

# Initial DOS Grant Project Scoping Meeting Agenda



**Date: Wednesday, November 10, 2021 at 3:00 PM**

**Meeting Attendees:** NYS Department of State Irene Holak, Mayor Brian Johnson, Village of Philmont Clerk Trish Delong, Philmont Trustee Larry Ostrander, Watershed Advisory Committee Chair Barbara Sagal, Village of Philmont Attorney Rob Fitzsimmons, Esq, Philmont Beautification, Inc. Sally Baker, Town of Claverack Deputy Town Supervisor Stephen Hook, Chair of Town of Hillsdale Conservation Council David Lewis, Esq. Town of Ghent, and Town of Austerlitz representatives.

## **Agawamuck Creek Watershed Plan – C1001662**

### **Project Timeline**

Date awarded: 12/24/2019

Contract start date: 04/01/2019

Contract end date: 03/31/2024

### **Grant Award and Cost Share**

<b>NYS DOS Share</b>	\$168,595.00
<b>Local Share</b>	\$56,199.00
<b>Total</b>	<b>\$224,794.00</b>

1. Review the project history and background (Local representatives)
2. Review grant project: PowerPoint of LWRP

Review of grant costs, timeline, DOS requirements, and roles and responsibilities: (DOS with assistance from local coordinator)

- Local Project Coordinator(s)
  - DOS Project Manager
  - Municipal representative for RFP, advertising, responding to inquiries
  - Consulting or Municipal Engineer or Planner
  - Municipal Counsel – submit to NYSDOS procurement paperwork, SEQR documents
  - Grant timeline
3. Distribute NYS DOS Work Program Task list to project partners, review project tasks: (DOS)
    - Composition of the project advisory committee
    - RFP and consultant selection procedures
    - Permits needed (if applicable)
    - SEQRA compliance requirements and timeline for: advisory committee meetings, RFP advertisement, consultant selection, public meeting, bid process, and construction (if applicable)
    - Watershed Advisory Committee meetings, public meetings & products and recorded meetings
    - Attribution and logo on products
    - Revisions and updates to work plans
  4. Other topics: Intermunicipal collaboration on watershed plan

- Internal capacity building (Local representatives)
- Lines of Communication
- Covid-19 / meeting protocols
- Intermunicipal watershed collaboration

Attached: Work Program

# Task 1 – Project Initiation Meeting

## SUMMARY NOTES

NOVEMBER 10, 2021

3:00PM-4:15PM

LIBRARY MEETING ROOM  
WEBEX / VIRTUAL

<b>MEETING CALLED BY</b>	NYS Department of State Irene Holak, Coastal Resources Specialist 1
<b>ATTENDEES</b>	See attached list

### Agenda topics

<b>DISCUSSION</b>	Opening Remarks - Irene Holak, Mayor Brian Johnson, and Trustee Ostrander	
	<p>Opening remarks by Irene Holak providing an overview of the project and history.                  Ms. Holak attended virtually presenting a PowerPoint of the Agenda topics – (PPT attached) and provided to attendees by email.                  Opening welcome remarks by Mayor Brian Johnson – (remarks attached).                  Opening welcome remarks by Trustee Larry Ostrander – (remarks attached).</p>	
<b>CONCLUSIONS</b>	David Lewis requests a copy of the opening remarks made by Mayor Johnson & Trustee Ostrander	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Email opening welcome remarks to Towns participating	Sally Baker, PBI Project Management	11/11/21
N/A		

<b>DISCUSSION</b>	Outline of the Agawamuck Creek Watershed Management Project										
	<p>Irene Holak provided an overview of the project Tasks, Budget, and Timeline of 5 years</p> <p>Grant awarded to the Village of Philmont - 12/24/2019                  Contract timeline: 04/01/2019 to 03/31/2024 (contract fully executed 12/21/2020)                  Budget:</p> <table> <tr> <td>Grant Award:</td> <td>\$</td> <td>168,595.00</td> </tr> <tr> <td>Match Amount:</td> <td>\$</td> <td>56,199.00</td> </tr> <tr> <td>Total Project Amount:</td> <td>\$</td> <td>224,974.00</td> </tr> </table> <p>Three primary final products:</p> <ol style="list-style-type: none"> <li>Natural Resource Inventory (biological study – site-specific for Summit Lake)</li> <li>Monitoring Pilot Protocol</li> <li>Watershed Management Plan (with recommendations).</li> </ol> <p>Irene Holak outlines the tasks associated with Watershed Advisory Committee (WAC), consultants, the watershed vision and goal, watershed management recommendations, implementation strategies, monitoring and tracking, public engagement and outreach at a minimum staged at three primary phases of the project outlined in the Work Plan at:</p> <p>Task 13 (1<sup>st</sup> public participation/outreach meeting)                  Task 17 (2<sup>nd</sup> public participation/outreach meeting)                  Task 22 (3<sup>rd</sup> public participation/outreach meeting)</p> <p>Holak continues to outline the tasks of the contract requirements, including the biological study, monitoring protocol, and Watershed Plan. Holak notes that the Summary Notes for project meetings, reports, or any materials must include the required NYS logo and Attribution. Holak notes that as the Watershed Plan project is being conducted in relation to a BOA project (re 12-29.21 IR/DOS comments- the LWRP should be the focus and not discussion on BOA.)</p> <p><b>Roles:</b> For watershed plan consultant(s) procurement &amp; SEQRA – Philmont Village attorney, Rob Fitzsimmons.                  Project Management – Philmont Beautification, Inc. – Sally Baker                  Watershed Advisory Committee (WAC) – engagement participation &amp; oversight of project.</p>		Grant Award:	\$	168,595.00	Match Amount:	\$	56,199.00	Total Project Amount:	\$	224,974.00
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<b>CONCLUSIONS</b>	Holak requests confirmation email for Project Management, and update for full Watershed Advisory Committee (WAC)										

C1001662 – Agawamuck Creek Watershed Management Plan

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
PBI will email executed Project Management contract, and full initial WAC list	Sally Baker, PBI Project Management	December
N/A		

DISCUSSION	Irene Holak outlines some key points as an advisory for the administration of the Work Plan Tasks
<p>The project timeline is 5 years, with a year or 2 to get the first chapter done with the advisory committee. Extensions can be done, if necessary.</p> <p>Holak outlines the PowerPoint slides 3 to 12 addressing the Work Plan stages of the project, tasks, and products, and she adds the additional advisory information to assist with administration for tasks as follows:</p> <p><b>Task 2</b></p> <ul style="list-style-type: none"> <li>The WAC can evolve over time in consultation with the DOS, and list of WAC members updated.</li> <li>Sub-committees can be formed for different parts of the watershed if necessary.</li> </ul> <p><b>Task 3</b></p> <ul style="list-style-type: none"> <li>RFP – the DOS require a screenshot of the <a href="#">State Contract Reporter</a> showing the RFP as published.</li> </ul> <p><b>Task 6</b></p> <ul style="list-style-type: none"> <li>Community Participation Plan (CPP) – if necessary, the public presentations and (re 12-29.21 IR/DOS comments- participation opportunities) can include more than the Work Plan required minimum of 3.</li> <li>CPP must include the required NYS logo and Attribution.</li> </ul> <p><b>Task 8</b></p> <ul style="list-style-type: none"> <li>Initial Vision and Watershed Goals – the initial DRAFT must be submitted to the DOS for review, comments, and approval before the public outreach/presentation is held.</li> </ul> <p><b>Task 9</b></p> <ul style="list-style-type: none"> <li>Description and Assessment of the Waterbody(ies) and Watershed Resources – includes an updated map for the watershed. DOS has GIS mapping services that can assist, if necessary.</li> </ul> <p><b>Task 10</b></p> <ul style="list-style-type: none"> <li>Site-Specific Natural Resources Inventory (NRI) (re 12-29.21 IR/DOS comments- this title to be revised in the Work Plan), the WAC to review the biological study completed by Farmscape Ecology to be used as an educational tool – to be reviewed at next WAC meeting to be scheduled.</li> </ul> <p><b>Task 11</b></p> <ul style="list-style-type: none"> <li>Description and Assessment of the Ability of Local Laws – The Work Plan for Task 11 lists additional assistance with this task. Nonpoint Assessment and Gap Analysis of Protecting Water Resources through Local Controls and Practices: An Assessment Manual for New York Municipalities at: <a href="http://www.gflrpc.org/uploads/3/1/9/1/31916115/protecting_water_resources.pdf">http://www.gflrpc.org/uploads/3/1/9/1/31916115/protecting_water_resources.pdf</a></li> <li>Task 9 and Task 11 can be combined to send DRAFT to DOS for review, comments, and approval.</li> </ul>	

CONCLUSIONS	PowerPoint presentation completed at page 16. Questions were requested from attendees in response to the PowerPoint.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
N/A		
N/A		

DISCUSSION	Holak receives questions from attendees relating to logistics of project
<p>I. Holak mentions when permits are needed, the advisory committee should meet at least 3 times but can be more, consultants, public meetings, the logo on documents/presentations/brochures, and that professional photographers in the budget does need to be revised.</p> <p>S. Baker asks about amending the contact list due to the election in March. She adds the internal decision making can be done by Brian and Larry to make it more effective. I. Holak suggests it be updated in the minutes at the next meeting.</p> <p>S. Baker adds that she will reach out to David, Greg and the Town of Ghent for the 1<sup>st</sup> WAC meeting, asks for the Towns for their addition the advisor committee, Hillsdale NRI, a comprehensive list, lastly, she will connect in 2 weeks and review the collective thinking from the Towns. I. Holak suggests she may want to add any business, school, or organization that may be affected by the use of the waterbodies.</p> <p>S. Baker talks about the tasks and adds that 3 meetings alone is not enough. She will look at the work plan, see what require meetings, and put together a list of possibly 10 meetings over the course of 4 years. She is interested in hearing the ideas and input.</p> <p>D. Lewis adds he would like to see an agenda for the next meeting, a committee to be settled and an RFP go out (re 12-29.21 IR/DOS comments- upon DOS approval.)</p>	

**C1001662 – Agawamuck Creek Watershed Management Plan**

G. Vogler voices he will speak to Rob Lagonia about the role Austerlitz will have.

S. Baker states she will send out a tentative agenda and send the information /summary where Austerlitz fits in.

Trustee Ostrander asks if this is all or nothing, if the project is negated by those who do not participate. S. Baker states that the goal is to have all participate. I. Holak adds that she will address in an MOA the role and the amount of participation needed from the Towns. Trustee Ostrander voices how it affects all of us and makes a better place and a better community. G. Vogler avows that he would like to know why it is relevant to Austerlitz, adding it is important for everyone. Trustee Ostrander asks how will they know the success of this project. S. Baker points out Task 21. I. Holak explains the 3 phases and how it is focused on implementation of strategies, data, and monitoring.

<b>CONCLUSIONS</b>	There were no further questions	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Project Initiation Summary Notes to be drafted for WAC review at next meeting	Sally Baker, PBI Project Management	December
Project Initiation meeting minutes drafted for WAC review at next meeting	Trish Delong, Clerk, Village of Philmont	December
1 <sup>st</sup> WAC meeting to be organized and held	Sally Baker, PBI Project Management	December



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



**Initial DOS Grant Project Scoping Meeting  
Wednesday, November 10, 2021**

**PRESENT:**

Project Manager Irene Holak  
Village of Philmont Mayor Brian Johnson  
Village of Philmont Clerk Patricia DeLong,  
Village of Philmont Trustee Larry Ostrander  
Village of Philmont Attorney Rob Fitzsimmons, Esq.  
Philmont Beautification, Inc. Sally Baker  
Committee Chair Barbara Sagal  
Greg Vogler for Town of Austerlitz  
Stephen Hook for Town of Claverack  
David Lewis, Esq. for Town of Hillsdale  
Capital Region Supervisor Lisa Vasilakos

I. Holak begins the meeting by giving the project history and back ground. Mayor Johnson and Trustee Ostrander read opening statements. David Lewis requests a copy of the opening remarks, to which Sally Baker will send a copy. I. Holak gives the project timeline of the date awarded of 12/24/2019, the contract start date of 04/01/2019 and the contract end date of 03/31/2024 with the total Grant Award and Cost Share being \$224,794.00

I. Holak gives her presentation and talks about the tasks associated with Watershed Advisory Committee (WAC), consultants, the watershed vision and goal, watershed management recommendations, implementation strategies, monitoring and tracking, when there will be public involvement and at what task the public will become involved. She continues with the tasks of the contract requirements, (re 12.29.21 IR/DOS comments - we discussed that the public participation and involvement can be more; DOS requires a minimum of 3), the biological study, monitoring protocol and Watershed Plan.

Sally Baker and I. Holak discuss Task 2 and 7, WAC Meetings, the names of the point person on the project or project coordinators which would need to go to Irene. Sally affirms there will be a meeting with the advisory committee under PB Inc project management. Irene adds that since there is a BOA in conjunction, in terms of this Watershed plan, (re 12.29.21 IR/DOS comments – the LWRP should be the focus and not discussion on BOA.) Procurement paperwork and SEQR would come from Attorney Fitzsimmons.

I. Holak discusses the grant timeline of being 5 years, with a year or 2 to get the first chapter done with the advisory committee, the DOS timeline and certain dates. She adds extensions can be done if need be. She continues with discussing the DOS requirements, the work plan, and that the plan can be modified – (re 12.29.21 IH/DOS comments - This plan will need to be modified per the task 1 discussion on Task 6, 10, and the budget.)

She explains Task 3, Procurement of Consultant and Task 4, Consultant Selection and Compliance with Local Procurement Requirements and components. She emphasizes there should be a Watershed Advisory Committee, the DOS would need to review the revised list, tasks three to five sent to DOS for overview and if need be, published in paper or on the website. She continues with Task 6: Preparation of Community Outreach/Participation Plan, task 7: Project Advisory Committee Meetings, Task 8: Initial Vision and Watershed Goals. She adds at this point that is where work on the Watershed Plan begins and a draft after the Public meeting which will need to go to DOS to review. She explains Task 9: Description and Assessment of the Waterbodies and Watershed Resources where the Contractor shall conduct an inventory and identify the waterbodies and submit and updated a map. She explains Task 10 as a standalone, biological survey to be looked at and discussed with the committee. She continues with Task 11: Description and Assessment of the Ability of Local Laws and Programs to Implement Best Management Practices to Protect Water Quality. She adds that task 9 and 11 can all go under one report to DOS. She continues with Chapter 2, Watershed Management Recommendations to Achieve Goals and Objectives, task 16. She explains Task 17 the Second Public Participation/Outreach Meeting, and Task 18 the Watershed Management Recommendations Report. I. Holak continues with Task 19 the Implementation Strategy and Schedule, and affirms this schedule is critical, the framework is included, and is important for the medium- and long-term goals of the project; Task 20: Tracking and Monitoring for the success in

achieving the goals; Task 21: Draft Watershed Management Plan to put together the Executive Summary; Task 22: Third Public Participation/Outreach Meeting and

Task 23: Final Watershed Management Plan and the final documents that should go to DOS.

The meeting is opened to questions and comments. There are none.

I. Holak mentions when permits are needed, the advisory committee should meet at least 3 times but can be more, (re 12.29.21 IH/DOS comments - When permits are needed, WAC should meet regarding this. Separately, the WAC should meet at least 3 times, but can meet more), consultants, public meetings, the logo on documents/presentations/brochures, and that professional photographers in the budget does need to be revised.

S. Baker asks about amending the contact list due to the election in March. She adds the internal decision making can be done by Brian and Larry to make it more effective. I. Holak suggests it be updated in the minutes at the next meeting.

S. Baker adds that she will reach out to David, Greg and the Town of Ghent for the 1<sup>st</sup> WAC meeting, asks for the Towns for their addition the advisor committee, Hillsdale NRI, a comprehensive list, lastly, she will connect in 2 weeks and review the collective thinking from the Towns. I. Holak suggests she may want to add any business, school, or organization that may be affected by the use of the waterbodies.

S. Baker talks about the tasks and adds that 3 meetings alone is not enough. She will look at the work plan, see what require meetings, and put together a list of possibly 10 meetings over the course of 4 years. (re 12.29.21 IH/DOS comments - This 4 years is because the contract started 4/2019. We are not going into 2022, with three more years of the grant remaining). She (sb) is interested in hearing the ideas and input.

D. Lewis adds he would like to see an agenda for the next meeting, a committee to be settled and an RFP go out.

G. Vogler voices he will speak to Rob Lagonia about the role Austerlitz will have.

S. Baker states she will send out a tentative agenda and send the information /summary where Austerlitz fits in.

Trustee Ostrander asks if this is all or nothing, if the project is negated by those who do not participate. S. Baker states that the goal is to have all participate. I. Holak adds that she will address in an MOA the role and the amount of participation needed from the Towns. (re 12-29.21 IH/DOS comments - The community should address this issues of the roles and responsibilities with the Towns and Village through an MOA. Unfortunately, DOS does not draft this but rather the community does. Trustee Ostrander voices how it affects all of us and makes a better place and a better community. G. Vogler avows that he would like to know why it is relevant to Austerlitz, adding it is important for everyone. Trustee Ostrander asks how will they know the success of this project. S. Baker points out Task 21. I. Holak explains the 3 phases and how it is focused on implementation of strategies, data, and monitoring.

S. Baker declares she will send out an email with the dates and for general discussion.

Respectfully submitted,

Patricia DeLong

Clerk/Treasurer