

EAST OF HUDSON WATERSHED CORPORATION
MONTHLY EXECUTIVE BOARD MEETING

LOCATION: Business Office: 2 Route 164, Patterson, NY 12563

Date: February 22, 2013

Time: 10:00am-11:30am

Open Meeting

Attending:

Rich Williams (Town of Patterson)
Mike Griffin (Town of Patterson)
Warren Lucas (Town of North Salem)
Sabrina Charney Hull (Town of New Castle)
Mary Beth Murphy (Town of Somers)
Bruce Walker (County of Putnam)
Lee Roberts (Town of Bedford)
Rahul Verma (EOHWC)
Kim Keller (EOHWC)
Bonnie Garvey (EOHWC)

Year 4 Project Review

Year 4 project plan is complete. The final adjusted project list will be sent out at the end of next week (end of February, beginning of March) to the DEC (plus Executive Board members).

Sabrina asked for an update on the Year 4 projects on Old Roaring Brook Road (NewC-NCR-32). In previous discussions, Rahul stated that EOHWC could not pay for the project until it was competitively bid, due to the competitive bid requirements of the DEP funding agreement. Previous conversation was that the Town could complete the site investigation and surveying work, and be reimbursed by EOHWC if this is a viable SRP. EOHWC will issue an RFP for this project, along with the other approved Year 4 projects.

The RFQ for Year 4 professional service contracts will be issued by the end of next week. It will be advertised on the EOHWC website, required newspapers, and circulated to the Board for distribution.

Year 3 Construction Contracts

Year 3 Authorized Construction Contracts. Narrows Road in Bedford is almost complete; they will finish landscaping in the spring, so the Town withheld some money from the contractor. Rahul met with Insite on Feb. 21 for complete the Advertisement for Kent-MB-Add2 and Add3. Insite will upload the Bid Documents for these two projects to the EOHWC FTP, and EOHWC will advertise. Kent-MB-Add5 is essentially done but we are going to bundle that with Kent-PA-31 due to the project size. We are waiting on the DEC wetland permit for Kent-PA-31.

The tree clearing contract bid documents Wells Brook and Tonetta Brook (VB-DI-31 and 32) are complete. Once the DEP Land Use permit is issued, we will issue for construction bid. The tree clearing must be completed by May 1 to comply with the Indiana Bat requirement. For the full stormwater retrofit projects, there are numerous permits and agreements that are involved, and JFRFA is finalizing. They estimate approximately one more month to complete the effort; however neither the Village nor EOHWC have control of when other agencies issue their permits.

Discussion followed regarding the possibility of standardizing the advertisement period for construction bids. It was decided that the standard advertising period is 14 calendar days, and EOHWC may use discretion to increase that if the project is complicated.

Other Business

#5 PAT-MB-05 Patterson: This is a private property site where EOHWC has completed significant design work, and need to meet with the property owner to review the plan. Rahul requests that Mike Griffin contact the owner to arrange this review meeting.

New employees and office space to start on lease as of March 4, 2013.

All payable checks were reviewed and signed. Mary Beth would like all checks approved and signed for at beginning or prior to start of meeting in the future.

Action Items:

- * EOHWC Year 4 Work Plan – Draft Retrofit Project List was distributed to all attendees (updated 2/5/13).
- * Sent out Project List
- * See if Rahul can get a certified Vendex list from DEC.
- *Rahul to forward e-mail to Sabrina from Bob Capowsky (dated November 16, 2012 from last page of 2012 Annual Report).
- *Rahul forward to ALL Board members: Mary Beth Murphy's certification letter (to Bob Capowsky). Use as basic form letter for all.
- *Kim: Ask Kathy Maguire to empty office
- *Purchase Computer approved

Reminder: Kim Keller to add \$400.00 to rent check for office space.

Meeting adjourned 11:30 AM.