

Work Plan / Task 3 – WAC Meeting

SUMMARY NOTES

OCTOBER 12, 2022

7.00PM-7:30PM

VIRTUAL

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

Agenda topics

DISCUSSION	Review of Interim Report	
	<p>Ghent Supervisor Craig Simmons had requested an Interim Report of WAC meetings, outcomes, and progress of the committee since meeting started in December 2021.</p> <p>The report was received by WAC members from PBI on 10/11/22 for review. The intent of the report is for WAC members to provide it to the Town and Village Boards.</p>	
CONCLUSIONS	WAC members signed off on the report with no changes.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

DISCUSSION	Selection process of RFP/consultant proposals.	
	<p>WAC members discussed the process and logistics for reviewing consultant proposals in response to the RFP published on 10/4 with a due date of 11/1/22.</p>	
CONCLUSIONS	Three consecutive meetings were scheduled for the consultant proposals review - 11/4, 11/16, & 11/30.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
PBI to email proposals received on 11/1/22	PBI	11/1/22

PBIinc.org

Housing Programs
Food Program
Community-Based Revitalization Small Business
Millions Rising



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

Interim Report
Agawamuck Creek Watershed Management Plan

To: Village of Philmont, Town Claverack, Town of Ghent, Town of Hillsdale, Town of Austerlitz, Watershed Advisory Committee (WAC).

Date: 10/05/22

The Watershed Advisory Committee (WAC) has accomplished a project planning milestone for the
Agawamuck Creek Watershed Management Plan by publishing the Request for Proposals (RFP) to receive proposals from watershed consultants. The RFP is available on the Village of Philmont website Home Page. **Please “thank” your Town appointed WAC member!**



Watershed Advisory Committee:

Barbara Sagal, Chair of WAC (former Village of Philmont Trustee 2002-2021)
Brian Johnson, Mayor of Philmont
Larry Ostrander, Trustee Village of Philmont
Clifford “Kippy” Weigelt, Supervisor Town of Claverack
Craig Simmons, Supervisor Town of Ghent
Greg Vogler, Deputy Supervisor Town of Austerlitz
David Lewis Esq., Chair of Conservation Council Town of Hillsdale
Gretchen Stevens, member of Conservation Council Town of Hillsdale
Cathy Zises, farm owner, lands in Philmont, Claverack and Ghent
Emily Vale, Hudson River Watershed Alliance
Christine Vanderlan, Columbia Land Conservancy, (Community Projects Manager)
Julia Sedlock, community lead of BOA Subarea 4 Working Group, Philmont
Rob Fitzsimmons, Esq., attorney Village of Philmont
Project Management - Sally Baker, PBI.

PROGRESS REPORT

WAC members have been hard at work holding a monthly meeting on Zoom every 2nd Wednesday of each month for the Agawamuck Creek Watershed Management Plan. Here’s what has been accomplished.

January to March (1st quarter) 2022:

This quarter was dedicated to learning about the Agawamuck Creek Watershed, including several discussions of prior water quality and land-use activities, including planning initiatives that have taken place or are in motion in the watershed. Members came together for the Project Initiation Meeting

presented virtually by Irene Holak, Coastal Resources Specialist at the Department of State Local Waterfront Revitalization Program overseeing the project. This meeting was held as a hybrid at the Philmont Library Cultural Center. Ms. Holak provided an overview of the Work Plan, the terms of the grant contract, and answered several questions asked by WAC members. The meeting was additionally attended by Mayor Johnson, and Trustee Ostrander representing the Village of Philmont as lead agency. Further to the Initiation meeting, the DOS held a virtual watershed management planning training session for WAC members, “Basics of Watershed Management Planning.” This training session was held at the request of the WAC members. Both meetings are available on the Philmont Beautification, Inc. website on the [watershed management project webpage](#). The webpage includes the Summary Notes of WAC meetings, Useful Documents & Resources, DOS guide books for watershed planning, videos, a case study, and a “how to implement watershed plans” to assist with understanding the importance of creating a watershed management plan as an intermunicipal planning effort.

April to June (2nd quarter):

Having spent the 1st quarter learning, questioning, and congenially getting to know each other, this quarter was spent by the WAC members discussing the existing conditions in the Agawamuck Creek Watershed, how a plan would benefit each participating town, intertwined by the committee conducting a deep dive into the Work Plan and the various project Tasks in preparation for hiring a watershed consultant. This included reviewing plans accomplished by other rural towns, followed by discussion evaluating those plans and envisioning a potential future for the Agawamuck Creek watershed and how the Work Plan will assist with accomplishing the project. Additionally, the WAC reviewed the Site-specific Biological Survey Study for Summit Lake and Adjacent Areas, authored by the Hawthorne Farmscape Ecology Program for the watershed project. The study is excellent and definitely produces a clearer understanding of how the Agawamuck Creek is the primary water source of the lake, the resulting existing conditions, and the lake’s interdependent relationship with the watershed. Following the review process, the WAC approved the Biological Survey Study for publishing, and was subsequently approved by the DOS review process.

July to September (3rd quarter)

This quarter benefited from the diligent work accomplished in the two prior quarters essentially equipping the WAC members to successfully engage in the editing process required to produce and approve the Request for Proposals (RFP) for publishing. As a part of this Work Plan (Task #3- RFP) the document was required to be reviewed twice, (initial draft, and final draft) by Irene Holak, Coastal Resources Specialist at the Department of State Local Waterfront Revitalization Program overseeing the project. This is where we saw the WAC’s learning curve at it’s best generating very few comments needing to be incorporated into the draft! A true testimony to how far the WAC has come since starting in January! To put it in David Lewis’s, words, “This is exciting and has the potential to produce a great watershed plan.”

The Request for Proposals (RFP) was published on the State Contract Reporter on 10/04/22, and is available on the Home page of the [Village of Philmont website](#), and [PBInc.’s Home page](#).



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Respectfully,

Sally Baker, Project Management

PBInc.org

Housing Programs
Food Program
Small Business
Philmont Rising
Community-Based Revitalization

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):	10/12/2022					
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:				2	TOTAL:	\$ 30.00
Time In	Time Out	Name of Each Volunteer (including Organization, if applicable)	# of Hours	Volunteer Rate	Amount (includes local match)	
7pm	7.30pm	Barbara Sagal, Chair, WAC (Philmont)	0.5	\$ 15.00	\$ 7.50	
7pm	7.30pm	David Lewis Esq., Chair of Conservation Council Town of Hillsdale	0.5	\$ 15.00	\$ 7.50	
7pm	7.30pm	Gretchen Stevens, member of Conservation Council Town of Hillsdale	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	Sally Baker, 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.