

Minutes of the Town of Westport Special Board Meeting on March 12, 2015

The meeting was called to order by Supervisor Connell at 10 a.m.

The Assembly was led in the Pledge of Allegiance.

Members present on a roll call were:

Councilperson Page
Councilperson Paquette
Councilperson Viens
Supervisor Connell

Councilperson McCormick via telephone

Others present:

Julie Schreiber, Town Clerk
George Hainer, Zoning & Codes Officer
Dennis Westover, DPW Superintendent
Sunshine Jenkins, NYS Office of Parks, Recreation, and Historic Preservation
Danielle Dwyer, NYS Office of Parks, Recreation, and Historic Preservation
Bill Johnston, Lucy Connell, Patricia French, Alan Hipps, Bill LaHendro, Steve Engelhart, Schelling McKinley

Presentation by Sunshine Jenkins and Danielle Dwyer of the NYS Office of Parks, Recreation, and Historic Preservation

NECESSARY PAPERWORK FOR STARTING CONTRACT

- Authorizing resolution
- Caveat of property deed
- Survey map
- Project schedule, including quarterly progress reports
- A copy of the Town's current procurement policy
- Finalized budget

There is a preservation covenant on the property, which requires permission from the state before any work can be done on the building. Failure to follow historic guidelines or to obtain prior approval can result in a grant reduction or penalty fee.

PRIOR TO CONSTRUCTION

- Archaeological review – documentation of the building footprint and prior ground disturbance (or if any will occur during construction)

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- Plans specifications
- 30% participation in MWBE (if this cannot be reached, a waiver can be obtained by documenting outreach)

Parks will look into whether or not Wicks Law applies to this project.

REQUIREMENTS FOR RECEIVING GRANT PAYMENT

- Sign – a project sign must be posted in front of the building and picture proof is needed for receiving the first payment.
- Copies of contracts
- Expense summary sheets
- Photos of completed work
- State aid voucher
- Documentation of volunteer labor and materials

This is a reimbursable grant and no payments will be received up-front. The payback rate on a \$680,000 budget is up to 75% of true expenditures. A larger budget would have a slower payback rate (a \$1,000,000 budget would have a reimbursement rate of up to 50%). Parks representatives estimate that reimbursements may be received in around six payments. The turnaround time could be up to six months for each and no payments would be received between April and June. Prior project expenses (e.g. architect fees) may be reimbursable if they were procured properly.

TO RECEIVE FINAL 10% OF GRANT

- Report with cover page, documenting the whole project
- “Agreed Upon Procedures” Audit Report

QUESTIONS AND COMMENTS

SUPERVISOR CONNELL

Q: What are we committing to with the authorizing resolution?

A: It would give authority to sign the contract, but not actually authorize the contract.

STEVE ENGELHART – has administered four grant-funded projects in the past. Fund receiving works well as long as plans are followed. He believes this is a good project for the town.

ALAN HIPPS – stated that there shouldn't be much ground disturbance with the foundation work. As for the possibility of asbestos in the roof, he may be able to connect us with a company who does testing.

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BILL JOHNSTON – was encouraged by the possibility of a second grant for the second phase of the project. He wondered if it would be possible to hire a local construction manager or crew.

SUPERVISOR CONNELL – would be more comfortable with someone to check the building to determine exactly what must be kept the same.
If a representative from Parks & Rec. cannot come, it may be possible to obtain this information by submitting photos and floor plans for evaluation.

LUCY CONNELL

Q: How will the tax rate be affected?

A: The project shouldn't affect the town tax rate.

COUNCILPERSON PAQUETTE

Q: What are the start and end times for receiving the grant?

A: The grant is for five years, starting at the award date in December 2014. If necessary the grant can be extended (with documented justification for the delay).

COUNCILPERSON McCORMICK

Q: Who determines what parts of the building need to be protected?

A: State Historic Preservation Office (SHPO)

RESOLUTION #60

ADJOURNMENT

On a motion by Councilperson Page, with a unanimous second, the meeting was adjourned at 11:30 a.m.

Minutes respectfully submitted,

Julie Schreiber, Town Clerk