



# Town of Poughkeepsie

1 Overocker Road  
Poughkeepsie, NY 12603

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**Date:** Wednesday, January 23, 2019

**Time:** 5:00 PM

**Location:** Town Hall – 1 Overocker Road

**Purpose:** Comprehensive Plan Committee Meeting #6

**Comprehensive Plan Review Committee Attendance:** Bill Carlos, Ann Shershin, Jeffrey Renihan, David Silver (absent), Yvonne Laube, Carl Whitehead, Maribeth Rubenstein, James Challey, Daniel Salvatore

**Town Staff Attendance:** Mike Welti, Kristen Gaynor

**Members of the Public Attendance:** Doreen Tignanelli, Myrna Ross, James Doxsey

AGENDA ITEM	NOTES	TASK
<b>Welcome and Agenda Review</b>	Mr. Carlos called the meeting to order and asked for a motion to amend the agenda to allow the agenda item <i>Discussion Topic: Town Infrastructure</i> to be the first item on the agenda. The motion was carried.	N/A
<b>Discussion Topic: Town Infrastructure</b>	<p>For the benefit of the representatives from the Town's Highway, Water, Sewer and Engineering Departments in attendance, Mr. Welti provided a brief overview about what it is the CPRC is tasked with doing. He noted that the committee is interested in learning more about particular topics that are important to the future growth and development of the Town. One of these topics is infrastructure. He then asked the representatives to introduce themselves and to provide a summary of their department's responsibilities within the Town.</p> <ul style="list-style-type: none"><li>▪ <i>Water Department:</i> <i>Keith Ballard and Thomas Colgan</i> The water department is responsible for approximately 210 miles of water infrastructure within the Town. Some of this infrastructure expands into the City of Poughkeepsie.</li><li>▪ <i>Highway Department:</i> <i>Marc Pfeifer</i> The highway department is responsible for approximately 148 miles of roadways within the Town, including maintenance such as repair, paving, and clearing of snow and leaves.</li></ul>	N/A

	<ul style="list-style-type: none"> <li>▪ <i>Stormwater Department/Engineering:</i> <i>Sean Crimmins</i> The engineering department works with various Town departments including the water, sewer, highway and planning departments. Mr. Crimmin’s primary focus is to implement effective stormwater and drainage controls, and mitigation within the Town.</li> <li>▪ <i>Sewer Department:</i> <i>Franco Zani</i> The sewer/wastewater department is responsible for managing 46 pump stations and approximately 100 miles of sewer infrastructure within the Town.</li> </ul> <p>An informal discussion ensued, with members of the CPRC asking questions and department representatives responding. One recurring concern during the discussion was how to handle aging infrastructure as we move into the future.</p>	
<p><b>Committee Business</b></p>	<p><i>Grant Applications</i> The Town was awarded the Hudson River Valley Greenway Council Compact Grant for \$20,000 on 9/12/18 and the NYS Department of Environmental Conservation (NYSDEC) Climate Smart Communities Grant for \$45,000 on 12/18/18.</p> <p><i>Consultant Procurement</i> Staff are continuing to work on a draft request for proposals (RFP), but due to the nature of the grant recipient guidelines, the process for administering the RFP will be slowed, as contracts with NYS are developed, reviewed, and signed. Critical language will be taken from the contracts and utilized in the RFP. Staff look forward to moving this process ahead as efficiently as possible.</p> <p>When the time comes, the proposal review subcommittee will review RFP responses. The subcommittee will include Bill Carlos, Ann Shershin, Maribeth Rubenstein, and Dan Salvatore.</p>	<p><i>Staff to work with DEC to complete contract documents and will continue preparing a draft RFP/RFQ.</i></p>
<p><b>GIS Mapping</b></p>	<p>The Town has been working with the Dutchess County Department of Planning and Development in order to obtain updated Geographic Information Systems (GIS) mapping for the Comprehensive Plan update. The County has provided a revised set of draft mapping per Town staff comments, received November 2018. Draft maps were placed on the CPRC website following the November CPRC meeting.</p> <p>Ms. Laube provided Town staff with a list of locally designated historic places and a revised Parks, Recreation, Historic, Cultural Map has been drafted by Dutchess County. Staff will get the new map up on the Town CPRC webpage.</p>	<p><i>Members of the community and CPRC members to submit any comments pertaining to mapping via the CPRC email.</i></p> <p><i>Town staff to replace the old Parks, Recreation, Historic, Cultural Map on the CPRC webpage.</i></p>

<p><b>Next Steps</b></p>	<p>The next CPRC meeting is scheduled for Wednesday, February 27, 2019 at 5:00 PM at Town Hall.</p> <p>All four (4) Town school district Superintendents will be attending the February meeting: Hyde Park, Arlington, Spackenkill, and Wappingers.</p> <p>Project Website: <a href="http://www.townofpoughkeepsie.com/planning/cprc/index.html">http://www.townofpoughkeepsie.com/planning/cprc/index.html</a></p> <p>CPRC Email: <a href="mailto:CPRC@townofpoughkeepsie-ny.gov">CPRC@townofpoughkeepsie-ny.gov</a></p> <ul style="list-style-type: none"> <li>▪ An automated email response has been generated for when members of the public submit comments to the CPRC email.</li> </ul>	<p>N/A</p>
<p><b>Public Comment</b></p>	<p><i>Doreen</i></p> <ul style="list-style-type: none"> <li>▪ Does the Climate Smart Communities grant cover a Natural Resources Inventory? – Mr. Welti answered no as there is a wealth of information that has already been collected through other studies and reports for the Town pertaining to natural resources</li> <li>▪ Utilize Open Space Map from 2005 – as a result of a Cornell Cooperative study</li> <li>▪ Hudsonia prepared information for the Town and we should be utilizing tools and materials already readily available to us</li> <li>▪ Overlay mapping would be beneficial to understand how much growth has occurred in the Town – through use of a build-out analysis</li> </ul> <p><i>Myrna</i></p> <ul style="list-style-type: none"> <li>▪ Cautioned that the Town needs to plan ahead and think ahead even beyond the next 10 years, but maybe 25 years</li> <li>▪ Thankful for the opportunity to hear from Town infrastructure departments</li> </ul> <p><i>James</i></p> <ul style="list-style-type: none"> <li>▪ Getting all of the Fire Departments together for a discussion would be beneficial</li> <li>▪ There needs to be maintenance of access easements for emergency services</li> </ul>	<p><i>Town staff to get an emergency services discussion together for a future CPRC meeting to include all Town Fire Departments and Town Police Department.</i></p>
<p><b>Adjournment</b></p>	<p>The meeting was adjourned at 6:30 PM.</p>	<p>N/A</p>

Thank you,

*Michael A. Welti*

Michael A. Welti, AICP  
Director of Municipal Development

Attachment A  
Meeting Agenda



**Town of Poughkeepsie**  
**Comprehensive Plan Review Committee (CPRC)**  
**Committee Meeting #6**  
**Wednesday, January 23, 2019 @ 5:00 PM**  
**Town Hall Meeting Room**

**Agenda**

- I. Welcome and Agenda Review
- II. Committee Business
  - a. Grant Applications:
    - Hudson River Valley Greenway Council Compact Grant awarded 9/12/18.
    - NYS DEC Climate Smart Communities grant awarded 12/18/18.
  - b. Consultant Procurement:
    - Staff working on a Draft RFP
    - Proposal review subcommittee: Bill Carlos, Ann Shershin, Maribeth Rubenstein, Dan Salvatore
- III. Discussion Topic – Town infrastructure: roads, water, sewer, stormwater  
  
Marc Pfeifer, Keith Ballard, Tom Colgan, Franco Zani, Don Beer, and Sean Crimmins
- IV. GIS Maps from Dutchess County Department of Planning and Development  
  
Revised mapping received 11/23/18 - Questions/comments about the maps?
- V. Next Steps
  - a. Next CPRC Meeting:
    - Wednesday, February 27, 2019 at 5:00 PM
    - Discussion Topic – School Districts  
Superintendents from Hyde Park, Arlington, Spackenkill, and Wappingers
- VI. Public Comment
- VII. Adjournment