

Sustainable Master Plan - City Of Newburgh
Economic Opportunities & Development Focus Group

To: James Raimo

From: Cate Algauer

Ref: Economic Opportunities & Development Focus Group
Tuesday, December 6, 2005, Meeting Notes

- Attending: Catherine Allgauer, Melissa Everett*, Damon Finch, John Lonczak, Ian MacDougall, Bob McKenna, James Raimo, Gordon Rauer
- *add name and contact information to listing
- Agenda distributed
- Next meeting Tuesday, January 3, 2006 at 3:00 PM City Hall
- Next date Key Stakeholders Meeting Monday, December 19 at 7:00 PM OCCC Extension Center meeting room
- Questionnaire: distribution of the questionnaire is for a general visioning process; can be distributed by volunteers who then leave it to the resident to complete; or, one-on-one interview with dialogue that allows conversation to go from general overviews to more specific information.
- Visioning Process: survey distribution as an outreach to faith groups, civic and social groups, encouraging and noting reactions of the group.
- Economic Opportunity and Development requires an audit of the inventory of basic assets; data available for each focus group through the Office of the Assessor and/or Taxation and Finance. For example, determine the number of warehouses, restaurants, service stations through the Assessor's Office. Other assets include location of the City, air/rail/water/highway access, availability of skilled and unskilled labor force.
- In determining education levels of the local populace, also poll the number of training classes available through NFA, BOCES, etc. for semi-skilled labor force- carpenters, beauticians, retail management courses so as to make the case for potential employers that Newburgh has the manpower to sustain incoming businesses. In that regard, perhaps suggest additional training courses not currently available. The Community Profile forming the basis for the CMP will be available by our next meeting on January 3rd. Ian will get the overarching data for all residents.
- ASSETS: A suggested list includes the following: employment levels, workforce, natural and cultural assets, historic resources, commercial and industrial space, local financial resources, under represented/over represented markets, industries and businesses.

- “Trade Show” Marketing Approach: emphasizes location, potential, diversity, parking facilities, availability of commercial/industrial facilities and/or space for development.
- SUSTAINABLE MASTER PLAN – the focus of which is to explore needs, not create solutions. Bob asked Ian to present a conventional Master Plan so as to develop an achievable goal, e.g. Land Use Policy. Goal is to have completed the Plan and present it in autumn 2006.
- MENU: Summary data on Community Profile: work force, education levels, skills level unemployment levels, census data, bank deposits (Ann Davis and Melissa will investigate), community development, real estate available-residential and commercial. The goal is to articulate what the City is going to be like in the near future.
- Melissa will create a grid for each Focus Group to track the activity and act as a catalyst for staying on track with assignments.
- KEY STAKEHOLDERS – nine inter-dependent focus groups to finalize the guidelines and distribute so as to expedite the assignments in a timely fashion.