

PROPOSED PROGRAMS TO BE DISCUSSED BY BOARD OF TRUSTEES

1. Establishment of Village of Kinderhook Facebook page.
2. Scheduling of Contest to Name the upstairs of Village Hall.

PROMOTION

1. Continued pre-production organization for revision of Village Walking Tour Brochure: Liaison and planning with designer Peter Blandori. Revised design and printing scheduled to be completed in May 2016. Coordinating final revisions and additions from Jon Varese(15 Hudson Street), Persons of Color Cemetery, Jim McKay of Martin Van Buren National Historic Site, and Analee Giraldo of Kinderhook Memorial Library.
2. Interviewed, took photos, and composed article on IMBY.com on restoration of historic facade at 1 Broad Street and posted an article on IMBY.com on designation of Persons of Color Cemetery as NY Historic Site and National Register of Historic Places.
3. Disseminated information on the upstairs of the village hall to a theater promoter and puppeteer who will be coming to view the space.
4. Drafted and finalized with help from Clerk and Deputy Clerk a "call for volunteers" that was sent out to respondents of Comprehensive Plan Survey who indicated they would be willing to volunteer. Received 5 responses for volunteers. The "call for volunteers" was also distributed to the village's and the Kinderhook Farmers' Market email blast lists.
5. Collaborated with Clerk and Deputy Clerk on organizing and composing a Volunteer Internship Program for high schoolers to fulfill community-service requirements by assisting with office tasks. Delivered to Ichabod Crane High School. The program to be approved by High School Principal and distributed to all teachers and honor-society.
6. Provided contact (Senior Curator, NYS Bureau of Historic Sites) made at Historic Preservation conference to Friends of the Library for The Kinderhook Folk Art Project for distribution of information about project.

COMMUNITY/BUSINESS OUTREACH

1. Provided business property owner with information about Clear Channel billboard rates on Route 9H.
2. Revised "Welcome Letter" for businesses and residents to reflect new administration.
3. Delivered "Welcome Letter" to Simons Catering.
4. Liaisoned between building inspector and Simons Catering re: signage.

NEW BUSINESS RECRUITMENT

1. Continued information sharing and liaison for leasing opportunity for a potential retail shop in business district.
2. Continued research and outreach for possible leasing space for antique auctions in the village.
3. Began planning for Craig's List listing for announcing opportunities for retail businesses in Kinderhook.

EVENTS

1. Awaiting appointments and scheduling for judging of Contest to Name Upstairs of Village Hall.
2. Liaison with KBPA and Kinderhook Farmers' Market Committee.
3. Assisted with planning and organization and outreach for Columbia County Food Truck Village: revisions to application form, contacting and recruiting new food truck, and tent vendors, providing application forms, answering questions from new vendors, providing information on new sound-mixing vendor.
4. Applied for and received scholarship for attendance to Preservation 50 New York State conference in Albany and Troy - May 5 - May 7.

Attended three days of conference sessions re: arts and economic development in historic areas; Certified Local Government Training Session; Development of Heritage Tourism Programs; and directions in historic preservation.

5. Provided Mayor Dunham with requested samples of Kinderhook Farmers' Market application forms for information about insurance certificates and Village of Kinderhook.

RESEARCH AND LIAISON FOR GRANTS

1. Awaiting decision on Certified Local Government Program Grant for lighting study. To be announced this month.
2. Awaiting decision on Columbia County Tourism event grant for Food Truck Village.
3. Continued research and outreach re: Main Street grant program. Met with or contacted individual property owners: Carol and Steve Knaus, Paul Calcagno, Shirley Morgan, Ed Keil, Kim Voltz, Tom Hunt, Jennifer Ose McDonald, William Better. Grant is now open. Deadline date: July 29, 2016.
4. Contacted Crystal Loffler of Main Street program for information, clarifications. Ms. Loffler will make herself available for conference calls, if desired.
5. Contacted New York State Council on the Arts re: grants for renovation of upstairs of village hall and found out that they do not provide grants for capital projects for this type of project.

WEBSITE

1. Continued to receive updates from village residents on articles about Kinderhook for "Kinderhook in the News."
2. Continued to work with Carol Vandenburg and webmaster on improving website features.

MISCELLANEOUS - VILLAGE IMPROVEMENTS

1. Consulted and worked with DPW on installation of new municipal parking lot sign (paid for with donated funds from sign auction) and dog-bag pole.
2. Requested ordering of a garbage-receptacle (matching existing new receptacles in the square) using donor funds from Spring Home & Garden Day 2015. To be located at the pocket park in front of municipal parking lot.
3. Assisted in obtaining and planning for the donation of mature boxwoods from a village resident for transplanting in the pocket park at the municipal parking lot.
4. Participated in planning session for use of remaining Tree Fund donations to plant street trees.