

Groton Village Board of Trustees Meeting

Monday, August 17, 2026

Board Members

Mayor Neville
Trustee Holl
Trustee Montreuil
Trustee Rankin-excused
Trustee Conger

Others in attendance:

Nancy Niswender - Clerk
Angela Conger-Deputy Treasurer
Chief Troy Boice
Mike Perkins - Elec Supervisor
Chad Shurtleff - DPW Suprv.

Ted Skibinski-Code Officer
Mike Albro - YAWS
Eric DeForrest - GFD Fire Chief
Lee Shurtleff- County Rep.

7:00pm Mayor Neville welcomed everyone to the meeting.

Trustee Holl made a motion to approve the minutes of the July 20, 2026 Board Meeting, seconded by Trustee Montreuil, all in favor, carried.

Audit of claims and approval thereof.

Trustee Conger made a motion to approve the claims presented for review.

Seconded by Trustee Holl, all in favor, carried.

Monthly Department Reports:

Electric Department:

Supervisor Perkins report was submitted (attached to the minutes)

- Discussion of purchasing a new generator and working with the GFD on grants.

Department of Public Works

Supervisor Shurtleff report submitted (attached to the minutes)

- Summer workers doing a good job and would like to have them back next year
- Flushing hydrants - may look at automatic flushing units to help with dirty water issues.
- VFD in for sewer plant - EMA will be in to install.
- Paving & Grinding - Gerald Moses Drive and W. Cortland Street- totals about \$93,000 and roll rest over to next year.
- Working with Old Chatham, weekly updates to NYS DEC. Working with landlord in the area to deal with some complaints of odor in the house.

Waste Water Treatment Plant

Mike Albro - Yaws Report was submitted and reviewed (attached to the minutes)

- Discussion of Old Chatham Creamery future plans. This will need to be monitored closely once they begin sending to the WWTP.

Police Department

Chief Troy Boice Reported

- Interviewed a couple of individuals. One person had completed phase one and is ready to begin phase II. Chief Boice requested to hire and sponsor him.
Trustee Holl made a motion to approve the hiring and sponsoring for phase II of Owen Crispell, seconded by Trustee Montreuil, all in favor, carried.

Fire Department

Chief Eric DeForrest reported the following:

	<u>YTD</u>
Ambulance Calls	138
Fire Calls	616
	<u>754</u>

- Record calls in July
- New ambulance arrived. Working on installing equipment. Training being held for drivers.
- Fire camp went great.
- Alumni Breakfast about 100 people. Pancake breakfasts are going really well.
- John Swartz resigning as of end of the month. James Kirkwyland - (volunteer) resigned
- Parking for Olde Home Days - Eric recommended - Village/Town Fire Department members. Mayor felt that the parking lot needs to be open except for designated Fire Department spaces. Possibly make office side elderly/handicap only.
- Mayor Neville appointed Matt Sheerin as full time paramedic at a rate of \$28.50/hr.

Joint Recreation

Trustee Conger reviewed the Joint Recreation report (attached to the minutes):

Groton Youth Commission

No meeting this month

Code Office

Ted Skibinski - Code Officer submitted his report attached to the minutes.

- Only one person showed up for court tonight.
- Scheduled Speedway inspection next week.
- Question on where the fines go when paid to the Town Court. We will check with the Court Clerk.

Lee Shurtleff reported as County Representative:

- Will be working on County budget over the next few months. Some difficult decisions to make. Currently a double digit increase is needed.

Public Hearing Cable Franchise Agreement

- The regular meeting was temporarily suspended at 7:30pm and Mayor Neville opened the Public Hearings on a Cable Franchise Agreement between the Village of Groton and Spectrum Northeast, LLC

Clerk Niswender summarized the Notice of Public Hearing.

No public Comments

Trustee Conger made a motion to close the public hearing at 7:34pm, seconded by Trustee Holl, carried.

Trustee Conger made a motion to approve the Cable Franchise Agreement between the Village of Groton and Spectrum Northeast, LLC on Village attorney's approval, and upon roll call:

Trustee Conger voted "aye",

Trustee Holl voted "aye",

Trustee Montreuil "aye",

Mayor Neville voted "aye"

The resolution was duly declared adopted. (Type II Action under SEQR.)

Public Hearing Local Laws

- Mayor Neville opened the Public Hearings on Local Law Change for Chapter 152 - "PROPERTY AND BUILDING NUISANCES" and Chapter 112 "FREESTYLE SPORTS FACILITY" at 7:35pm

Clerk Niswender summarized the Notice of Public Hearing for Local Law Change - Chapter 152 - "PROPERTY AND BUILDING NUISANCES" and Chapter 112 "FREESTYLE SPORTS FACILITY"

No public Comments

Trustee Holl made a motion to close the public hearings at 7:43pm, seconded by Trustee Montreuil, carried.

Trustee Holl made a motion that the Local Law of 2026, Local Law Change - Chapter 152 "PROPERTY AND BUILDING NUISANCES" to remove from Article III, section 152-13 "Powers of the Mayor with respect to public nuisances" (attached), be adopted, and upon roll call:

Trustee Conger voted "aye",

Trustee Holl voted "aye",

Trustee Montreuil "aye",

Mayor Neville voted "aye",

The resolution was duly declared adopted. (Type II Action under SEQR.)

Trustee Holl made a motion that the Local Law of 2026, Local Law Change - Chapter 112 "FREESTYLE SPORTS FACILITY" (attached), to be removed in it's entirety be adopted, and upon roll call:

Trustee Conger voted "aye",

Trustee Holl voted "aye",

Trustee Montreuil "aye",

Mayor Neville voted "aye",

The resolution was duly declared adopted. (Type II Action under SEQR.)

Other Items of Mention

- Old Chatham Creamery Engineering Report stage one- Meeting on Friday morning with Code Officer Skibinski and Clerk Niswender. Reviewed letter and items that are required for new pretreatment system. We will need to make sure they have a plan for any overflow/spill incident.

Action Items

- Trustee Conger made a motion to approve the Groton Olde Home Days parade permit, seconded by Trustee Holl, all in favor, carried.
- Trustee Conger made a motion to approve the Groton Olde Home Days festival permit, seconded by Trustee Holl, all in favor, carried.
- Trustee Holl made a motion to approve the American Legion waiver of the Village Noise Ordinance for August 20 -22, 2026, seconded by Trustee Montreuil, all in favor, carried.
- Trustee Conger made a motion to approve the Groton Olde Home Days Pirate Ship Permit, seconded by Trustee Holl, all in favor, carried.
- Discussion of the NRG natural gas cost. Trustee Conger made a motion to approve the 3 year price of \$4.78 per unit, seconded by Trustee Holl, all in favor, carried.
- Trustee Montreuil made a motion to approve the RFP for the NY Forward Village projects, seconded by Trustee Holl, all in favor, carried.
- Trustee Holl made a motion to approve the IEEP commitment letter and have the Mayor sign, seconded by Trustee Montreuil, all in favor, carried.

Public Hearing for the 2024 CDBG Grant scheduled for September 21, 2026

- 8:37pm Trustee Conger made a motion to move into executive session to discuss the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular employee or employees, Seconded by Trustee Montreuil, all in favor.
- 8:55pm Trustee Conger made a motion to move out of executive session, seconded by Trustee Holl, all in favor, carried.
- No Action taken
- 8:56pm Trustee Conger made a motion to adjourn.

Respectfully submitted,

Nancy Niswender
Village Clerk-Treasurer/Administrator

August 2026 Board Report

- We worked a pretty big storm in Village of Marathon, and one day of work on NYSEG property in Marathon. It was a huge opportunity to gain experience for both Aaron and Michael.
- Marathon's Tannery St. project is complete. Another great experience for the whole crew.
- Cut down 5 large trees at the sewer plant to prepare for the Headworks project
- Getting close to finishing the pole dock project, spending afternoons and partial days to complete it.
- Temporary service is complete at the Police Station construction site.
- When paving is done, electric and DPW will begin excavation for the power and data service to the new police station.
- AMI project with Landis +Gyr is closed so there will be no more updates with that going forward. I believe it is a nice system, and the Village made a good investment in it.
- Pole top rescue certification was completed on 8/13. All three of us are now certified.
- The new digger has had some warranty work done and will need to go back, so I have been in no rush to sell the old one until the issues are resolved.



Village of Groton

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Phone: 607-898-3966 ♦ Fax No. 607-898-4177

TDD: New York State Relay 1-800-662-1220

e-mail: customerservice@grotonny.gov

Mayor.....	Christopher J. Neville
Trustees.....	Elizabeth T. Conger
	Michael G. Holl
	Andrew Montreuil
	Charles Rankin
Clerk-Treasurer/Administrator	Nancy Niswender
Dept. of Public Works Supv.	Chad M. Shurtleff
Electric Utility Supv.	Michael Perkins
Police OIC.....	Lt. Troy Boice
Code Enforcement Officer	Ted Skibinski
Director of Recreation.....	Becky Koenig

Department of Public Works

July 20 – August 17, 2026

Completed Work/Projects:

- Mowing and trimming
- Work on plugged 12" storm pipe on Clark St.
- Flush small areas around the Village for water complaints
- Repair and install sewer influent pump at the sewer plant
- Install drainpipe on Lincoln Ave for ground water
- Replace the high-pressure pump on sewer flush trailer
- Rebuild a retaining wall in creek at 103 S. Main St.
- Work on site work for the new pole dock
- Install the new blower unit at the sewer plant
- Remove large pine trees for sewer plant project
- Milling and patching on Elm. St.
- Repair potholes and curbing on Spring St. bridge
- Assist with a new water service at 123 Church St.

Schedule of Work:

- Volleyball Court at the park
- Possible building demolition and rebuild at park
- Paving W. Cortland St. and Gerald Moses Dr.
- Paving parking lot at Village Garage.

Village of Groton

Fuel Usage Report in Gallons

Dates: 8/17/2026

	Unleaded	Diesel
DPW	151	411
Electric	151	83
Fire	211	23
Police	182	

Groton WWTP July Update

- Plant has been getting lower loading rates from the creamery. We have been in contact with the Creamery with no discharge.
- We have had to decreased pressing solids. Looking to reduce to 2 loads per month. This should save around \$6000.00 per month.
- Influent pump 1 is back in operation.
- Plant numbers look good. Operations are running smooth.
- Blower has been refurbished and installed by DPW.
- EMA will be contacted to program VFD for blower. Village Electricians installed VFD.
- Odors are at a minimal without discharge from creamery. The plant is running very well. Holding high dissolved oxygen in digesters. Digester levels are also significantly lower.
- Reduction in chemical use by 55 - 110 gallons per month.

Board Meeting – August 2026

Ted Skibinski, Code Enforcement Officer

Reporting and Accomplishments:

1. Building Permits opened in August – 3
2. Building Permits closed in August – 0
3. Active Building Permits – 31
4. Code Violation letters sent in August – 3
5. Court appearance follow-up tickets sent in August – 3
 - a. 700 Main St.– Kari Welch – August 17 court date
 - b. 302 Cortland Ave – Pete Wittko – August 17 court date
 - c. 207 Main St. - Wayne DeWitt – August 17 court date
 - d. 122 Williams St. – Wayne Eldredge – August 31 court date
6. Life safety inspections were completed in July/August - 1

Groton Joint Recreation Committee

August 4, 2026

Scott Weeks called the meeting to order at: 5:37pm

Present were:

Rec Director Becky Koenig	Elizabeth Conger	Angela Conger
Scott Weeks	Crystal Young	
Jennifer Foote-Dean	Leon Brockway	

The minutes were reviewed from the June 2nd meeting.

Motion made to approve the minutes by: Crystal Young

2nd by: Jennifer Foote-Dean
carried.

The financials from May, June and the AFR were reviewed

Motion made to approve the financials by: Crystal Young

2nd by: Jennifer Foote-Dean
carried.

Recreation Director Report

See Director Becky Koenig's Report attached

Updates on report

Discussion/Action Items

• NYSRPA conference- Recreation Director Becky applied to be a presenter. She was approved. She asked to go to the conference. If she is a member which the cost is \$150 for an individual, the conference cost is \$1125. It is November 3rd-November 5th. The committee asked to see the presentation and a report of what she learned when she comes back from the conference.

Motion made to approve the attendance to the conference and sign up

for a membership by: Leon Brockway

2nd by: Jennifer Foote-Dean
carried.

Open Discussion:

Scott Weeks mentioned that having Madelyn Weeks working at the pool he's heard a lot about the adult attendees being a problem this year. He's heard how things have been handled and is impressed with how the older guards are teaching the younger guards to deal with it. Jennifer Foote-Dean suggested having a Tompkins County come in and teach a conflict resolution class to the guards, just so the guards have that tool and can feel confident in case something comes up.

Motion to adjourn: 6:30pm

made by: Crystal Young

2nd by: Leon Brockway

Next meeting: September 1st

Submitted by:

Angela Conger

Village of Groton

Deputy Treasurer



Groton Joint Recreation Committee
Becky Koenig- Director Report
August 2026

Programming

- Summer Programs
 - 20 summer programs offered this year (not counting swim lessons) Only cancelled Foundational Strength Training and School of Rock programs due to low numbers -Still 2 camps left-Roller-skating and Lifeguard in Training. Roller-skating had a limit of 15 and they have 12 signed up.
 - 120 swim lessons
 - One summer concert was canceled due to poor air quality. During the Canada fires. Hoping to try and reschedule on a Thursday night.
 - Anticipated last day for the pool is Saturday Aug 22nd
- Adult Programming
 - Adult Lap Swim 7 days per week. M-F 9am-10am and Sat/Sun 11am-12pm The weekends are better attended. The mornings are colder.
 - Yoga- running Tues/Thurs 10-11am in community room.
 - Adult Basketball Not as popular as anticipated-2-3 people a night but different people. If all of them would show on the same night it would be great.
 - Tuesday Nights 6:30-8pm June 30th-Aug 18th
 - Adult Kickball- Approx 20 people including the kids, the extreme heat and air quality has been a bit of a barrier, but it's been most of the same people.
 - Thursday Nights 6:30-8pm July 2nd-Aug 20th

Other Items

- Community Hikes
 - June & July Partnering with Good Neighbor. Will start again in September.
 - Good attendance of 5-7 people each time.
- July 4th Fireworks- Friday July 3rd. Groton Elementary School
 - Good attendance- ~1300 people
 - 2 Food Trucks & Sports Boosters selling at the concession stand.
 - New sounds system worked well (Thank you Crystal for your help!)
- Groton Olde Home Days (GOHD)Created a Facebook event, there's a website and a Shopper ad will be out soon.
 - Program Booklet is out (Online)
 - New events
 - Carnival Starts Thurs Aug 20th @ 6pm
 - Friday BOGO Tickets
 - Sat \$30 wristband unlimited rides 1-4pm
 - Pirate Shows (Sat 10am, 12pm, 2pm, tours all day)-Municipal Lot-Rec paid the \$3,000 deposit but GOHD has raised enough to pay the remaining \$3,500.
 - Line Dancing (Friday 5-7pm & Saturday 3-5pm) Conger Blvd Friday Night and Back bank parking lot on Saturday.
 - Mechanical Bull (All Day Saturday)-11-4pm Village Office parking lot.
 - Adam Armstrong from YOUNGDUBSTOiOs is volunteering his time to create online presence for thanking sponsors and advertising the Pirate Shows. As his donation to GOHD
- Outdoor Volleyball Court at Memorial Park
 - The goal has been reached. Chad and I will meet soon to finalize the location and start the build. The border, and net have been ordered and sand was donated. Ordering a plaque.

- Kid's Farmers Market
 - Tuesdays 9am-12pm at the Village Office **Happening during free lunches. Leftovers go to the library for their Healthy Tuesday's giveaway. Summer camp also comes and gets some for snack.**
 - Lisa Park & Wanda Neimeth are volunteering and helping me run the event
 - Averaging 115 kids per week.
- Big Rig Event
 - Scheduled for Saturday September 19th 10am-12pm
 - DPW, Electric, and GFD, GPD have all confirmed attendance. I've reached out to the Town Highway Department, and the school. **Suggestions: TCAT, Gadabout, Military Vehicles. Airport Firetruck.**
 - GFD will be selling hotdogs & hamburgers at the event.
- New York State Recreation and Park Society (NYSRPS) Annual Conference
 - I applied to present at the next annual conference on Nov.3rd-5th and it was accepted.

Session Title

Small Team, Big Impact: How Community Connections Can Expand Recreation Programming

Session Description

How can a recreation department with only one full-time staff member successfully offer year-round programs for toddlers, teens, adults, and seniors? This session explores how community partnerships, volunteers, local organizations, and strong public engagement can dramatically expand programming opportunities in small communities. Using real examples from Groton Recreation, attendees will learn practical strategies for building relationships, leveraging social media, gathering community feedback, and becoming the central hub that connects people and organizations together. This presentation will focus on saying "yes" to opportunities, creating visibility through community involvement, and building a culture where residents want to contribute to positive community programming.

8/11/2026

Village of Groton

NRG Natural Gas Supply Offers

**Through the Municipal Electric and Gas Alliance (MEGA)*



Number of Accounts: 2
Annual Usage (Dth): 1,160
Utility: NYSEG
Billing Type: Dual
Pricing Start Date: 10/1/2026
Current Price: \$4.595

Term (Months)	Rate (per Dth)	Annual Expense
12	\$4.731	\$5,488
24	\$4.801	\$5,569
36	\$4.780	\$5,545

Location Address	LDC/Pipeline	Point	LDC Account
201 Conger Blvd., NY - 13073	NY State Electric & Gas	CNG DCQ	N0-200-00-074357-04-NAM0611118382
108 Cortland Street, NY - 13073	NY State Electric & Gas	CNG DCQ	N0-200-00-078120-76-NRT0000380108

Village of Groton
Request for Proposals (RFP)
Design and Engineering Services
Village of Groton NY Forward Public Projects

RFP Release Date: August 18, 2026

Proposals Due: September 21, 2026, 12pm

Introduction

The Village of Groton is seeking proposals from qualified firms to provide professional design, engineering, permitting, and construction management or oversight services to create a new green space and stage pavilion, create the Owasco Inlet trail, and create the Firehouse Market Square as part of Village's NY Forward. The project will be located at multiple locations throughout the Village.

The total available funding for these projects through completed construction is \$927,000.00.

Project Description

The Village of Groton will advance Groton's NY Forward through the following projects:

Project Component 1: Transform a Parking Lot into a Village Green with a Stage Pavilion

- Transform an existing parking lot at 123-126 Main Street into a green space for community performances and family activities.

Project Component 2: Create the Owasco Inlet Trail and Pedestrian Bridge to Connect Key Areas of the Village

- Improve access to the Owasco Inlet and connect key areas in the Village with site improvements along the Inlet.

Project Component 3: Create a New Public Gathering Space, Firehouse Market Square, at 108 E Cortland Street

- Demolish the existing firehouse building at 108 East Cortland Street (to be completed outside this scope of work) and create a new multi-use outdoor community space to increase capacity for public events and foster a sense of community within the Village.

These projects seek to provide outdoor public spaces for the community that enhance walkability, connect community assets, promote safe and accessible recreation, and increase access to the water.

Background

As more fully described in the Strategic Investment Plan (SIP), key improvements to these areas may include, but are not limited to:

Project Component 1: Transform a Parking Lot into a Village Green with a Stage Pavilion

- installing amenities, such as benches, tables, and a pavilion and stage,
- installing or improving sidewalks, and
- adding site lighting and landscaping.

Project Component 2: Create the Owasco Inlet Trail and Pedestrian Bridge to Connect Key Areas of the Village

- restoring the existing pedestrian bridge,
- constructing a stone trail,
- creating a fenced-in dog park, and
- installing a new pedestrian bridge and viewing platforms along the Inlet.

Project Component 3: Create a New Public Gathering Space, Firehouse Market Square, at 108 E Cortland Street

- installing public amenities, such as a pavilion with electricity and seating,
- creating a parking area with EV chargers, and
- installing or improving sidewalks.

For additional project details, see Attachment A which contains the full project profile as presented in the Village of Groton, NY Forward SIP. The project profiles also contain conceptual designs for the project.

Scope of Work

Proposals shall reflect the tasks and deliverables described below which outline the minimum expectations of the project. At a minimum, the following tasks are required for the project, and products identified for each task must be submitted to the Village and New York State Department of State (DOS) for review and approval. Please note that the task order above is not entirely indicative of a timeline or order in which deliverables will be requested.

Task 1 Project Initiation Meeting

The selected consultant shall participate in a Project Initiation Meeting with the Village, and shall identify and review design goals, schedule, scope of work, associated fees, responsible parties, and expected deliverables. Additionally, the Project Initiation Meeting should include a determination of the scope and frequency of coordination meetings between the consultant, Village, and project staff, progress reports, and invoices to keep the project progressing and on schedule. The consultant shall establish a file-sharing platform to be used for tracking completion of Tasks and coordinating reviews. The Meeting shall also include a site walk-through of the project site for which the designs will be developed.

Products:

- Brief meeting summary documenting agreements/understandings reached at the initiation meeting, including frequency and method of project progress reports, coordination meetings, and invoices.
- File sharing platform

Task 2 Draft Design

The consultant(s) shall prepare a survey for the project (if needed) and a draft design with design options based upon the conceptual design and project description from the SIP as well as public input and site conditions. The consultant will work with a Project Advisory Committee (PAC) and municipal staff on project design. The consultant should plan to meet with the PAC (in-person or virtually) several times during the design phase and will provide presentations to the Board of Trustees at a regular meeting and to the public at a workshop to obtain feedback on the proposed design. The draft design shall include all required maps, tables, data, written discussions, and other information as identified in the DOS contract. The draft design shall be provided to DOS for review, and comments must be addressed to DOS's satisfaction in subsequent revision of the design.

Products:

- Site survey (if needed)
- Draft design with design options
- A presentation(s) for the Project Advisory Committee, Board of Trustees and public workshop; and summaries from meetings with groups
- Revised draft design(s) in an Adobe Acrobat PDF format created using 300 dpi resolution

Task 3 Environmental Quality Review

The consultant(s) shall prepare all documents necessary to comply with the State Environmental Quality Review Act (SEQRA) through determination of significance. If a positive declaration is made, a Draft Environmental Impact Statement shall be prepared for an additional fee to be determined.

Products:

- SEQRA documents and, if necessary, a Draft Environmental Impact Statement

Task 4 Final Design and Construction Documents

The consultant(s) shall prepare the final design in consultation with municipal staff, make a brief presentation of the project to the Board of Trustees, and then prepare construction drawings, plans, specifications, and cost estimates for bid letting. The final design and construction documents are subject to approval from DOS. These documents must be certified by a licensed professional engineer, architect, or landscape architect, and the appropriate seal must be affixed to these documents.

Products

- Presentation to Board of Trustees
- Final design and construction documents, certified by a licensed professional engineer, architect or landscape architect in an Adobe Acrobat PDF format created using 300 dpi resolution
- Cost estimates

Task 5 Permits

The consultant(s) shall prepare the necessary permit or other approval applications and obtain the required permits or approvals.

Products:

- Copies of all required permits and approvals

Task 6 Bidding Assistance

The consultant(s) will assist the Village in the preparation of all required bid materials. The consultant(s) will attend a pre-bid meeting with the municipality and prospective contractors and will answer any questions received pertaining to the bid materials. The municipality will advertise the bid and hold the public bid opening. The consultant(s) will assist the municipality with outreach to certified M/WBE firms relevant to the project.

The consultant(s) will analyze the bid results to verify bid calculations, receipt of required documents, qualifications, and other relevant information.

Products:

- Bid invitation
- Bid tabulation sheet

Task 7 Construction Management and Site Inspection

The consultant(s) will review the contractor's schedule regularly to ensure that the project will be completed on time and on budget. The consultant will be responsible for enforcing the construction contract specifications and inform the Village in a timely manner of errors on the plans, defects in the work or materials that could compromise the quality of work, and any conflict that would hinder successful and timely completion of the Project.

Construction management and site inspection services may include, but are not limited to:

- Attend a pre-construction meeting and construction progress meetings, as applicable
- Respond to Requests for Information submitted by the General Contractor (GC) or when requested by the village
- Coordinate with the GC and municipal staff and departments on project construction schedule and impacts to current municipal property
- Monitor and maintain project progress schedules as submitted by the GC
- Review change order requests submitted by the GC
- Provide written monthly progress reports, documenting any issues, project milestones achieved, and percentage complete
- Perform periodic construction observations to verify general conformance with project plans and/or witness specific testing, as requested by the Village. Consultant will document, with photos, conditions for each project element and/or milestone before construction, during construction, and upon project completion
- Review each GC submittal (e.g., show drawings, plan revisions, design changes, construction changes, or similar) for conformance with construction documents.
- After approximately 90% of the work is complete, provide a progress notification including a punch list of remaining items and an estimated schedule for project completion
- Review and certify the GC's applications for payment and submit to the Village for payment/processing
- Ensure that all inspection staff assigned to the project are knowledgeable concerning health and safety requirements, procedures and specification of the contract per municipal policy, and adhere to all standards
- Provide construction close out support
- Monitor the GC's adherence to Equal Opportunity and labor requirements contained in the construction contract
- Monitor the GC's and/or subcontractor's efforts to maintain traffic and protect the public from damage to persons or properties within the limits of and for the duration of the contract
- Other related required activities as directed by the Village and DOS

Products:

- Written monthly progress reports, documenting any issues, project milestones achieved, and percentage complete
- Progress notification including a punch list of remaining items and an estimated schedule for project completion

Task 8 Completion of Project

Following satisfaction with punch list items, the consultant shall submit a statement that the work has been completed in accordance with the contract, the final design and construction specifications, and all permit requirements. The completion statement must be prepared and/or certified by a licensed professional engineer, architect, or landscape architect. Unless otherwise specified, the consultant shall submit two copies of as-built plans for the project, certified by a licensed professional engineer, architect or landscape architect. The consultant shall submit a final project report to the Village and DOS including a copy of the completion statement and a copy of the certified as-built plans and photo-documentation in the form of digital images of the site prior to, during, and upon completion of work. The consultant(s) shall not submit a final payment request until the Village concurs that the work is complete.

Products

- Completion statement certifying all work has been completed in accordance with the contract, final design and construction specification, and permit requirement certified by a licensed professional engineer, architect, or landscape architect
- Two copies of as-built plans for the project
- Photo-documentation in the form of digital images of the site prior to, during, and upon completion of the work

Task 9 M/WBE and SDVOB Utilization and Reporting

In accordance with New York State Executive Law Article 15-A, the New York State Department of State has established the Minority Business Enterprise (MBE) and Women-Owned Business Enterprise (WBE) participation goals of 30% of the state funding amount (15% for MBE participation and 15% for WBE participation). The consultant and the Village must secure participation and/or demonstrate good faith efforts to procure M/WBEs to satisfy those goals and fulfill all other DOS requirements as applicable. The consultant shall support the Village with M/WBE outreach during the bidding process and demonstrate good faith efforts to procure M/WBE contractors.

The consultant must submit a utilization plan that identifies which MWBE firm(s) are included in the project, their associated Federal Tax ID numbers, a detailed description of the work, and the associated dollar value for the description of work to meet the state mandated goal of 30%. Utilization of SDVOB firms will also be documented

The consultant will prepare all information monthly required by the New York State Contract System to record payments to subcontractors, including a breakdown of payments issues to state-certified M/WBE firms and otherwise report compliance with the provisions of Executive Law Article 15-A in relation to funds uses pursuant to the Village contract with DOS.

Article 3 of Veterans' Services Law, as amended, authorized the creation of the Division of Service-Disabled Veterans' Business Development to promote participation of Service-Disabled Veteran-Owned Businesses (SDVOBs) in New York State contracting. The Service-Disabled Veteran-Owned Business Act recognizes the veterans' service to and sacrifice for our nation, declares that it is New York State's public policy to promote and encourage the continuing economic development of service-disabled veteran-owned businesses, and allows eligible Veteran business owners to become certified as a New York State Service-Disabled Veteran-Owned Business (SDVOB), in order to increase their participation in New York State's contracting opportunities. To this effect, the Department of State (DOS) has implemented a Veteran-Owned Businesses (SDVOB) Program, as mandated by Article 3.

To comply with the SDVOB Program goals of 6%, the Department of State strongly encourages grantees to make every effort, to the maximum extent possible, to engage certified SDVOBs in the purchasing of commodities, services and technology in the performance of their contracts with the Department. If SDVOB utilization is obtained, a quarterly SDVOB utilization report should be submitted to the Department with information on the utilization percentage achieved during that quarter. Contractor Reporting Forms are found at: <https://ogs.ny.gov/Veterans/>.

Products:

- Reporting documents for the life of the contract

Task 10 Project Reporting

The consultant(s) shall assist the Village with the preparation of a semi-annual (by June 30 and December 31) project status report on the forms provides, including a description of the work accomplished, the status of all tasks in the contract, anticipated schedule of completion of remaining tasks, and an explanation of any problems encountered.

The consultant(s) shall work with the Village to complete the Final Project Summary Report using the information requested on DOS's [online submission form](#). The consultant(s) shall develop the answers to the questions and submit them to the Village for review prior to submission of this form to DOS. Final payment shall not be authorized until this report has been completed and filed with project deliverables.

Products

- Project status reports for the life of the contract
- Final Project Summary Report

The Village recognizes that there are different approaches that can lead to the desired outcomes that have been noted in this RFP. If, based on the consultant's knowledge and experience, the consultant

believes the required scope of work should be changed in any way, the suggested changes should be outlined in their response. Respondents to the RFP are required to include a recommended project approach based on their expertise and experience with similar projects. The Village and NYSDOS reserve the right to modify the above-mentioned scope of services based on project approaches that may be recommended by respondents, and all RFP document holders shall be notified of such changes.

Additional Products

The consultant(s) must submit to the Village the following additional products described below:

- Electronic data for all Geographic Information System-based mapping products must be submitted in either ArcGIS format, or similar products acceptable to DOS, and comply with the requirements for Contract GIS Products. Formal metadata must be provided with all digital GIS data which includes, at minimum, a file summary/abstract, intended use, data, source data, and author information.
- Electronic data for all designs, drawings, and plans must be submitted in the original software that they were created (such as CAD format or other similar product acceptable to the Village), as well as in JPG format.
- Photographs and images of the project site before construction, during construction, and post-construction must be submitted in JPG format with a minimum resolution of 300 dpi and must be dated and captioned with the location and a brief description of the activity being documented and include any associated metadata (including the photo's GPS location where available).

Proposal Requirements

Respondents to the RFP shall include the following components in sequential order:

1. **Letter of submittal.** A short introduction, summary of the firm/consultant, and any subcontractors along with a description of the disciplines included within the firm/team. The letter shall also identify a single contact with a telephone number and email address
2. **Team profile and qualifications.** A description of the team members, including sub-consultants, and their role in the project and their relevant experience. This section should include an organizational chart for the project team, which identifies the Project Manager, who will be the primary contact person overseeing daily scope activities. Resumes for key personnel should also be included.
3. **Scope of Work.** A detailed work program outlining the consultant's approach to performing, at a minimum, the tasks within the Scope of Work as noted earlier in this RFP. Based on the Consultant's past experience and expertise, respondents may add additional tasks they deem necessary to achieve the project goals but must explain why it is necessary to achieve project goals.

For each task, include:

- a. A brief narrative describing what is included within the task,
 - b. Key milestones to be met,
 - c. Key deliverables to the Village,
 - d. An estimated timeframe for completing the task.
4. **Fee Proposal** including
 - a. Not to exceed fee for all services to be provided by the respondent/consultant team required to fulfill the deliverables described herein and within their proposal
 - b. Breakdown for fee proposal by each task and by prime consultant and any sub-consultants
 - c. Breakdown of any proposed reimbursables for travel, printing, and/or other anticipated charges
 - d. Fees for any optional and/or additional services for out-of-scope work products that consultant feels necessary to achieve the goals of the project.
5. **Project Experience.** A description of similar work experience and projects involving design and construction management and/or inspection services performed.
6. **Work Sample(s).** A representative work sample similar to the work being requested. Samples may be provided digitally as a PDF or link can be provided. A minimum of two (2) samples is required.
7. **References.** A minimum of three (3) professional references for similar project work completed within the past five (5) years. Provide the name, phone number, and email address of each professional contact.

RFP Schedule

The anticipated schedule for the RFP is below:

Availability of RFP: August 18, 2026

Walkthrough of project areas: September 2, 2026

All questions due by email: September 8, 2026

Responses to questions posted: September 10, 2026

Proposal due: September 21, 2026, 12pm

Interviews conducted (if needed): September 22, 2026

Consultant selected and notified: October 1, 2026

Anticipated project start: October 19, 2026

All proposers are encouraged to attend a site visit with municipal staff on September 2, 2026. The site visit will begin at 9am, 308 Main Street, Groton, NY. All proposers are also free to examine the project sites during regular business hours.

RFP Response Submission Procedure

Respondents are required to submit three (3) complete, hard copies of the proposal and one electronic copy in a universally accepted digital format (via email clerk@grotonny.gov)

Hard copies may be hand delivered or mailed to 308 Main Street, Groton, NY 13073

If emailing the electronic copy, please submit the response via email with the subject line: NY Forward Village of Groton Projects to Nancy Niswender at clerk@grotonny.gov.

All responses to this RFP must be received no later than 12:00pm, September 21, 2026. No materials will be accepted after the due date and time.

Questions pertaining to this RFP may be submitted via email Nancy Niswender at clerk@grotonny.gov by September 8, 2026, 4:30pm. All questions must include your name, company, address, phone number, and email address. The Village is not responsible for any failure in the delivery of an inquiry. Responses will be posted on the municipality's website on September 10, 2026. All submissions become the property of the Village and the New York State Department of State upon submission.

RFP Review and Selection Procedure

The Village will review proposals, conduct interviews of finalists (if necessary), and select a consultant to perform the required work based on the criteria below.

- Quality and completeness of proposal
- Approach to completing the scope of work
- Qualification and relevant experience
- Past performance on similar projects
- Fee for this scope of work

The Village will select the firm that is best suited to assist with this project in accordance with the municipality's procurement policy. Presentations and/or interviews may be required of qualified finalists. The contract will be awarded to the consultant who is most qualified and whose proposal represents the best value based on the above evaluation criteria. The New York State Department of State must approve all consultants and subcontractors. The consultant must comply with all provisions in the Contract between the New York State Department of State and the Village.

Conditions to Request for Proposals

a. MBE/WBE Goals

The Village and Department of State have established an overall goal of 30% for Minority and Women-Owned Business Enterprises (“MWBE”), comprised of specific goals of 15% for Minority-Owned Business Enterprises (“MBE”) participation and 15% for Women-Owned Business Enterprises (“WBE”) participation.

For purposes of providing meaningful participation by MWBEs and achieving the Contract Goals established, the selected consultant should reference the directory of New York State Certified MWBEs can be found at the following internet address:

<https://ny.newnycontracts.com/FrontEnd/searchcertifieddirectory.asp>

Where MWBE goals have been established herein, the consultant must document “good faith efforts” to provide meaningful participation by MWBEs as subcontractors or suppliers in the performance of the Contract. In accordance with Section 316-a of Article 15-A and 5 NYCRR §142.13, the consultant acknowledges that if the consultant is found to have willfully and intentionally failed to comply with the MWBE participation goals set forth in the DOS contract, such a finding constitutes a breach of contract and the consultant shall be liable to the Village for liquidated or other appropriate damages, as set forth herein.

b. SDVOB Goal

The Village and Department of State have established an overall goal of 6% for Service-Disabled Veteran Owned Businesses (“SDVOB”). For purposes of providing meaningful participation to comply with the SDVOB Program goals of 6%, the Department of State strongly encourages grantees to make every effort, to the maximum extent possible, to engage certified SDVOBs in the purchasing of commodities, services and technology in the performance of their contracts with the Department. For assistance with engaging SDVOB vendors in your contracts, please contact the Division of Service-Disabled Veterans' Business Development at the following email address: VeteransDevelopment@ogs.ny.gov, or the DOS Bureau of Fiscal Management – SDVOB Program at dos.sm.sdvob@dos.ny.gov. The directory of certified SDVOB vendors can be found at: <https://sdves.ogs.ny.gov/business-search>.

c. Insurance Requirements

The selected consultant will provide workers’ compensation and liability insurance as required, listing the municipality as an “additional insured.”

d. Modifications to the RFP

Any material clarifications or modifications to the RFP or the selection process will be made in writing and provided to all persons who submit proposals (“proposer”). It is the responsibility of the proposer teams, before submitting a response to the RFP, to ascertain if the Village has issued any notices, clarifications, addenda, or other communications to proposers. Oral explanations or instructions from staff, officials or consultants shall not be considered binding on the Village.

e. Public Information

All documents, conversations, correspondence, etc. between the Village and Proposers are public information subject to the laws and regulations concerning disclosure that govern the New York State municipalities, unless specifically identified otherwise. If respondent provides material(s) of a confidential nature for disclosure to third parties, the respondent should clearly indicate the specific material(s) it considers confidential. Subject to the provisions of FOIL and any other applicable laws, the Village may agree to maintain confidentiality of such material(s) if requested. The Village assumes no responsibility for any loss or damage resulting out of any determination requiring disclosure of information pursuant to FOIL.

f. RFP Award Acceptance

The Contractor reserves the right at all times to accept or reject in their sole discretion, any or all responses and to waive any defects or technicalities or advertise for new RFP responses where the acceptance, rejection, waiving or advertising of such would be in the best interest of the Village. The RFP process may be terminated or modified without notice at any time.

g. Proposal Preparation Expenses

Expenses incurred in the preparation of responses shall be borne by the respondent(s) with the express understanding that the respondent(s) may not apply to the Village for reimbursement for these expenses. The Village is not liable for any costs incurred by any individual or firm for work performed to prepare its response or for any travel and or other expenses incurred in the preparation and/or submission of its response or participation in subsequent interviews or presentations. Further, the Village is not liable for any costs incurred prior to approval of the contract.

h. Notice of Acceptance or Rejection

Notice by the Village regarding either acceptance or rejection of a response to this RFP will be deemed to have been sufficiently given when mailed to the respondent, or his or her duly authorized representative, at the address indicated in the cover letter accompanying respondent's submission of a response to this RFP.

Attachment A: Project Profile

Create the Owasco Inlet Trail and Pedestrian Bridge to Connect Key Areas of the Village



Proposed conditions

NY Forward Funding Request and Total Project Cost

Total NYF Funding Request: **\$294,000**

Total Project Cost: **\$414,000**

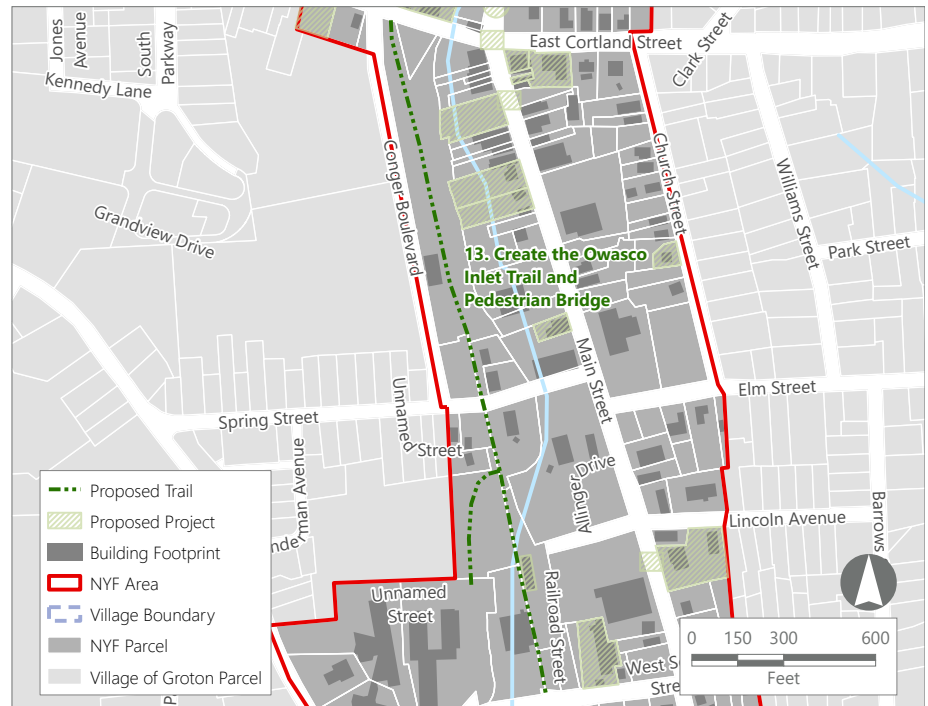
% Requested of Total Project Cost: **71%**

Project Description

The Village plans to construct an 8-foot-wide stone trail along the Owasco Inlet. The proposed project will also include restoration of an existing pedestrian bridge, installation of a new pedestrian bridge, creation of viewing platforms along the banks of the Inlet, construction of a new 60-foot by 40-foot dog park, and new lighting. Currently the project area is mostly grassland with little to no access to the Inlet. The trail will stem from Conger Boulevard and the proposed Village Green to Spring Street, and then towards (1) the Village Office Building, Railroad Ave, and the Caboose ice cream spot; and (2) Center Village Court and the new 60-foot by 40-foot fenced in dog park. Other sections of the trail will connect to Linderman Ave near Memorial Park, and to other trails that connect to the Groton Junior/Senior High School. The Village intends to build a pedestrian bridge over the Owasco Inlet between Spring Street and Railroad Street to connect the Owasco Inlet Trail. The trail will provide a route for hikers, dog walkers, cyclists, and students to traverse the Village in a new way while increasing accessibility to essential businesses and amenities.

Project Location

NYF Area



Project Sponsor

Village of Groton

Property Ownership

Village of Groton. A purchase agreement is in place for the Village to acquire approximately 5 acres from a commercial property owner (202 Main Street).

Capacity

The Village of Groton has significant experience managing trail projects, including development and maintenance. The Village also has experience with managing grants and will use loans to help fund the project. The Village has already met and toured the proposed trail with several NYS Department of Environmental Conservation (DEC) representatives, who provided both design and regulatory guidance for the development of the trail.

Revitalization Strategies

NY Forward Strategies

- Develop the Owasco Inlet trail in the downtown to connect key community assets and businesses and allow for future connections to the existing local and regional trail networks.
- Create and implement a wayfinding plan for the trail system with directional and interpretive signage that highlights community landmarks, natural resources, and Groton's unique history.
- Support marketing, programming, and activities that encourage use of community trails.
- Invest in pedestrian infrastructure improvements in the downtown (e.g., enhanced crosswalks, sidewalks, signage, lighting) to ensure a safe and accessible walking environment.
- Establish a multi-use trail and open public spaces along the Owasco inlet to improve access to the water and increase connectivity between key community assets and businesses.
- Use the Inlet and community trails to support local recreation (e.g., walking, biking, fishing, and kayaking) and outdoor education opportunities (e.g., interpretive signage, fishing courses, boat safety courses).
- Restore and beautify the Inlet and surrounding area by removing invasive plants, brush, trash, and debris and encouraging native plantings.

STREDC Strategies

- Create a focused marketing campaign to elevate the Southern Tier as a great place to live with natural beauty, a rich cultural fabric, and a low cost of living.

Decarbonization and Environmental Resiliency

Decarbonization

Creating the Owasco Inlet trail and pedestrian bridge does not meet the threshold for decarbonization. Therefore, the project is not required to meet a decarbonization compliance path within the program.

Environmental Resiliency

The Owasco Inlet Trail will provide new connections that incentivize residents and visitors alike to use an alternative, more sustainable transportation route and allow access to nature within the Village.

Public Support

This project was presented to the community during a public meeting and online during the Fall of 2024. The community and LPC strongly support the proposed trail and pedestrian bridge along the Owasco Inlet to increase accessibility to amenities and businesses and to support pedestrians and cyclists with a new route.

Project Budget and Narrative

The budget was prepared by the consultant team based on historic pricing and industry-wide practices. Construction costs will be reduced by using existing abutments from previous railroad bridge infrastructure and using prefabricated bridge sections. A 15% contingency was rolled into all costs to cover any unforeseen price increases.

ACTIVITY	AMOUNT	FUNDING SOURCE	STATUS OF FUNDS
Trail Section 1			
Excavation of Trail Area	\$17,000	NYF	Requested
Grading	\$16,000	NYF	Requested
Trail surface (stone)	\$11,000	NYF	Requested
12' x 10' Wooden Platforms (2)	\$18,000	NYF	Requested
Site furnishings	\$5,000	NYF	Requested
Railroad Avenue lighting	\$8,000	NYF	Requested
Trail Section 2			
Excavation of trail area	\$7,000	NYF	Requested
Grading	\$4,000	NYF	Requested
Trail surface (stone)	\$3,000	NYF	Requested
Dog park fencing and installation	\$21,000	NYF	Requested
Trail Section 3			
Excavation of trail area	\$8,000	NYF	Requested
Grading	\$8,000	NYF	Requested
Trail surface (stone)	\$5,000	NYF	Requested
Trail Section 4			
Excavation of trail area	\$3,000	NYF	Requested
Grading	\$2,000	NYF	Requested
Trail surface (stone)	\$2,000	NYF	Requested
Village labor	\$110,000	General Fund	Anticipated
Volunteer Inlet clean-up labor	\$10,000	Donation	Anticipated
Pre-designed bridge & installation	\$60,000	NYF	Requested
Existing bridge refinishing	\$8,000	NYF	Requested
Design/soft costs	\$88,000	NYF	Requested
Total NYF Funding Request			\$294,000
Total Funding from Other Sources			\$120,000
Total Project Cost			\$414,000
% Requested of Total Project Cost			71%

Project Need & Impact

Currently the project area is mostly grassland with little to no access to the inlet. The Village of Groton plans to create an accessible trail to improve access to the Owasco Inlet and expand upon existing recreational resources. The site currently does not have a pedestrian bridge although there are abutments from a previous bridge. A pedestrian bridge is required to connect the Owasco Inlet Trail back to the Main Street area and areas of interest. The bridge will help trail users enjoy the natural settings of the Owasco Inlet Trail.

Regulatory Requirements

The Village will consult with and secure the necessary building permits and site plan approvals through the Village of Groton Planning Board and the Village Code Enforcement Office. The Village will comply with Federal Emergency Management Agency (FEMA) and State Environmental Quality Review Act (SEQRA) requirements. Department of Environmental Conservation (DEC) coordination will also be required.

This project aligns with the goals from the 2005 Joint Comprehensive Plan for the Village and Town of Groton to provide a system of park and recreational facilities that can serve the variety of recreational needs of all residents and to ensure the retention of the small town character.

Timeframe for Implementation

PROJECT STAGE	TIMEFRAME
Design	2 months
Bidding	2 months
Construction - Construct an 8-foot-wide Stone Trail - Install Dog Park and Fencing - Build a Pedestrian Bridge	8 months
Project completion	2 months
TOTAL TIMEFRAME	14 months

**Images of Current and
Proposed Conditions**



Create a New Public Gathering Space, Firehouse Market Square, at 108 East Cortland Street



Proposed conditions

NY Forward Funding Request and Total Project Cost

Total NYF Funding Request: **\$416,000**

Total Project Cost: **\$641,000**

% Requested of Total Project Cost: **65%**

Project Description

The Village intends to demolish the existing firehouse building to create a new multi-use community space for people to gather and engage in a variety of events. The old Groton Fire Department structure is beyond repair and cannot be used in its current state. The proposed plans for the Firehouse Market Square will include a 55-foot by 12-foot pavilion with electricity for farmers markets, musical performances, demonstrations, activities, and more. Sidewalk improvements, a new parking area with EV chargers, and brick seat-walls (salvaged from firehouse) with concrete tops for seating will also be installed. This re-imagined space will help to foster a sense of community and participation in activities within the Village.

Project Location

108 East Cortland Street



Project Sponsor

Village of Groton

Property Ownership

Village of Groton

Capacity

The Village of Groton has significant experience administering grants to further develop the community. The Village will issue bonds to cover municipal costs (as needed) and utilize in-house Village of Groton labor to complete the project.

Revitalization Strategies

NY Forward Strategies

- Invest in facade improvements and streetscape improvements (e.g., trees, planters, lighting, banners) in the downtown, and specifically on Main Street.
- Host community events that will increase foot traffic to local businesses in the downtown.
- Invest in pedestrian infrastructure improvements in the downtown (e.g., enhanced crosswalks, sidewalks, signage, lighting) to ensure a safe and accessible walking environment.
- Support the restoration and adaptive reuse of historic buildings to promote new and existing businesses and land uses.

STREDC Strategies

- Invest in urban, town, and village centers across the region to improve the public realm, leverage cultural assets, and improve livability.
- Build on the Southern Tier's historic cultural legacy to expand and create a mix of new destinations in the region.
- Support institutions, organizations, and businesses that serve diverse populations.

Decarbonization and Environmental Resiliency

Decarbonization

Creating the Firehouse Market Square does not meet the threshold for decarbonization as the project does not meet two or more of the substantial renovation criteria. Therefore, the project is not required to meet a decarbonization compliance path within the program.

Environmental Resiliency

The proposed Firehouse Market Square project will serve as a permanent location for the Groton Farmer's Market. This new community gathering space will promote buying and selling food locally which decreases carbon emissions associated with transportation. Providing a local destination for fresh foods will also reduce residents vehicle trips to grocery stores outside of the Village, further reducing carbon emissions. Additionally, installing EV charging stations will encourage use of electric vehicles for patrons from within and outside of the Village.

Public Support

This project was presented to the community during a public meeting and online during the Fall of 2024. The community and LPC strongly support the creation of the Firehouse Market Square for its potential to enhance community activities, promote businesses, and help bring visitors to the area.

Project Budget and Narrative

The budget was prepared by the consultant team based on historic pricing and industry-wide practices. A 15% contingency was rolled into all costs to cover any unforeseen price increases.

ACTIVITY	AMOUNT	FUNDING SOURCE	STATUS OF FUNDS
Fire Department Building Demolition	\$175,000	Bond	Anticipated
Village of Groton Labor	\$50,000	General Fund	Anticipated
Erosion control	\$2,000	NYF	Requested
Grading	\$18,000	NYF	Requested
Stormwater improvements	\$40,000	NYF	Requested
Pavement	\$114,000	NYF	Requested
Asphalt base	\$9,000	NYF	Requested
Concrete curb	\$15,000	NYF	Requested
Stamped concrete	\$8,000	NYF	Requested
Sidewalk	\$2,000	NYF	Requested
ADA ramps	\$6,000	NYF	Requested
Seat wall with cap	\$5,000	NYF	Requested
Concrete stairs	\$4,000	NYF	Requested
Landscaping	\$10,000	NYF	Requested
Site furnishings	\$5,000	NYF	Requested
Timber frame stand	\$33,000	NYF	Requested
Lighting	\$20,000	NYF	Requested
Design/soft costs	\$125,000	NYF	Requested
Total NYF Funding Request			\$416,000
Total Funding from Other Sources			\$225,000
Total Project Cost (Includes 15% contingency)			\$641,000
% Requested of Total Project Cost			65%

Project Need & Impact

The Village intends to demolish the existing firehouse building to create a new multi-use community space for people to gather and engage in a variety of events. The old Groton Fire Department structure is beyond repair and cannot be used in its current state. The proposed plans for the Firehouse Market Square will include a 55-foot by 12-foot open-air pavilion with electricity for farmers markets, musical performances, demonstrations, activities, and more. Sidewalk improvements, a new parking area with EV chargers, and brick seat-walls (salvaged from firehouse) with concrete tops for seating will also be installed. This re-imagined space will help to foster a sense of community and participation in activities within the Village. The proposed Firehouse Market Square is in close proximity to several other proposed NYF projects, including the Groton Hotel, Gateway Signage and Crosswalk, Village Green, and Owasco Inlet Trail. The proposed crosswalk would directly link the Firehouse Market Square and Village Green projects, enhancing both safety and connectivity within the heart of downtown Groton.

Regulatory Requirements

The Village will consult with and secure the necessary building permits and site plan approvals through the Village of Groton Planning Board and the Village Code Enforcement Office and will comply with State Environmental Quality Review Act (SEQRA) requirements.

This project aligns with the goals from the 2005 Joint Comprehensive Plan for the Village and Town of Groton to ensure retention of the small-town character of the Village of Groton and enhances the local economy and its ties to the regional economy.

Timeframe for Implementation

PROJECT STAGE	TIMEFRAME
Demolition & Preparation	12 months (pre-NYF)
Design	2 months
Bidding	2 months
Construction • Construct Pavilion • Improve Sidewalks • Install EV Chargers • Construct Brick Half-Walls	8 months
Project completion	2 months
TOTAL TIMEFRAME	26 months

**Images of Current and
Proposed Conditions**



17 | Transform a Parking Lot into a Village Green with a Stage Pavilion



Proposed conditions

NY Forward Funding Request and Total Project Cost

Total NYF Funding Request: **\$217,000**

Total Project Cost: **\$267,000**

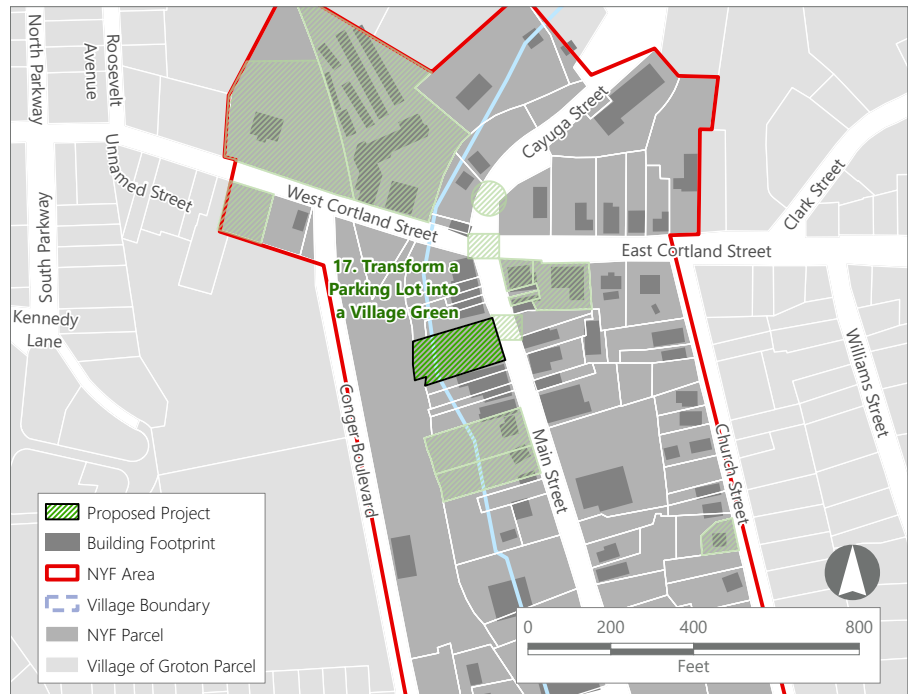
% Requested of Total Project Cost: **81%**

Project Description

The creation of the Village Green will establish a valuable community gathering space that connects to Groton's economic and recreational assets. The proposed public space will be constructed on an existing, municipally-owned parking lot located behind the memorial park on Main Street. Adjacent to the parking lot is a bridge that crosses the Owasco Inlet to Conger Boulevard. The existing parking lot currently creates a barrier between the Village's Main Street and the Owasco Inlet. This proposed project will involve removing the center of the current parking lot and leveling the area to create green space with amenities that include benches and tables. In addition, this project will include construction of a 32 foot by 16 foot pavilion and stage to be used for concerts, plays, and recreational and family activities. The sidewalk next to the memorial park will be extended to the existing bridge that crosses over the Owasco Inlet. The bridge will also be refurbished to accommodate users of all abilities (bridge refurbishments to be completed as part of the Owasco Inlet Trail project).

Project Location

123-126 Main Street



Project Sponsor

Village of Groton

Property Ownership

Village of Groton

Capacity

The Village will be overseeing the implementation of the proposed project with the assistance of contracted professionals. The Village has prior experience managing and administering grant funding.

Revitalization Strategies

NY Forward Strategies

- Host community events that will increase foot traffic to local businesses in the downtown.
- Establish a multi-use trail and public open spaces along the Owasco Inlet to improve access to the water and increase connectivity between key community assets and businesses.
- Develop the Owasco Inlet trail in the downtown to connect key community assets and businesses and allow for future connections to the existing local and regional trail networks.
- Support marketing, programming, and activities that encourage use of community trails.

STREDC Strategies

- Invest in urban, town, and village centers across the region to improve the public realm, leverage cultural assets, and improve livability.
-

Decarbonization and Environmental Resiliency

Decarbonization

Transforming a parking lot into a Village green does not meet the threshold for decarbonization. Therefore, the project is not required to meet a decarbonization compliance path within the program.

Environmental Resiliency

This project will transform an impervious parking lot area back into green space which will reduce runoff and pollutants entering the Owasco Inlet.

Public Support

This project was presented to the community during a public meeting and online during the Fall of 2024. Community members and the LPC expressed support for this project because it will provide new space for community events, which may increase tourism.

Project Budget and Narrative

The budget was prepared by the consultant team based on historic pricing and industry-wide practices. A 15% contingency was rolled into all costs to cover any unforeseen price increases.

The sidewalk next to the memorial park will be extended to the existing pedestrian bridge that crosses over the Owasco Inlet. Restoration of the existing pedestrian bridge is included in the proposed Owasco Inlet Trail to better accommodate users of all abilities.

ACTIVITY	AMOUNT	FUNDING SOURCE	STATUS OF FUNDS
Excavation	\$14,000	NYF	Requested
Erosion control	\$8,000	NYF	Requested
Earthwork	\$14,000	NYF	Requested
Sodded lawn	\$6,000	NYF	Requested
Irrigation system	\$5,000	NYF	Requested
Concrete sidewalk	\$8,000	NYF	Requested
Concrete curb	\$8,000	NYF	Requested
Site furnishings	\$8,000	NYF	Requested
Landscaping	\$12,000	NYF	Requested
Lighting	\$18,000	NYF	Requested
32' x 16' covered pavilion/stage	\$51,000	NYF	Requested
Design/soft costs	\$65,000	NYF	Requested
Village labor	\$50,000	General Fund	Anticipated
Total NYF Funding Request			\$217,000
Total Funding from Other Sources			\$50,000
Total Project Cost (Includes 15% contingency)			\$267,000
% Requested of Total Project Cost			81%

Project Need & Impact

The existing parking lot currently creates a barrier between the Village's Main Street and the Owasco Inlet. By enhancing this location to create a community gathering space, not only will it create a connection between Village assets but will also develop a space to hold community events that attract visitors from the surrounding area.

Regulatory Requirements

The Village will consult with and secure the necessary building permits and site plan approvals through the Village of Groton Planning Board and the Village Code Enforcement Office. The Village will comply with Federal Emergency Management Agency (FEMA) and State Environmental Quality Review Act (SEQRA) requirements.

The proposed Village Green project is consistent with goals of the 2005 Joint Comprehensive Plan for the Village and Town of Groton to enhance quality of life and preserve community character.

Timeframe for Implementation

PROJECT STAGE	TIMEFRAME
Design	2 months
Bidding	2 months
Construction - Build Pavilion and Stage - Refurbish Bridge - Sidewalk Extension	8 months
Project completion	2 months
TOTAL TIMEFRAME	14 months

**Images of Current and
Proposed Conditions**

