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**TO:** Honorable Catherine Liendecker, Mayor  
Village of Lyons Falls

**FROM:** Michelle L. Capone   
Regional Development Director

**DATE:** September 21, 2012

**SUBJECT:** Lyons Falls Mill Redevelopment Progress Report – September 2012

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September 2012

During the first week in September, Michelle Capone and Carrie Tuttle worked with O'Brien and Gere to finalize contract language for their engineering work.

On September 13, Carrie Tuttle attended the Lewis County Development Corporation's meeting to answer questions pertaining to the mill project. The LCDC approved the contract with O'Brien and Gere at that meeting.

Michelle Capone is working with Empire State Development (ESD) and O'Brien and Gere to complete paperwork associated with minority and women-owned business enterprise requirements (MWBE) with the ESD grant. ESD requires that 20% of the grant be awarded to NYS certified minority and women-owned businesses. O'Brien and Gere did meet the MWBE requirements for its contract. However, their contract is for less than the total ESD grant amount, therefore a request has been made to ESD to extend the date for meeting the MWBE requirements for the entire grant.

Carrie Tuttle, Katie Liendecker, and Larry Doholf will meet on September 27 with O'Brien and Gere for the project kick-off. The meeting will outline the roles and responsibilities of the involved parties and the timeline for deliverables.