

Meeting Minutes
 Oneonta Housing Commission
 Infrastructure Work Group

Meeting: Dec 13, 2022
 31 Main Street, Oneonta, NY 13820
 5pm

In attendance: Ed Overbey, Matt Gibson, Michael Vender Werff, Stefan Marikovics, Joan Fox, Sheldon Edison

Absent: Matt Nissen, Jen Armstrong, Jessica Reynolds

1. Approved minutes of last meeting
2. Viewed parcel map provided by City Community Development Director
<https://experience.arcgis.com/experience/7146a7301fda45439787be39dad9c85/3>.
3. Property Owner/ Developer Survey- Matt Nissen was absent. Discussion is delayed until next month
4. Priorities/Process
 - a. Ed provided a first draft of a program evaluation and review technique (PERT) (https://en.wikipedia.org/wiki/Program_evaluation_and_review_technique)

Table 1

Milestones	Tasks	Estimated time	Dependencies		
Identify potentially available/convertible buildings	Define available and convertible	1d	Agree at a meeting		
	Review properties and create list of recommended buildings		Access information from City Hall		
	Transmit list to Housing Commission				
Catalogue developable land and determine a marketing mechanism	Define developable	1d	Agree at a meeting		
	Review properties and create list of recommended parcels		Access information from City Hall		
	Transmit list to Housing Commission				
Address the disinclination of landlords to maximize potential of upper floors	Prepare questionnaire for property owners		Access information from City Hall		
	Transmit list to property owners		Prepare questionnaire for property owners		
	Identify incentives for upper floor property owners		Determine grant availability from City Hall.		

Committee members will review and provide input to Ed

1. Identify potentially available convertible buildings:
 - a. Committee will ask City for inventory of vacant single and two family vacant buildings with
 - b. Committee thinks we should market the availability of grants, loans and other incentives now that the city has designated the historic district.

2. Catalog developable land and determine a marketing mechanism
 - a. Committee will review city's map and organize a list
3. Address the disinclination of landlords to maximize potential of upper floors.
 - a. Committee will ask city for list of Main St buildings with vacant upper floors
 - b. Committee will survey property owners to determine why they choose not to invest
 - i. Stefan will identify owners/mailling addresses, print address labels
 - ii. Michael will draft letter
 - iii. Committee discussed challenges of renovating old buildings- environmental issues, cost,
 - c. Committee discussed Springbrook/Ford Block project as prototype
 - i. Identified pros and cons of public/private project

5. ACTION ITEMS

Priorities/Process-

- a. Motion: The committee recommends that the housing commission recommend to the Common Council that the city begins a process for developing the Wescott parking lot (motion approved by all members present)
- b. Motion: The committee recommends that the housing commission recommend to the Common Council that the city budget for and hire a full time staff person as soon as possible to spearhead the city's housing policies, programs and projects (motion approved by all members present)
- c. The committee would like to meet with Judy/Steve and/or Mark and possibly Jody Zaresky from OtsegoNow to learn about ongoing efforts, priorities and proposals.(The committee wants to support ongoing efforts and NOT duplicate ongoing efforts) A lunchtime weekday meeting is most practical for staff.
- d. The committee would like access to all recent housing studies and plans that relate to housing
- e. Sheldon will be away until March. He would like to be kept informed
- f. Many members cannot attend a meeting on the third Wednesday in January. Perhaps we should find another day for january?

Meeting adjourned approximately 6:15pm