

# Work Plan / Task 3 & Task 10 – WAC Meeting

## SUMMARY NOTES

AUGUST 10, 2022

7.00PM-7:45PM

VIRTUAL

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

### Agenda topics

DISCUSSION	<b>Review of DOS comments for 1<sup>st</sup> Draft of RFP</b>
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WAC members reviewed the DOS comments to the 1<sup>st</sup> Draft of the RFP received on July 29<sup>th</sup>.

CONCLUSIONS	1 <sup>st</sup> comment: WAC will incorporate the DOS comment into the body of the RFP at page 12 following Task 24 as a separate bullet to include the suggested DOS copy as <b>Product Requirements:</b> “contract products are to be satisfactory and need approval by the Village, Watershed Advisory Committee (WAC), and the DOS. Revisions will need to be done to meet this satisfactory approval.”
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2<sup>ND</sup> Comment: 4<sup>TH</sup> paragraph page 2 – **Purpose:** This paragraph will receive a revision breaking the copy into 2-3 separate paragraphs to more clearly delineate **a)** all the waterbodies -Agawamuck Creek and all their tributaries -including restoration where appropriate of shoreline. **b)** Local laws of all the towns in the watershed, **c)** addressing clarification of Summit Lake, **d)** addressing watershed management issues to make the narrative as broad as necessary for the description of purpose, **e)** consider eliminating the reference to the Philmont downtown. **f)** attributing studies already completed as a source in the DropBox (link provided.)

Discussion of project timeline needing an extension as grant contract was dated to 3/2019 but didn't start until November 2021 due to delays on contracts.

Discussion of potential need to hold interim meeting in August to ensure RFP has received all reviews required for a potential September release for proposals. Much will depend on DOS review of 2<sup>nd</sup> Draft as required in the Work plan.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
PBI to make revisions to submit to WAC & DOS	PBI	8/16/22

DISCUSSION	<b>Update on 2<sup>nd</sup> draft of Biological Survey Study.</b>
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PBI updated WAC members that DOS are still in process of review of the Study and WAC comments.

CONCLUSIONS	
ACTION ITEMS	
PERSON RESPONSIBLE	
DEADLINE	

N/A		
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<b>DISCUSSION</b>	<b>Update on Work Plan and Budget Amendment</b>	
The Village of Philmont have received the Amendment from the DOS contract department and is in process of executing the document.		
<b>CONCLUSIONS</b>	When complete the Amendment will be made available to WAC members	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
PBI to email WAC when Amendment is available	PBI	AUGUST

<b>DISCUSSION</b>	Next WAC meeting scheduled.	
<b>CONCLUSIONS</b>	Next WAC meeting – September 14	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
PBI to generate Zoom meeting invite for WAC – Sep 14	PBI	8/24/22



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

**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):	<b>WAC Meeting</b> - Watershed Advisory Committee - Agawamuck Creek Watershed Management Plan					
Date (individual date only):	8/10/2022					
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.						
<b>TOTAL HOURS:</b>				<b>1.5</b>	<b>TOTAL:</b>	<b>\$ 22.50</b>
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	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.