

Work Plan / Task 3 – WAC Meeting

SUMMARY NOTES

SEPTEMBER 14, 2022

7.00PM-7:45PM

VIRTUAL

MEETING CALLED BY	Sally Baker – PBI Project Management
ATTENDEES	See attached list

Agenda topics

DISCUSSION	Summary Notes 8/10/22 meeting		
WAC members reviewed the Summary Notes.			
CONCLUSIONS	Motion to approve made by Gretchen Stevens, seconded by Barbara Sagal, Chair.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
n/a			

DISCUSSION	Review of final draft of RFP		
Discussion of final draft of RFP – approved by Irene Holak, DOS on 8/23/22			
<ol style="list-style-type: none"> 1. No additional comments were made by WAC members attending the meeting. 2. Discussion the draft is waiting for the Philmont Village attorney, Rob Fitzsimmons, Esq., to review and add information and or forms for the consultant(s) submitting a response proposal would be required to complete regarding the Village of Philmont procurement policies and requirements. 			
CONCLUSIONS	<ol style="list-style-type: none"> 1. Waiting on this request made to the Village attorney (since July) will delay the anticipated publication of the RFP. 2. WAC cannot move forward with a full meeting required for attendance by all participating towns and the Village of Philmont to approve the RFP for publication. 		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Contact the Village of Philmont for an update on the date expected for the attorney inclusions to the RFP. Request the inclusions can be completed by Monday September 19 th .	PBI	09/15/22	

DISCUSSION	Scheduling the next WAC meeting to approve the publication of RFP		
WAC members attending agreed to meet Wednesday September 28 th at 7pm.			

C1001662 – Agawamuck Creek Watershed Management Plan

CONCLUSIONS	If the procurement inclusions are received by September 19 th – PBI is to reach out to Ghent and Claverack Supervisors for their availability to attend the September 28 th meeting to approve the RFP for publication.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
PBI to outreach to Ghent and Claverack Supervisors	PBI	09/20/22



This report was prepared with funding provided by the New York State Department of State under Title 11 of the Environmental Protection Fund.

DRAFT

Attachment F - Other (Volunteer Services by Group)

This timelog showing daily time distribution, signed by the oversight individual **MUST** be submitted with Payment Request Forms.
For use when a group of volunteers are completing similar tasks at project meetings and events.

Contract #:	C1001662 - LWRP					
Description of services performed (including specific project tasks):	WAC Meeting - Watershed Advisory Committee - Agawamuck Creek Watershed Management Plan					
Date (individual date only):	9/14/2022					
Explanation of how hourly rate was determined:	Volunteer services of the Watershed Advisory Committee including project oversight, public outreach, reviewing the watershed plan and project-related deliverables and participating in meetings - \$15 per hour					
Name and Title of Oversight Individual:	Sally Baker, Project Management, Philmont Beautification, Inc.					
Signature of Oversight Individual:					Date:	
By signature, I certify that this time log represents an accurate representation of hours worked towards completion of tasks related to the contract listed above.						
TOTAL HOURS:				3	TOTAL:	\$ 45.00
Time In	Time Out	Name of Each Volunteer (including Organization, if applicable)	# of Hours	Volunteer Rate	Amount (includes local match)	
7pm	7.45pm	Gretchen Stevens, member of Conservation Council Town of Hillsdale	0.75	\$ 15.00	\$ 11.25	
7pm	7.45pm	Greg Vogler, Deputy Supervisor Town of Austerlitz	0.75	\$ 15.00	\$ 11.25	
7pm	7.45pm	Cathy Zises, farmowner and resident	0.75	\$ 15.00	\$ 11.25	
7pm	7.45pm	Barbara Sagal, Chair, WAC	0.75	\$ 15.00	\$ 11.25	
7pm	7.45pm	Sally Baker, PBI Project Management				

**All records must be maintained at the Recipient's official place of business for a period of 6 years following the last contract transaction, which is generally the final payment.