



CALLICOON BUSINESS ASSOCIATION

2023 Monthly Member Meeting | 04.25.23 MINUTES

Meeting date | time 04/25/2023 | 5:30 pm | Meeting location Callicoon Brewing Co. + Zoom

Meeting called by:	Nicole Vallance , President	Timekeeper:	n/a
Facilitator:	Nicole Vallance , President	Call to Order	5:40 pm by Nicole Vallance
Note taker:	Lily Smith , Secretary	Adjourned	7:12 pm by Nicole Vallance

Attendance: Officers: Nicole Vallance, *President*; Zach Scheitlin, *Vice President*(zoom); Roy Harris, *Co-Secretary*; Lily Smith, *Co-Secretary*. **Absent:** Tom Dent, *Treasurer* **Executive Board Members:** Rosie DeCristofaro; Rachel Littman (zoom); Rebecca Tharp; Thong Keokham (zoom) **Guests:** Wendee Green, Evan Eisenberg, George Konklin, Irene Nickolai, Jim Friederich, Paul Vhlie, Genia Brodyn, Dr. Nick Brodyn, Michael Levine, Eric Feinblatt, Travis O'Dell, Sylvia Hummel, Patti Zins, Laura Miran, Sir Richard Lowe, Patti Moorehead

AGENDA TOPICS

Agenda topic President's Report | Presenter Nicole Vallance

- **Code of Conduct:** The need for an official CBA code of conduct came up within the past 30 days. As we have a very full agenda today, Nicole will research, draft and present at the next CBA meeting.
- **Motion to move to next meeting (Rachel) 2nd (Roy). All approved.**

Agenda topic Secretary's Report | Presenter Lily Smith

- **Motion to move review of 03.28.23 General meeting Minutes to next meeting Roy 2nd Rosie. All approved.**

Agenda topic Treasurer's Report | Presenter Tom Dent (absent)

- Review of financials will wait until Tom can join us.

Agenda topic Social Media / Marketing Committee | Presenter Zach Scheitlin & Tanyia Vannatta

- The CBA is seeking a new Social Media Coordinator. Posting of the position will follow shortly. Our former Social Media Manager is unfortunately no longer able to work with CBA, due to the unfortunate misconduct of some members. We will send out a call to fill the position. Zach and NV will fill in the meantime.
- Visit Callicoon Facebook Admin: Board has still not been reassigned Admin permissions for Visit Callicoon Facebook account. Irene had promised to provide this, but has now removed herself from account. **Irene** says her Social Media person did it and took Irene off and she thought that Nicole was reassigned, but can do no more now. CBA can still work on it as editor, but can not connect account to Instagram or use any higher Admin functions.
 - NV working on having an Admin re-established directly with FB. Until the admin is recovered, CBA will not have full control of the account.

- **CBA's marketing plan draft** will be handled at the CBA Marketing Committee. Plan needs to be changed as it was dependent on prior Social Media Manager's work. We'll need to transition until the next meeting.
- **Radio Ads:** Kicks off Thursday with Bold Gold Media running 40 ads weekly ads on Thunder 102 and WVOS 95.9. . Will highlight events and general hamlet promotion. .
 - Handbag Bingo runs this week, then will focus on Callicoon Country Fair. There will be a little hiatus thereafter because there are no events until July and then until October - Art Walk. In the interim, ads will focus on visiting Callicoon. For the next meeting we'll draft a media calendar.
- **Irene** asks other than radio ads for events, when can we see a marketing plan.
 - Draft was dependent on our Social media Manager, who only recently quit.

Agenda topic Beautification Committee | **Presenter** *Nicole Vallance & Rosie DeCristofaro*

- CBA was awarded the Sullivan 180 Beautification Grant for \$2500! Notice was received last week.
- We're putting out a call for Beautification Volunteers: "We need you to help make Callicoon shine!" Two community members – Kendra, from Herbal Scoop and Jen, from Channery Hill Farms will co-chair.
- **Motion to designate Kendra Payne and Jen McGlashen Beautification Committee co-chairs (Rosie) 2nd Rachel. All approved**
- Time to order your Hanging Baskets! Send your requests via email at: beautification.callicoon@gmail.com CBA Board Members will also be visiting members soon to take sign-ups for baskets. The baskets will be purchased from Farm & Garden at \$39.99. We're asking for a \$30 donation from businesses considering the price increase this year. (The increase is not bad considering it's been \$25 & \$27 over the last 5 years.)
- In total we have 9 different garden spots that need to be cared for. A calendar will be shared as to when they will be cared for. Anyone who wants to participate please email us at: beautification.callicoon@gmail.com
- Agway 20% OFF Coupons are here. See Rosie after the meeting to get yours.
- **Mike Levine:** Any progress about putting lattice work around the generator or landscaping the slope across from pecks.
 - **NV:** We discussed the generator enclosure with the town. It's OK as long as we don't interfere with the generator function. The slope is railroad property and we don't have capacity to address it this year.
- **Mike:** I can put a proposal together to fix that up. (slope)
 - **Irene:** Maybe Tom Bosquet can help do that.
 - **Mike** will call the railroad
- **NV:** CBA doesn't have capacity for another project this year, but can get the planning rolling for next year?

Agenda topic Events Committee | **Presenter** *Zach Scheitlin*

- **Mother's Day Designer Handbag BINGO** is coming up! - Saturday, May 13th, 1pm - 5pm at Delaware Youth Center. We're Seeking Raffle Basket Contributions. We have confirmed Suzie Bowers and other local businesses, but can use more help.

- **Callicoon Country Fair** – is scheduled for Saturday June 3rd. It will be activated at the Depot as well as at the Callicoon Creek Park. We already have permits. We'll also have the same games as last year, including a dunk tank, and a possible mechanical bull to draw a bar / restaurant crowd. Looking into WiFi solutions (a contentious issue for vendors). Hotspot from Verizon or to rent costs \$100/ day. We're working to make sure vendors have Wifi – not visitors. Those operating by the Depot can use the library WiFi. Together with radio advertising discounts we've saved money and we're printing brand new vinyl signs.
- **Pride Event** | Plans were tentative this summer; but, there are a couple events in neighboring towns, i.e. the memorial day weekend and the weekend of June 10th – all not affiliated with CBA, however. We'll have a break until the Art Walk in October. June 11th / Sunday is the Tractor Parade, which is a Youth Center Event, not CBA. However, we'll include it in our advertising as it's a Callicoon event; it's not just about us.
- **Art Walk:** Sunday October 8th, with art installed Fri Oct 6-9. We had to shift to Sunday due to Logging Days on 10/7 – a very popular event, so we're moving the activation of the Art Walk event to Sunday Oct 8th to not compete with other events. People in town will also be able to come through. Any programming – maps, scheduling, etc. - will have Oct 8th listed. We'll also draw from the farmer's market, which is always a draw for the event.
 - **DVAA Grant Awarded** - \$2,000! Award ceremony will take place May 13th at 11:00 AM
- **Purse Bingo:** Sat Nov 18th is all set. (opening day of hunting season)
- **Holiday Tree Lighting:** Nov 25 JFF radio will MC. Turn out was huge last year. This year we expect it might be a little bigger / grander than last year.
- **November 11/6-11/19:** is Hudson Valley Restaurant week. If businesses choose to participate we'll amplify that.
- **Dickens on the Delaware** | Saturday, December 9th. We're still far away on planning for that. We're seeking Sponsors & Vendors for all of the above!
- **Casino Night Fundraiser** - TBD June 10th or July 29th (Secretary's Note: Date has since been confirmed for 7/29)
- **Litter Pluck** | Last Saturday in celebration of Earth Day: thank you to all community members who helped out. Sullivan West didn't come but will come next Saturday to help clean up at the park and river, like they did last year. Tanya and team cleaned Route 97, from Olley Grey's to just past Roche's Garage. Tess helped with Fosterdale Hill. A huge undertaking.
- **Events Comments:**
 - **Nick Brodyn** introduced himself: a retired professor with a close relationship with American Heart Association, suggests we host heart-healthy conferences covering different topics. He notes this area is severely deprived of proper medical care. These conferences can be in future plans; they usually get 50 – 100 people attending. Facilities like hotels, etc., can be used as they can be very social events – they help our community and may attract people to use the hosting facilities, too. They are more positive than regular summer stuff. This community has been deprived of this kind of care for a long time.
 - **Zach:** Pleasure to hear, CBA has talked about doing events with a health and wellness focus to draw a strong local customer base during times when visitorship is slow; something Lily has suggested. Would love to get involved to do something that is really healthy for our community. Please give any information to Nicole.

- **Nick** has 100-150 patients in the area. Advice: we call his wife, Genia for information and coordinate things. Doing it during the off-season is the best time. People around here are tough and don't complain, but they need support.
- **Patti:** The Brewery will be having NarCam training for its employees on May 11th at 4pm. There will be another for the public in June – date TBD.
 - **Laura:** The library staff have already been trained. Library also has NarCan available for anyone who needs it.
 - **Nick:** Ironic that anyone can get NarCan free of charge, but a physician can't.

Agenda topic Train Depot Committee Update | **Presenter** *Nicole Vallance* + **Special Guests:** *Wendee Greene (CDI), Richard Lowe (UDSB) and Eric Fineblatt, (CDI Advisory Board).*

Nicole: introduces Wendee and Richard and notes a letter (as circulated yesterday (April 24th)) to answer questions submitted by the community. The CDI will provide regular monthly updates.

- **Wendee** notes she's been working with the depot project since its CBA Depot Committee Days. Now President of the CDI, she's working to make sure "the thing has legs." This year the CDI put out a call for more board members and the response has been robust; we were able to put an advisory board in place a year sooner than planned. We're also planning programs while making sure we're not competing with any businesses. We're looking to activate the space this season, hopefully before Country Fair; and working on getting Wifi – possibly a mesh system to support 200+ people and something that won't collapse. The CDI is working to extract the restroom portion of the renovations from the original DASNY scope, so we have working restrooms for events. We'd like to be able to afford that without completing DASNY by doing modifications early.
- **Richard** There are a lot of moving parts involved in planning, but many details are sensitive as they will be included in the public bid process. Please reach out with questions, but note that there are some things we can't share.
- **Wendee** Again, we are activating the space to host some events, including outside of the building. In terms of programming: CDI is planning a clean-up/fixit day and is looking for volunteers. A new rotation of board members takes place in June. We're looking for new CDI and advisory board members. If interested, contact Wendee.
- **Eric Fineblatt:** we're working on a "name that change" initiative that came out of River Roundtable. It will facilitate conversations in the region to discuss issues relevant to local communities and how we can move on those issues. Not just gripes.
 - The River reporter will be a co-sponsor. They originally wanted to hold this at the Depot to accommodate the number of people anticipated, but NYC will host it - probably in June. The Depot space around the building will service the entire community and will align with projects that correspond with values we share.
 - **WG:** we've had successful talks w/ Garnet Health regarding a series of sessions, i.e. Warrior Kids (Google it) a very profitable private foundation. For more information email: Doctor6string@gmail.com
 - **Richard:** our partnership with NYC might get money to pay for that building
 - **Laura:** the library would be very interested in participating in this.
 - **WG:** a good segue to talk about what we'd like to do in town in partnership with the depot, i.e., make edible components to depot garden, ideas that are artful. A good pilot project to Incredible Edible (out

of Great Britain) successful in creating garden farming. Pick your own and all free. There's a lot of funding for it. We're also talking to County soon about realizing parking space. This can be tested at the depot this season. It's a reason to get people into town and talk about eating more vegetables. If any of these projects speak to you, we're not doing the standard "join a committee and commit for the rest of your life". Any amount of time that makes your heart sing. It could be a day, an hour. If you have a particular expertise, let us know. We want it to be collaborative and bring voices from different communities. We're living in these silos. The Depot is an opportunity to bridge divides.

- **Richard:** there's opportunity for community garden grants, which can be substantial.
- **Evan:** the use of Wifi can incentivize people to bring takeout from local restaurants. It'll be a delicate balance to transition space from a parking space.
- **Richard:** Obtained access to truck to transport donated bluestone for depot.
- **Evan:** 2023 Sullivan 180 Grants— a condition of their grants is to involve kids not only in gardening but other depot programming. One idea is to get young people talk to older community members and get their stories from generations past. Working with Laura at the library and WJFF radio about this. Krissy suggests we make portraits of these individuals and hear them talk via QR codes.
- **WG:** John Conway (County Historian & Randy Bushart, official Depot historian (CDI), with a career in railroads, will be speaking at the Seminary in May. Randy has been interfacing with Mike Levine who has been giving the Depot artifacts of real historical significance.
- **Eric?:** Working on "Tell me Your Secret" – a project funded by the DVAA – is about creating postcards addressed to the Depot, asking for secrets: hopes, dreams, despairs... to be dropped off at Depot box or post office. These will then be put on a display board outside of Depot. It's a curated exhibition of post cards submitted. It can be linked with Art Walk – dramatic reading of post cards maybe in the 'exquisite corpse' style with musical accompaniment. It can be a playful, poignant, way to get people to participate at Depot. Optic to create opportunities for social cohesion.
 - **Wendee** shares a piece of history: depot was at one point the mail courier. Ed Sikes was a mail boy at depot – using big mail hook that would catch a sack of mail as train would slow down – but not stop. Seed of truth twisted into drama. CDI board and Richard are very accessible to discuss any of this with anyone interested.
- **Richard:** we're close to being able to bring the project to completion. If there is any mention of anything inappropriate we'll lose funding. If there's a better person for the job I welcome that. There are a lot of hard working people in this room that are going to be doing better. We're a good group at CDI, CBA and Byway to make this happen. We first have to wait for Federal and State government to activate grants.
- **Genia:** do you have CDI's plans in a calendar?
 - **WG:** yes, have we have an interim website as place-holder for real robust website. Signup for our newsletter at the depot website.
 - **Richard:** The UDSB website is moving forward and will line up with the Depot site down the line.
 - **Richard:** Money is co-mingled between organizations, all funds will be audited, so we have to do everything perfectly. Legally, CBA has the lease, and much of the funding. Working on a Shared Services Agreement for all partners. There's a lot more happening behind the scenes that can't be seen. It's been a 4-year process; I've only been involved one year.
- **WG:** The Depot Project was shepherded by Nicole and other people who put a lot of work into this – part of that history is ugly. Something I wish I had never seen. No use in going backwards. Moving forward. We can speak for CDI's executive board. There's plenty of blame to go around.
- **Irene:** I appreciate the updates and good to see you all here. As someone who was a founding member of the project – I see this as a jewel of Callicoon. We're absolutely lucky to have this in center of town. So much incredible programming. But, I still want to know why it's taking so long?! What can we do to

push it along? You said you're "activating the space", when is the bathroom going to be done and the front porch? How can we view plans and the drawings done in the past 5 years. Giving 10 minutes for questions after an hour of this meeting is not enough. We are not here to talk about the past but to bring up questions the community is asking. I suggest we have a meeting at the depot to discuss all this in more detail.

- **NV:** you've been given a proper response to the questions you submitted.
- **Irene:** An outreach plan was created last year. Any plans to share this with the community?
 - **WG:** Yes, it will go in the depot website. We have a person running communications, but it will be a while before he can start. With things specific to town square meetings, we'll get an architect / designer to hold it who has the expertise to answer questions.
- **Richard:** We can't work with any architect who is applying for the larger project. One of our CDI's new board members is a retired architect. The next stage is getting contractors for the bathrooms, the budget for which is coming out of pocket - separate from DASNY. \$100K needs to be found; that is, bathroom vs. stage, which is a lot of money.
- **Sylvia:** I've updated two houses so I have an idea of the costs are for something like this. You don't need an architect to update a bathroom.
 - **WG:** the bathroom was in the DASNY grant. In order to extract money.. but, can't spend 40 minutes to talk about bathrooms here.
- **Irene:** Great programming ideas, but what about depot renovation?
 - **WG:** we'll get started in 90 days on the bathrooms.
 - **Sylvia:** so, what I'm hearing is it may take 90 days to put in bathroom?? Forget that you've been working on this for 5 years - first step. Focusing on programming now is putting cart before the horse. You're not being practical. CDI is making this way more complicated than it has to be.
 - **Richard:** we cannot change grant rules; to do anything with this grant it has to be documented.
 - **Roy** ran a \$100K grant for the education department. Confirms Richard's statement: if they didn't follow every rule the news would have headlined in the New York Post!
- **Patti:** Is the RFQ done? It's been since 2021?!
 - **NV:** This is a much longer conversation than we have time left now.
 - **Irene:** I suggest we push this to another meeting
 - **Richard:** I'll say quickly – the RFP and RFQ process all involves paper work that has to be adjusted and submitted. One thing is hinging on another.
- **NV:** SEQR was holding up the DASNY process. I reached out to the new ToD code enforcer, Kris Scullion, who has been very helpful in helping me submit the paper work ahead of last Town of Delaware planning meeting. He let us know that he received a verbal approval to move forward with the application. We hoping to have the Town's Declaration on SEQR resolved by the next CBA meeting.
- **NV:** SC 2020 Budget Allocation Voucher (\$20K) was submitted and is under review by County auditor.
- **Irene:** we have to have another meeting with CDI and CBA
 - **Eric:** Who's we?
 - **Irene:** 10 community people; it's been five years!
 - **Richard:** You have to understand what can be shared and what can't. You won't walk out with plans, drawings ...
 - **Irene:** We would like a public forum to conclude this.
 - **Rosie:** It hasn't been the last 5 years. The project started in 2021. Patti started...
 - **Lily:** we'll follow up to schedule a meeting.
 - **NV:** to sum up, we'll work with CDI to arrange and publicize a meeting to answer all questions in one place.

Agenda topic New Business | Presenter *Rosie DeCristofaro*

- Follow up on Rocky's Rescue: Rocky's will be around in May to do this. Donations made include:
 - Fran Clemente - \$75
 - Rachel Littman and Callicoon Brewing Co. - \$60 each
 - Irene - \$60 (yet to be collected)
 - CBA is matching the \$300 raised.
 - A couple from Have-A-Hearts will be catching the cats.

Agenda topic Announcements | Presenter *Nicole Vallance*

- **Senator Oberacker Visit:** We've been working with Roberta at SCVA, and got confirmation that the Senator and his team will be here starting at 3pm Thursday 4/27 until 5:30, walking around on a food tour of sorts. Join us. We'll be focusing on businesses who were not visited previously. He's particularly interested in restaurants, also stopping in shops.
- **Apple Farm:** The Farm was devastated by this past weekend's tornado. There will be considerable cleanup and rebuilding for many months. They have a gofundme going to help with finances. We've posted a QR code for anyone who'd like to donate / help out. Please consider helping our neighbors.
- **SCVA:** annual brochure and BBQ Monday, May 8th. We'll collect brochures from members and bring it to the event for them.

NEXT MEETING - May 23, 2023

MEETING CLOSING - Move (Lily) to Adjourn at 7:30pm – 2nd (Roy). Approved Unanimously

Dear Wendee,

We would like to take this opportunity to express our appreciation to all those who have led the Callicoon Depot project for the past five years. We, the undersigned, are all citizens of this community and have a vested interest in the successful completion of this public project, which is the crown jewel at the center of our town. Although we have some concerns about the status of this important endeavor, our community includes many other business stakeholders, residents, and visitors, so we are writing on their behalf as well.

We believe it is essential that any information about the progress of the Callicoon Depot project be publicly shared as we enter another busy summer season. We therefore request that the questions listed below as well as any other relevant information are addressed and made available for further review. It is in the community's collective interest that this public project is conducted in a transparent, cooperative, and accountable manner by the two organizations that have responsibility for it—the Callicoon Business Association (CBA) and the Callicoon Depot Inc. (CDI).

Some Preliminary Questions

1. Please outline the grants and the grant timelines, and status. (e.g., How much money has been spent? For what? When?)
2. Are there official renderings for the renovation and design, meeting minutes, and the business plan(s)? Where are these records kept and are they accessible?
3. What is the timeline for the project?
4. How would you describe the proper roles of the groups involved?
5. Please provide an updated list of all board members, their terms of service, the voting rules for elections, and key Board requirements. How can additional individuals from our community volunteer to be involved?
6. What are the roles and responsibilities of the CBA, CDI, and Upper Scenic By-way groups in relation to the project?

7. Who reviews contracts for the project on behalf of the town, further protecting the interests of the community?

8. We note that the parking study, conducted using CBA Funds, has not been released to the business owners or residents of Callicoon.

Please respond to us about these questions as soon as possible and provide any other information that you feel is important. We see this as an iterative process and wish to be as cooperative as possible to help move this project forward.

Sincerely (the undersigned),

Dr. Nicholas Brodyn, Community Member
Genia Brodyn, Community Member
Karen Dettori, Business Owner
John Dettori, Business Owner
Kim Farley, Community Member
Jennifer Friedrich, Community Member
Sylvia Hummel, Community Member
Mike Levine, Community Member & Donor
Victoria Lesser, Community Member
Maggie Moore, Business Owner
Patti Moorhead, Business Owner
Lillian Peditto, Business Owner
Irene Nickolai, Business Owner
Paul Uhlir, Community Member
Jim Wilson, Business Owner
Joanne Wasserman Brinkerhoff, Community Member
Patricia Zinz, Community Member

CC: Nicole Vallance, Richard Lowe and Callicoon Depot, Inc Board

Nicole Vallance | PRESIDENT
CALLICOON BUSINESS ASSOCIATION, INC.
PO Box 303, Callicoon, NY 12723



April 22, 2023

Irene Nickolai
Western Inn
22 Upper Main Street
Callicoon,, NY 12723

CC: Dr. Nicholas Brodyn, Genia Brodyn, Karen Detorri, John Dettori, Kim Farley, Jennifer Friedrich, Sylvia Hummel, Michael Levine, Victoria Lesser, Maggie Moore Patti Moorhead, Lillian Peditto, Paul Ulir, Jim Wilson, Joanne Wasserman Brinkerhoff and Patricia Zinz.

Re: CBA Response to 'Questions for CBA and CDI' Letter

Dear Irene & signatories of the *'3/28/23 Letter to Nicole Vallance & CBA Board'*;

On behalf of the Callicoon Business Association Executive Board, we thank you for your recent letter inquiring about the status of the Callicoon Depot Project submitted to the CBA Tuesday March 25th at the CBA Monthly Meeting held at the Callicoon Brewing Company.

As promised, the CBA will respond publicly at our Tuesday April 25th, Monthly Member meeting. While this item will be discussed there, the CBA Board is also furnishing you with a copy of our response in advance. We ask that you please share with all signatories of the letter. Thank you.

We understand that this ongoing community development project is of vital importance to members of this community. While it has been a long process, the all-volunteer board of the CBA and its project partners have done an exceptional amount of work on behalf of the project. While work has been ongoing, many aspects of the process, such as grant submissions, administration, and the vast amount of paperwork, fundraising, policy and process creation required to be in compliance with state and federal funding options is not an incredibly interesting nor visible process. However, it is all necessary in order to fund and produce this large project, particularly with only volunteer hours and donations at our disposal.

We hope the answers below provide some clarity on the work that has been conducted thus far, and ongoing work.

While it is impossible to give the history, scope and details of this multi-year project in one letter, we hope to clarify some of the points you have raised. Thank you for your interest in the Callicoon Train Depot Project.

It is the Callicoon Business Association's intent to always be responsive to its members and concerns of the larger community. In the below paragraphs, we answer as much as we are legally able.

Please be aware that there are planning components of the project which cannot be released publicly at this time, such as any documents that are directly related to the public bidding process architectural design and contractors.

Documents related to the bidding process and RFP/Q cannot legally be shared with the public because it creates an unfair advantage to those who have access to them in advance of the project being put out to bid. A public bidding process is a requirement for all state and federal grants and compromising this process would leave project partners open to losing the grant funding.

That being said, we can give you a synopsis of the funding sources we are working with and their uses.

Grants

Since 2018, the CBA, its CBA Train Depot Committee and upon its formation in 2021, the CDI, have sought out and applied for a variety of funding options to make the project viable. This includes a grant reallocation, writing new grants, phase II awards, and securing loan funding to assist with reimbursement based grants.

- **2017 Sullivan Renaissance Technical Assistance Grant** (\$2500). 50% was used to hire Buck Moorhead Architects to draft floor plans and a general phased project outline with estimated costs ; 50% was to be used to hire Jennifer Grossman to write a business plan with. However, the contract was modified later to create a 'Letter of Intent' to the Railway in lieu of a business plan.
- **2019 DASNY EDP Grant** (\$250,000) | The CBA with the help of the Upper Delaware Scenic Byway sought a reallocation of a long standing \$250,000 DASNY EDP for the specific use of creation of a USDB Visitor Center. The Byway entertained 2 proposals and based on presentation selected to enter into a partnership with the CBA laying out terms of the Partnership in a MOU. In January of 2020 with the help of the UDSB and Senator Bonacic's office, the grant was successfully reassigned to the CBA for the project. To submit paperwork to DASNY the CBA first had to have;
 - Site control (enter into a lease) which required an attorney and funding; We first needed to ensure the site was viable by conducting a structural evaluation, building inspection, engineering study and a Phase I Environmental Impact Study to ensure the site could be utilized BEFORE entering into this long term lease.
 - Fund and create a new site survey for the lease.
 - Establish the NYS Grants Gateway which required the CBA to research, draft and approve a number of required policies and internal controls that had not previously existed.
 - Once the site was confirmed as viable, the CBA entered into a long term lease executed in March 2021 and beginning April 1, 2021.

- Process DASNY paperwork; DASNY reopened grant processing in summer 2021 and the DASNY paperwork was submitted soon after.
- There are several agency approvals needed to release funds. We are currently working on approvals to DASNY's SEQR (State Quality Environmental Review Act) + SHPO (State Historic Preservation Office) reviews. The CBA submitted the SEQR application to the Town of Delaware on 4/19/23 and are working with the Town of Delaware Planning Board to provide DASNY with a 'Negative Determination' for signature at the next ToD Planning Board meeting, so we may move on to SHPO review. Once the review is completed a provisional approval for release of funds can be granted.
- **2019 USDA RDBG Grant** (\$100,000) | CBA applied for this grant in 2019 and it was awarded later that year. There was an initial 12 month deadline to spend funds on furniture, fixtures and equipment for the Depot Project. (not labor) Due to the pandemic shut down in Q2 2020 we sought and were granted multiple extensions. Unfortunately due to a protracted timeline, the grant became subject to the GONE Act as of February 28th 2023 and the deadline on these funds were no longer able to be extended. On the USDA's advice, the CDI has resubmitted a grant for an equal award and use on the same project expenses. They are currently awaiting a decision. If approved, this will replace the expired funding and be in place on time to utilize with the build out.
- **2019 Sullivan Renaissance Municipal Partnership Grant Program** (\$20,000 / 50% match requirement) | This project included Town Beautification, Code Enforcement and Healthy Communities Initiatives and took place over an 6-month period, culminating in a judging round in August 2019 where Callicoon took second prize, the '*Silver Feather*', a \$75,000 Phase II Grant, which the CBA successfully lobbied the Town to allocate 100% of the grant to the Callicoon Depot Project. The Town of Delaware continues to be the administrator for these funds at the direction of the CBA.

The following impacts resulting from this grant program are;

- A total value of \$42,400 in Town of Delaware community development; \$20,000 provided from Sullivan Renaissance + \$22,400 provided in match funding to the project in monetary donations, goods and professional services.
- Funded Town of Delaware new code enforcement regulations in relation to Air B&Bs
- Funded pilot program to pick up garbage annually in the hamlet of Callicoon in 2019.(twice in high season) The high season pick up was adopted annually by the town
- New trash can lids and signage that deter household trash.
- Refurbishment of 2 deteriorating Kiosks in the hamlet + creating a new wayfinding map for use in the kiosks.
- FREE summer yoga classes in Callicoon Creek Park.
- Funded the artist fee + materials fees for the Callicoon 'Dove'; (\$1200)
- Provided new benches and picnic tables to Callicoon Creek Park.
- Created 3 new gardens in the Hamlet of Callicoon.
- Contributed approximately \$15,000 to Town of Delaware-wide beautification. (Callicoon, Kohler Town, Kenoza Lake and Hortonville)

- Funded a new site survey for the depot. | \$3900 of the original grant was used to hire Gary Packer & Associates to create a new site survey that was required as part of the lease process.
- **2019 Sullivan Renaissance ‘Silver Feather’ Phase II Grant** (\$75,000) | This was awarded in response to the CBA and Town of Delaware’s participation in the 2019 Municipal Partnership Grant Program.
 - This grant contract outlines that the funds may be used,

“toward the Callicoon Train Depot Visitors Center Project, which will include a public town square & parking. Funds will be spent on the necessary architectural design and engineering plans required for the project, consisting of, but not limited to, structural evaluation, building inspection, water management plan, driveway, and parking assessment & implementation plans. The balance of the funds will be used to begin plan implementation of the exterior site (courtyard). Funds may be used for items such as re-grading, site preparation, any necessary site reinforcement, ADA accessible egress, barrier fencing along the track, refurbishing existing building siding, roofing the building and other costs related to the creation of the town square.”
 - As of this writing, there remains \$54,407.90 in funding on account with the Town of Delaware being directed by the CBA. To date, funds have been used to pay for a variety of expenses related to technical assistance, parking study, engineering evaluation, structural evaluations, public safety concerns, immediate repairs and miscellaneous small project related expenses.
- **Sullivan County Budget Allocation** (\$20,000) | This allocation was requested to cover predevelopment costs not covered by any other funding solution, such as technical assistance, first years’ taxes, insurance, utilities, marketing, operational expenses, etc. This is a voucher that is based on reimbursement for expenses paid January 1, 2021 to December 31, 2022. The voucher and expense reporting was submitted in December of 2022 and is currently under review by the county auditor.
- **Sullivan 180 Beautification Grant** (\$2,070) | The CDI was recently awarded funds for the 2023 season.

As the project has not gone out to bid yet, there are no official project renderings. Those would only become available after the CBA and project partners have hired an architect, or design build firm, through a public bidding process.

However, the project team had in 2019 created a set of general renderings for the sole use in presentations to give funding bodies a general frame of reference when submitting proposals for additional project funding. These are not official project plans and have always been labeled as such. Once official plans have been created, visuals would be posted publicly to the community, likely through the CDI, who is responsible for Public Outreach. However, there will need to be a public review process during design for the community to weigh in and we have been advised this is included in the CDI’s public outreach plans.

Timelines

The timeline of the project is subject to DASNY's review process. Once an approval is given following SEQR and SHPO approvals we will have a clearer idea of when funds are to begin being released.

Partners + Roles

The CBA, UDSB and CDI are project partners and key stakeholders, with the CBA having the additional role of leaseholder, administrative and fiduciary agency for many of the funds, and oversight to review and approve those funds related to CBA funding sources mentioned above, as well as keeping accounting of the project and ensuring reporting is being done appropriately to the various funding agencies.

The CBA and Upper Delaware Scenic Byway are partners outlined in our MOU which allocated a DASNY grant to the project in exchange for the Association taking on the project which will provide a Visitor Center space of the Byway.

The CDI is the CBA's project development partner and handles the day-to-day planning, management, due diligence and reporting to the other stakeholders. Both the UDSB and CBA hold seats on this board. This partnership is outlined in its MOU with the Callicoon Depot inc., an independent 501(c)3, not-for-profit, with a Board made up of Project Stakeholders and community members.

CBA Officials + Elections

Callicoon Business Association, Inc. [CBA] | The CBA is a 501(c)6 membership-based, volunteer-run not-for-profit organization. It elects its Executive Board from membership annually. Any member in good standing may Declare their Candidacy to run for a board seat at any meeting or by contacting any current board member. These are announced in our eBlasts and at meetings 30+ days in advance and are followed up with several reminders and calls for candidates up to the election date. We utilize a digital ballot via www.electionrunner.com, the results of which are delivered to our Treasurer. In a case where we have 1 candidate for each open seat (no run-offs) a motion may be made at the election meeting to see if the quorum present would like to accept the slate of candidates.

For further reference, CBA elections are outlined in the CBA Bylaws, which we make publicly available along with CBA Monthly Member Meeting Minutes on the Member Tab on www.visitcallicoon.com. The current year's Executive Board is announced to membership following every election, it appears at the bottom of CBA announcements and is also available on the www.visitcallicoon.com.

Upper Delaware Scenic Byway [UDSB] | Board seats are filled by the designated representatives of the Municipalities and Organizations that are a part of the Byway. With voting members from the municipal and government agencies and non-voting members from the boards of commerce. The CBA rep is Nicole Vallance with Zach Scheitlin as alternate. Please inquire with the UDSB for more detailed information.

Callicoon Depot Inc. [CDI] | The CDI is a 501(c)3 not-for-profit organization created as a board of stakeholders and community members for the Callicoon Train Depot Project. Project stakeholders, such as the CBA and UDSB hold seats and select delegates to the board, with the balance being sourced from the community and voted in through elections. Currently, Rosie DeCristofaro is the CBA's representative with Nicole Vallance as alternate.

The below information on the election process has been provided by the CDI along with a current member list for its Board of Directors and Advisory Board. This list has been included in the email.

- **Qualifications and Election of Directors** | Callicoon Depot Inc's board of directors consists of at least 4 and no more than 15 directors. Within these limits, the board may increase or decrease the number of directors serving on the board, including for the purpose of staggering the terms of directors. In order to be eligible to serve as a director on the board of directors, an individual must be 18 years of age. Directors may be elected at any board meeting by the majority vote of the existing board of directors. The election of directors to replace those who have fulfilled their term of office shall take place in January of each year.
- **Vacancies** | The board of directors may fill vacancies due to the expiration of a director's term of office or the resignation, death, or removal of a director, or may appoint new directors to fill a previously unfilled board position, subject to the maximum number of directors under these Bylaws. (a) **Unexpected Vacancies.** Vacancies in the board of directors due to resignation, death, or removal shall be filled by the board for the balance of the term of the director being replaced.
- Anyone interested in volunteering, in any capacity, should contact Wendee Greene at allaboard@callicoondetpot.org or any CDI member.

Town Oversight

The CBA and project partners work closely with the Town of Delaware on aspects of the project, seek their advice and confer with the Town Board, Planning Board and representatives. However, the Callicoon Train Depot Project is not a municipal project and receives no funding directly from the Town of Delaware or its budget. The review process for Depot Project related plans is the same as any other project in the Town and we seek permissions and approvals as required under the law. This is typically through the Town of Delaware Planning board or Town Board as needed.

Parking Study

The 'Callicoon Hamlet Parking Study' by Creighton Manning LLP was conducted as part of the planning process to assess the current state of parking needs in the hamlet on order for the project team to use this information to inform project planning and additionally, for the Town of Delaware to understand any changes in needs as the population and traffic has grown to use for future planning. This Study was never meant to be released to the public, though some of the *findings* have been discussed publicly at town board meetings. Information contained in this Study encompasses all existing hamlet parking, possible parking opportunities and suggestions for expansion, if necessary, both on public and private property. While this is helpful for Depot Project and Town planning purposes, releasing the full report publicly is not appropriate, as the Study contains information on private property.

- Recently, at the request of a private business owner, a redacted version of the Study was created that omits any and all information on private property. CBA Members and those property owners mentioned in the study may request a copy of the redacted. A system for requests has been put into place.
- The Study was funded by a combination of funding from Sullivan Renaissance's 'Silver Feather' Phase II Grant and the Sullivan County 2020 Budget allocation to the CBA for the specific use with the project. No CBA institutional funds, dues or private donations for any other initiatives have funded this study.

We hope this information has been helpful. In the future, we advise that the best way to stay informed about the project, is to join the CBA mailing list, and attend meetings where public updates on progress are included in the agenda monthly. We welcome your participation.

The CBA holds public meetings on the 4th Tuesday of every month at 5:30pm. These meetings are announced to the mailing list and posted to the Callicoon Business Association' Facebook Page under Events.

Thank you and have a great day.

Kind Regards,



Nicole Vallance

President | Callicoon Business Association, Inc.
917 969 3485 | president.callicoon@gmail.com

Callicoon Business Association Executive Board

Nicole Vallance, *President*

Zach Scheitlin, *Vice President*

Tom Dent, *Treasurer*

Roy Harris, *Co-Secretary*

Lily Smith, *Co-Secretary*

Rosie DeCristofaro, *Executive Board Member*

Thong Keokham, *Executive Board Member*

Rachel Littman, *Executive Board Member*

Rebecca Tharp, *Executive Board Member*

CC: Wendee Greene, *President* of Callicoon Depot, Inc.
Callicoon Depot Inc. Board of Directors
Callicoon Depot Inc. Advisory Board
Richard Lowe, *Chair* of the Upper Delaware Scenic Byway
Tess BcBeeth, *Town Clerk* of the Town of Delaware.