



Catskill Watershed Corporation

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EMAIL COVER SHEET

To: ECONOMIC DEVELOPMENT COMMITTEE

ATTN:

Jim Ellis	Shilo Williams
Innes Kasanof	Thomas Snow
Tina Molé	Jeff Senterman
Richard Parete	John Kosier

CC: CWC Staff, John Schwartz, Michael Meyer, Matthew Giannetta, Thomas Stalter and Aaron Bennett

SUBJECT: ECONOMIC DEVELOPMENT COMMITTEE MEETING

DATE: Tuesday, September 1, 2026, 2026

TIME START: Immediately Following Finance

LOCATION: Catskill Watershed Corporation Building

Additional Instructions:

Please be advised that the Economic Development Committee meeting has been scheduled. Attached please find the agenda and minutes from the previous Economic Development Committee meeting. If you have any questions or concerns, please contact Barbara Puglisi.

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ECONOMIC DEVELOPMENT COMMITTEE

AGENDA

September 1, 2026

Tuesday

Following the Previous Meeting

- I. Call to order**
- II. Election of a Chairperson**
- III. Approval of April 7, 2026 minutes**
- IV. CFF Program Update**
 - A. Loan Activity**
 - B. Collateral Position of Defaulted and Delinquent Loans**
 - C. Loan Write-offs**
 - D. CFF -County Reconciliation**
- V. Bridge Loan Request -Town of Roxbury**
- VI. Other**
- VII. Adjournment**

Economic Development Committee (EDC)
DRAFT MINUTES
Tuesday, April 7, 2026

Committee Members Present: Tina Molé; Richard Parete; Innes Kasanof; John Kosier; Jeff Senterman; Shilo Williams

Committee Member(s) or Staff Absent: Thomas Snow, Jr.; Arthur Merrill

Staff Present: Barbara Puglisi; Lynn Kavanagh; Tim Cox; Jason Merwin

The meeting was called to order at 11:27 A.M.

Minutes from the EDC meeting of Tuesday, March 3, 2026, were moved and passed without comment; *all in favor*.

NEW BUSINESS

Loan Update

Barbara presented an update of loan activity, which showed the following:

CFF Loan Activity through 3/31/26 staff indicated there is \$10,000,000.00 in the budget for 2026. Currently there are two (2) loans committed totaling \$1,144,580 and there are seven (7) loans in process totaling \$7,120,155; leaving a budget balance of \$1,735,265. Barbara updated the committee on loans closed since the beginning of the program inception is \$119,649,393.64. She added that the outstanding balance of current loans is currently \$32,866,303.

Barbara presented a chart showing CWC's collateral position of defaulted and delinquent loans to date. The total Default and Delinquent rate is currently 4% and is separated into two categories to show the difference between the two. The Default Risk Rate is 1% and the Delinquent Risk Rate is 3%.

Barbara presented a chart showing a breakdown of CWC Loans that have been "written-off" to date. The total amount of the write-offs is \$4,428,080. The chart showed that 69.94% of the total amount written off were loans located in Delaware County. Additionally, 21.25% of the write-offs occurred in Ulster County and the remaining 8.81% in Sullivan County. There have been no write-offs in Greene or Schoharie County. She added the chart will be updated to reflect the recent auction once everything has been accounted for.

Barbara presented a chart showing the fund allocation for each county.

Town of Roxbury
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August 19, 2026

Catskill Watershed Corporation
669 County Hwy 38
Arkville, NY 12406

Dear Barbara Puglisi,

The Town of Roxbury has entered into New York State Department of State Contract C1003351 for the Downtown Grand Gorge and Roxbury Branding and Marketing and Streetscapes Enhancements project. The fixed-term contract runs from January 1, 2026 through December 31, 2030, with a total State-funded grant award of \$1,800,000.

The project will advance the Grand Gorge/Roxbury Downtown Revitalization Initiative through two complementary components. The first component, Increase Downtown Visibility with Branding and Marketing, will strengthen the identity and visibility of the two downtown areas through website updates, branding, signage, print materials, social media, wayfinding, gateway and interpretive signage, and information kiosks. The second component, Improve Downtown Sidewalks and Streetscapes, will make physical improvements to the downtown environment, including sidewalk installation, repair or replacement and streetscape amenities such as benches, landscaping, public art, green infrastructure, bicycle racks, and wayfinding. These improvements are intended to enhance accessibility while creating more attractive, identifiable, and welcoming downtown areas.

Budget

The entire \$1,800,000 project budget is allocated to contractual services, with no funds budgeted for Town salaries, travel, supplies, equipment, or other expenses. The contractual-services budget is divided into four principal areas:

- \$291,000 – Branding and Marketing: Design, fabrication, and installation services for branding and marketing materials. The subcontractor is to be determined.
- \$291,000 – Streetscape Design: Professional engineering and design services for streetscape improvements. The subcontractor is to be determined.
- \$54,000 – Project Administration and Contract Management: Administrative services and contract management to be provided by MARK Project.
- \$1,164,000 – Streetscape Construction: Construction and construction-management services for streetscape improvements. The subcontractor is to be determined.

Together, these four allocations total the full \$1,800,000 grant award.

Scope of Work

For the branding and marketing component, the Town will first procure the necessary professional services and then develop draft branding concepts, signage-location plans, wayfinding elements, gateway and interpretive signage, information kiosks, and downtown marketing collateral. Draft concepts will be presented for community input and submitted to the Department of State for review before final designs are prepared. Once approvals and necessary permits are secured, signage and kiosks will be fabricated and installed and the approved marketing program will be implemented. The contract requires progress documentation,

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Washington, DC 20250-9410 or call 800-795-3272 (Voice) or 202-720-6382 (TDD)

photographs, completion reporting, and evidence that the marketing materials are being used for their intended audiences.

For the streetscape component, the project will proceed from consultant procurement through draft design, environmental review, final design and construction documents, permitting, competitive bidding, construction, construction management, and final closeout. Final design documents must be prepared or certified by an appropriately licensed professional and must include cost estimates demonstrating that the proposed work remains within the approved budget. Following Department approval of the construction documents, the Town will procure construction management and/or construction contractors and undertake the approved improvements. Construction will be monitored through progress reports, site inspections, photographic documentation, and a final punch-list process.

Upon completion, the Town must provide a professionally certified statement of completion, certified as-built plans, a Final Project Summary Report, and photographs documenting the State-funded improvements. Final payment cannot be requested until the Department has received the required project products and concurs that the work is complete.

The Town of Roxbury remains the State's contracting party and is responsible for administering

the grant, complying with municipal procurement requirements, securing Department approval of consultant subcontracts, obtaining necessary permits and environmental reviews, submitting deliverables and payment requests, and coordinating community and local-government participation. Project Status Reports are required semi-annually on June 30 and December 31, and MWBE participation and payments must be reported through the New York State Contract System throughout the contract period.

Overall, the \$1.8 million investment combines approximately \$636,000 for professional, marketing, design, and administrative services with \$1.164 million for physical streetscape construction and construction management. The resulting program is intended to pair a stronger, coordinated identity for Grand Gorge and Roxbury with visible physical improvements to their downtown streets, sidewalks, amenities, accessibility, signage, and public realm.

Sincerely,



Allen Hinkley,
Town Supervisor