Affiliation	Present
Jaclyn Hakes	M.J. Engineering	✗
Jennifer Ceponis	M.J. Engineering	✓
Melia Hema	M.J. Engineering	✓