

Work Plan / Task 3 – WAC Meeting

SUMMARY NOTES

SEPTEMBER 28, 2022

7.00PM-7:30PM

VIRTUAL

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

Agenda topics

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| DISCUSSION | Approval of final draft of RFP |
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WAC approval of final draft of RFP – approved by Irene Holak, DOS on 8/23/22, approved by Village of Philmont 9/26/22.

RFP – Purpose: (RFP attached).

The Village of Philmont, NY is requesting proposals from qualified entities to provide planning, environmental, and engineering services to facilitate a Local Waterfront Revitalization Program (LWRP) Watershed Management Plan for an intermunicipal planning project with the participation of the Towns of Claverack, Ghent, Hillsdale, and Austerlitz.

1. No additional comments were made to the RFP by WAC members attending the meeting.

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| CONCLUSIONS | Approve to publish, motion made by David Lewis, 2 nd by Barbara Sagal. All members voted "Aye" in favor of publishing the RFP on the State Contract Reporter, and Village of Philmont website. |
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| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
|--|--------------------|----------|
| Village of Philmont – Village Clerk, to publish RFP on 10/4/22 on the State Contract Reporter. | PBI | 10/04/22 |

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| DISCUSSION | Scheduling the next WAC meeting to discuss selection process of RFP/consultant proposals. |
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WAC members attending agreed to meet Wednesday October 12th at 7pm.

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| CONCLUSIONS | |
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| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
|-------------------------|--------------------|----------|
| PBI to send Zoom invite | PBI | 10/05/22 |



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

DRAFT

NYS Department of State - Office of Planning, Development and Community Infrastructure

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): | 9/28/2022 | | | | | |
| 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: | Sally Baker | | | Date: 09/28/22 | | |
| 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 | 7.30pm | Stephen Hook, Deputy Supervisor, Town of Claverack | 0.5 | \$ 15.00 | \$ 7.50 | |
| 7pm | 7.30pm | Craig Simmons, Supervisor, Town of Ghent | 0.5 | \$ 15.00 | \$ 7.50 | |
| 7pm | 7.30pm | Greg Vogler, Deputy Supervisor Town of Austerlitz | 0.5 | \$ 15.00 | \$ 7.50 | |
| 7pm | 7.30pm | David Lewis, member of Conservation Council Town of Hillsdale | 0.5 | \$ 15.00 | \$ 7.50 | |
| 7pm | 7.30pm | Cathy Zises, farmowner and resident | 0.5 | \$ 15.00 | \$ 7.50 | |
| 7pm | 7.30pm | Barbara Sagal, Chair, WAC | 0.5 | \$ 15.00 | \$ 7.50 | |
| 7pm | 7.30pm | 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.