

Historic Hudson - Hoosic Rivers Partnership



June 5, 2017

Board Meeting Minutes

Saratoga Town Hall, 12 Spring Street, Schuylerville, NY

Board Members Attending:

Sara Idleman, Town of Greenwich; Kay Tomasi, Senate Appointee; Tom Wood, Town of Saratoga; Teri Ptacek, Governor Appointee; Maria Trabka, Saratoga PLAN; Joe Durkin, Rensselaer Land Trust; Dan Shaw, Town of Easton; Julie Stokes, Governor Appointee; Ed Kinowski, Town of Stillwater

Others attending:

Michelle DeGarmo, Flatley Read; Joe Finan, HHHRP; John Sherman, Village of Schuylerville; Frank Rooney, NYS Division of Agriculture & Markets; Charles Vandrei, NYSDEC; Paul Marlon, Town of Halfmoon; Amy Bracewell, National Park Service; Sharon Reynolds, Home Front Development Corp; Dave Roberts, HHHRP; Brian Mumford, FOSB; Tim Holmes, FOSB; Jeff Cleary, Senator Marchione's Office

Sara Idleman, Vice Chairperson, called the meeting to order at 10 am and welcomed all. Introductions confirmed that a quorum was present.

Ed Kinowski made the motion, seconded by Julie Stokes, to approve the minutes of the April 24, 2017 meeting. Motion was unanimously approved.

Julie Stokes made the motion, seconded by Joe Durkin, to accept the Friends of the Bennington Battlefield as a member of HHHRP. Motion approved unanimously.

Sharon Reynolds made a presentation about the Home Front Development Corporation, a not-for-profit 501 (c) (3) corporation. It is a certified rural preservation corporation that is qualified to apply for housing, community development, and downtown revitalization grants involving capital projects in Washington County. There is no charge for writing the grants, but they will take the administration fee if the grant is secured. Since its inception, boundaries of the service area have been extended beyond Washington County.

Michelle De Garmo noted that Home Front Development can be the conduit for an Alfred Z. Solomon grant with the potential award of \$200,000 to be used for the interior furnishings of the Visitor Center. Also noted was that we will now have 4 fiscal agents.

Ed Kinowski made the motion, seconded by Teri Ptacek, to accept the Home Front Corporation as a member of HHHRP. Motion passed unanimously.

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The Timber Raising at the Champlain Canal Region Gateway Visitor Center was discussed:

- Joe Finan thanked those participating in the September 2016 workshop with the Timber Guild. He also thanked those who worked on the decking last week and mentioned that the safety railings will be done next week.
- A press event will be held at the front of the building on Friday, June 16, at 11 am. A simple lunch will follow. Members of HHHRP are encouraged to have a table at the event with displays highlighting their organizations. Interested organizations should contact Amy Bracewell amy-bracewell@nps.gov by Monday, June 12.
- The actual raising will take place on Saturday, June 17. Volunteers working with the timber group need to sign up prior to the raising. Michelle will distribute an email describing the sign-up process. The timber group will return to do the front and back porches after July 4.
- Ed Kinowski will coordinate lunches for both the press event and the timber frame workers (June 13-17).

The Management Agreement Between Open Space Institute Land Trust, Inc. and Friends of Saratoga Battlefield and Historic Hudson-Hoosic Rivers Partnership for the Development of the Saratoga Surrender Site draft was discussed in detail:

- Two amendments were proposed to address concerns about the Partnership's role as stated in the Management Agreement draft. The concerns were phasing, a definition of what is a "substantially complete project," and ensuring that funding is in place before each phase of the project is started. Note amendment information is included. OSILT requests that HHHRP make this its final draft.
- **Ed Kinowski made the motion, seconded by Dan Shaw, to approve the Management Agreement presented to the Board in April, 2017 as amended by the changes proposed at the June 5, 2017 meeting in order to present a final draft to the Friends of the Saratoga Battlefield and the Open Space Institute Land Trust, Inc. for approval by each of the other parties thereto, subject to subsequent changes in which case the draft Management Agreement will be resubmitted for re-approval by the Board. Motion carried: 7 affirmative votes, 1 opposed, and 1 recused.**

Conflict of Interest Disclosure proposed policy and report forms were distributed. After the policy is approved at the next meeting, the completed report forms will be collected and placed in HHHRP files.

Lauren Stevens of HooWRA thanks HHHRP for its support of a grant application. They received the grant.

Julie Stokes gave an update about the monument water issues.

Upcoming events:

- There will be a meeting regarding the Empire State Trails on June 6. \$2 million will be distributed for trails.

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- There will be a geological presentation with available walking trails at the former Adirondack School on June 16.
- “Sunday on the Farm” will be held at King’s Ransom Acres in Northumberland on June 18.

The next meeting will be held on Monday, June 26 at 10am.

Vice Chairperson Sara Idleman adjourned the meeting.

Respectfully Submitted,

Katharine Tomasi, Secretary

Exhibit D

Scope of Work Saratoga Surrender Site

Construction Phase 1

The following is a narrative description of the attached bid take off from the site improvement plans prepared by Saratoga Associates. The purpose of this narrative is to combine the various bid elements into groups 1a, 1b and 1c each of which can or must be combined into a single contract, or if multiple contracts, must be coordinated and completed as a unit. Together the narrative description and the bid take off constitute the scope of work for Phase 1.

Completion of Phase 1 is the condition of the Saratoga Surrender Site ready for transfer to the National Park Service for the Intended SSS Transfer.

Item 01 Construction Phase 1a (aka Kubricky);

Bid elements 1-4 Represent the work need to prepare the site for construction includes; sediment fencing, Bio-retention area, the need fill material to accommodate Archeological recommendations area and the majority of grading and earth work, including entrance road, parking area, stone dust pathway graded to meet ADA standards and paving. **Representing \$182,894**

Item 02 Phase 1b:

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Bid Elements 6, 9,10, Represent masonry work for foundations for the sign base, memorial wall and seat wall, Memorial wall with Bas-relief and engraved first person quotes, entrance sign and concrete walkway (or memorial pavers).

Representing \$227, 168.92

Item 02 Phase 1c:

Bid Elements 5, 6, 7, 8 This work includes; grading for walkways, grass pavers, concrete pathways, finished circulation paths and primary landscape features. This bid element also includes Parking lot striping, landscaping directly associated with visitor circulation. **Representing \$64,234.26.**

Exhibit D

Scope of Work Saratoga Surrender Site

Phase 2

This construction Phase includes site amenities not essential to site interpretation nor essential for safe visitor circulation. These elements include the Tensile Structure, woodland trail, work fencing, cannons, flag pole, decorative plantings and screening and view shed clearing. **Representing \$195,000**

Exhibit D

Tentative Schedule

Construction Phase 1

Finalize construction drawings:

FOSB and Designer Brit Bassinger will finalize drawings by October 1, 2017

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Item 01 Kurbricky Construction

At the time of signing of this Management Agreement it is understood that D.A. Collins/The Kubricky Construction Corp. has committed to perform this Item. It is anticipated that work element will commence in May of 2018 will take about 6-8 weeks and should be completed by July 15 of 2018

Item 02 By Others

These work elements will be accomplished by contracts executed and supervised by HHRP. It is anticipated that this work will commence in July of 2018 and completed by October 10, 2018.

Construction Phase 2

These work elements and features represent amenities that are non-essential for interpretation and Visitor safety. It is anticipated that many of these features will be funded through donations and will be prioritized and installed depending on available funds. The installation of these elements may occur concurrently with Item 02 pending funding and will carry on through 2018.

(Changes to Sections of Management Agreement)

PREMISES

FOSB and HHP shall manage, develop, and maintain the Premises subject to the terms and conditions herein. OSILT will allow FOSB and HHP unrestricted access to the Premises for the sole purpose of developing and managing the Premises as described herein. OSILT is the sole owner of the Premises and reserves for itself and its agents the right to enter upon the Premises without notice for any reason, including without limitation to verify compliance with this Management Agreement and to take actions necessary to secure the Premises, make the Premises safe or to remedy conditions constituting a breach of this Management Agreement, as provided herein. FOSB and HHP shall ensure access by OSILT and its agents.

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Upon completion of Construction Phase 1 as described in Exhibit D, OSILT shall undertake the completion of the Intended SSS Transfer in accordance with this Management Agreement.

COSTS AND OVERSIGHT OF SSS DEVELOPMENT

FOSB and HHP are jointly and severally responsible for all costs of development of the SSS on the Premises and all site work, including site preparation. HHP shall be responsible for the oversight and management of all contractors, consultants and construction. OSILT shall have no responsibility or liability for such costs. HHP shall give notice to OSILT and FOSB of the engagement of contractors and consultants for any work in developing the Premises.

It is agreed that no work will commence or be contracted for on any Phase or Sub-phase as described in Schedule D, until such time that the estimated dollar amount for the Phase or Sub-phase is in hand for payment or a commitment to provide the necessary materials and services for the Phase or Sub-phase has been obtained.