

**TOWN BOARD WORKSHOP MEETING
February 6, 2018**

A regularly scheduled Town Board Meeting was held on Tuesday, February 6, 2018 in the Town Hall, 284 Broadway, Ulster Park, NY with the following persons in attendance:

**Supervisor Shannon Harris
Councilperson Gloria Van Vliet
Councilperson Jared Geuss
Councilperson Kathie Quick
Councilperson Chris Farrell**

Administrative Recorder: Holly A. Netter, Town Clerk, RMC

Supervisor Shannon Harris called the Meeting to order at 7:05 PM.

PLEDGE

PUBLIC COMMENT – NONE

Supervisor Updates

There is a technology issue in the Building Department which requires new equipment and software. The current server is not capable of handling the updated software and will need to be upgraded. The server also needs to be relocated to the second floor. The cost for the Building Department is estimated to be \$4,364 which includes software, equipment and labor to transfer data. The update to the server is estimated to cost \$6,000. The money in the capital fund can be used for this purpose. The question of how the replacement of the server may affect other offices was brought up by the Town Clerk. Each office utilizes a specific software system and each office will need to be looked at individually to ensure it is capable to run with the new server.

Water Superintendent Don Kiernan shared a “to do” list with the Board members of items that need to be addressed. He and Supervisor Harris have been attending meetings which were brought about by the anchorage issue. These meetings are held with other municipalities that utilize the river as a drinking source and enable the municipalities to share their treatment techniques.

Don addressed the question of the trihalomethanes (TTHMS) letter that has been sent out again to the residents in the water/sewer district. Don has tested several areas and there is one location that the readings are below compliance level. An engineer has been hired to help analyze what measures can be taken to correct the situation.

Unfortunately the results are compounded from test to test so once you have a high reading it is difficult to pass the next test.

Water Tank Status

Councilperson Gloria Van Vliet asked the status regarding the Town obtaining the property for the water tank. Don said he spoke to the Executor 2 weeks ago and was told he did not probate the will yet. Don was advised by the attorney to go ahead with obtaining the property through immanent domain and the check can be made payable to the estate. Don hopes that the construction of the tank can begin this fall.

Councilperson Jared Geuss asked what is the best answer we can tell the public when they question the letter about the trihalomethanes. Don said the best answer is to call the water plant directly so they are able to explain the process to the resident. Don said he does not like the verbiage used in the letter, however it is mandated by the Health Department. We do not have any issues with the water where there is a loop in the system.

Kathy DiScuillio, Recreation Director, reported summer camp will begin June 25 and end August 10. Camp hours will remain 9am to 3pm. Last year there were 123 children in attendance 20 of which were from out of town. The residents pay \$250 per child and non residents \$300. If someone cannot afford camp she tries to work a payment plan out with them and has not had any issues. Registration will be May 8th and 10th this year. This year an additional signup day will be held on a Saturday in the beginning of June or late May TBA. The Egg Hunt this year will be at Freer Park, Saturday March 31st at 12:30 pm. The Recreation Board will also be hosting the Winter Wonderland Parade on December 8th. Over the past few years there has been a lack of participation in the Halloween party, therefore the Recreation Board is considering participating in the Trunk or Treat activity at Robert Graves utilizing a Town vehicle.

Census 2020

Supervisor Shannon Harris was able to get an extension and the preliminary work has been completed to update the addresses changed by demolition or new construction since 2010. Esopus will be able to participate in the 2020 census and in doing so, will be eligible for grant opportunities.

HRMM - RIVERPORT WOODEN BOAT SCHOOL

Lisa Cline, Jody Sterling and Carter Blease from the Hudson River Maritime Museum (HRMM) gave a presentation and discussed the use of Freer Park for their summer sailing school. There are many programs that are being held by the HRMM. Last year

they started a sailing school in July and were very successful. As with all of their programs, they examined how to make the program better. The moorings are currently located on the Esopus side of the Rondout Creek and they are currently towing the students to the river near Freer Park. Unfortunately they are losing 2 hours of each class because of towing the students to the river where they have a safe shallow area with proper wind to train the students. HRMM plans to expand their program in 2018 offering 4 one week training sessions accommodating 20 students per week. They are increasing their fleet. Boats are currently being built by BOCES students. The dilemma is the current moorings are 1.5 miles from good sailing grounds. Freer park is an ideal location. They proposed a secure storage shed to house their boats. A presentation was given by Lisa Cline and Carter Blease of HRMM.

Some issues were identified by Town Board members, Town Clerk and Waterfront Board. Overall everyone was receptive to increasing the exposure to the Town and working toward upgrading the amenities offered at Freer Park.

The sailing school will operate four weeks from 7/23 – 8/17 from 9 am – 4pm with 20 students each week - 4 counselors. They would like use of Freer park to include waterfront, pavilion and bathrooms. Issues were identified with use of the pavilion because it is often rented and utilized by many during the summer. There are two bathrooms open to the public at all times. Keys will not be given out for the private bathroom attached to the kitchen.

The sailing school proposed use of the north end of the park – the point having the most consistent water. This is the area that is used for mooring the chestnut harvester, “Chester” as well as refueling and maintenance needs. Also, this area is a popular spot for fishermen. The school intends to have 4 moorings off this point in string formation. Waterfront Advisory members were concerned with the issue of cutting the water chestnuts. HRMM offered volunteers to help cut the water chestnuts. The harvesting season is usually complete prior to the sailing school schedule.

HRMM discussed placement of a temporary 12’ x 16’ storage shed in this area to house sailboats and riggings. The placement of the shed will have to allow the Town’s trucks access to waterfront for transporting fuel to “Chester”.

Suggestion of a map showing the layout of the storage shed and moorings was made. The discussion will continue at the WAB meeting on Wednesday March 7th @ 7pm.

The south end of the park remains untended and underused. Such programs will hopefully draw more people to the park. Legislator Laura Petit is writing a grant for park improvements at George H. Freer Park which is part of the Hudson River Greenway Water Trail. The Port Ewen Riverside Park/Trail is part of the Hudson River Greenway Trail system.

HRMM sailing school said they can work around the issues and concerns expressed by the Town Clerk and Town Board. Public bathrooms and pop up tents can be utilized in lieu of using the pavilion. Rainy day classes will be held at the boat school. Lunch can be in the grassy areas as well.

A MOTION WAS MADE BY SUPERVISOR SHANNON HARRIS TO BEGIN DEVELOPING A CONTRACT, WITH THE ASSISTANCE OF THE WATERFRONT ADVISORY BOARD, THAT IS COPASTETIC WITH ALL PARTIES AND MOVE IN THAT DIRECTION. THE MOTION WAS SECONDED BY COUNCILPERSON CHRIS FARRELL. ALL MEMBERS PRESENT WERE IN FAVOR CONTINGENT UPON FINALIZING RESOLUTIONS WITH THE CONCERNS THAT WERE DISCUSSED.

GREENWAY GRANT – Laura Petit

Legislator Laura Petit gave a summary of the Greenway Grant opportunity which can award up to \$10,000 for upgraded amenities at Freer Park. It is a matching grant and funds can be in the form of “in-kind” labor at \$15 per hour and donations of lumber. The Bruderhof Community has expressed their commitment to enhance services by providing materials and labor. Johann Huleatt will be the point of contact for the Community of Churches. HRMM also has donors which are willing to assist. This is a partnership which can benefit both the Town of Esopus and the HRMM Sailing School. Supervisor Harris said the Building Inspector would like to see plans for any structures. Dan Vedder, head of Buildings and Grounds, would also like to have a say in the matter. They are generally supportive but need to be able to see if there are any concerns that need to be addressed.

TOWN OF ESOPUS RESOLUTION
AUTHORIZING AN APPLICATION FOR
2018 GREENWAY COMMUNITIES GRANT FUNDS

BE IT RESOLVED, by the Town Board of the Town of Esopus, in the County of Ulster, State of New York the following:

WHEREAS, the Town of Esopus is applying to the Hudson River Valley Greenway for a grant under the Greenway Communities Grant Program for a project entitled Enhancing George H. Freer Memorial Park located in the Town of Esopus;

WHEREAS, the grant application requires the applicant municipality to obtain the authorization and approval of the governing body of the municipality or municipalities in which the project will be located;

NOW, THEREFORE, be it resolved that the governing board of the Town of Esopus does hereby authorize and approve the application for a grant under the Greenway

Communities Grant Program, for a project known as Enhancing George H. Freer Memorial Park and located within this community, and;

FURTHERMORE, the Town Board authorizes the Town Supervisor to sign and submit the application on behalf of the Town.

Resolution offered by: Supervisor Shannon Harris
Resolution Seconded by: Councilperson Chris Farrell

Councilperson Gloria Van Vliet	AYE
Councilperson Jared Geuss	AYE
Councilperson Kathie Quick	AYE
Councilperson Chris Farrell	AYE
Supervisor Shannon Harris	AYE

TEVAS Agreement – Brian Parr

Brian Parr represented TEVAS and reported there were 930 calls, 620 transports and TEVAS treated over 1,000 people last year. The Town used to provide TEVAS with \$40,000 which was decreased 7-8 years ago to \$20,000 because the budget was tight. No patient ever gets sent to collection because of the Town’s contribution. Brian asked the Board to consider raising the contract \$5,000 per year to get back to \$40,000. Consideration will be given to this matter during the budget meetings.

A MOTION WAS MADE BY SUPERVISOR HARRIS TO APPROVE THE 2018 CONTRACT FOR TEVAS IN THE AMOUNT OF \$20,000. THE MOTION WAS SECONDED BY COUNCILPERSON GLORIA VAN VLIET. ALL MEMBERS PRESENT WERE IN FAVOR. MOTION CARRIED.

INTRODUCTION LOCAL LAW NO 1 – COLD WAR VETERANS TAX EXEMPTION

**LOCAL LAW NO. 1, 2018
TOWN OF ESOPUS**

**A LOCAL LAW TO AMEND CHAPTER 109 OF THE CODE OF
THE TOWN OF ESOPUS TO PROVIDE FOR AN EXEMPTION FROM
REAL PROPERTY TAXES FOR RESIDENTIAL REAL PROPERTY OWNED BY
VETERANS WHO RENDERED MILITARY SERVICE TO THE UNITED STATES
DURING THE “COLD WAR”**

Be it enacted that Chapter 109 of the Town Code of the Town of Esopus is amended by adding Article IV as follows:

Section 109-15. Findings. Section 458-b of the Real Property Tax Law of the State of New York authorizes a limited exemption from real property taxes for residential

real property owned by honorably discharged veterans who rendered military service to the United States during the “Cold War” as said terms are defined in Real Property Tax Law Section 458-b. Said Law authorizes municipalities to establish maximum exemption amounts.

Section 109-16. In accordance with the provisions of Section 458-b of the Real Property Tax Law of the State of New York, residential real property owned by honorably discharged veterans who rendered military service to the United States during the Cold War (as said terms are defined in Real Property Tax Law Section 458-b) shall be exempt from Town taxation to the extent set forth below:

Section 109-17. The maximum exemptions allowable from Town real property taxation pursuant to Section 458-b of the Real Property Tax Law shall be 15 percent of the assessed value of said real property; provided however that said exemption shall not exceed \$45,000 or the product of \$45,000 multiplied by the latest State Equalization Rate for the Town of Esopus.

Section 109-18. The exemption set forth in this local law shall remain in effect indefinitely or until such time as it is revoked by local law, or until authorizing State legislation requires modification.

Section 109-19. This Local Law shall take effect immediately upon filing same with the New York State Secretary of State.

All Board members were hand delivered a copy of the proposed local law.

A MOTION WAS MADE BY COUNCILPERSON JARED GEUSS TO SCHEDULE A PUBLIC HEARING FOR THE LOCAL LAW ON FEBRUARY 15, 2018 AT 7:00PM AT THE ESOPUS TOWN HALL. THE PUBLIC HEARING WILL BE PUBLISHED IN THE DAILY FREEMAN. THE MOTION WAS SECONDED BY COUNCILPERSON KATHIE QUICK. ALL MEMBERS WERE IN FAVOR. MOTION CARRIED.

Councilperson Farrell expressed he would have rather had the law state a specific time frame opposed to using the terminology “Cold War”. “Cold War” has been used for this exemption at the County and State levels.

APPOINTMENT – KAREN HELGERS, ENVIRONMENTAL BOARD

A MOTION WAS MADE BY SUPERVISOR HARRIS TO APPOINT KAREN HELGERS TO THE ENVIRONMENTAL BOARD WITH A TERM TO EXPIRE 12/31/2019. THE MOTION WAS SECONDED BY COUNCILPERSON CHRIS FARRELL. ALL MEMBERS WERE IN FAVOR. MOTION CARRIED.

Town Board Priorities

Supervisor Harris provided each of the Board members a list of priorities for 2018-2019 as well as a timeline on key areas of focus for the Supervisor and the Town Board. This list was compiled from her meetings with Department Heads as well as each of the Town Board members. Priorities included critical planning, economic development, taxes, grants, marketing, policy updates and improving government efficiency. Topics will be reviewed and discussed in future meetings.

Comprehensive Plan Committee (CPC) update – Jared Geuss

Councilperson Geuss gave an update on the CPC. A Request for Qualification (RFQ) has been sent to approximately 20 planning firms. It is an aggressive contract looking for deliverables and findings in a 4 month time frame so the CPC can take advantage of grant opportunities which have a July cut off. There will be 4 public forums, 15 focus groups based on 20 stake holders in the Town which the planner will communicate with as well as Myles Putman and the CPC. Myles will continue to lookout for the Town while the committee has another set of eyes looking at different situations such as zoning and the 9W corridor. Trails and open space will also be included in the survey. The CPC expects a good response to the RFQ. Proposals are due in 2 weeks. Councilperson Geuss, Supervisor Harris and the CPC will be involved in the interviews and give the Town Board a recommendation. The Board will need to make the final approval of the contract. The CPC will also talk to Mike Cafaldo, Highway Superintendent, and Don Kiernan, Water Superintendent, to identify infrastructure needs.

Request for Qualifications for Town of Esopus Comprehensive Plan Update

TOWN of Esopus, Ulster County, New York

Date: January 26, 2018

The Town of Esopus seeks to update its 1994 Comprehensive Plan. The Comprehensive Planning Committee (“CPC”) of the Town of Esopus, which has oversight of the project, is seeking qualification from professional planners to assist in the effort.

The purpose of the project is to guide future growth and land development based on public input from the town. The CPC wishes to use an independent planning professional to:

1. Expedite the analysis, public input process and completion of draft preliminary findings by 1 June 2018 (see timeline)

2. Facilitate effective community participation via series of guided interviews and public workshops
3. Identify high priority NY State and private grant funding opportunities
4. Develop a series of short, medium and long-term goals, recommended actions, as well as indicators to monitor progress towards stated goals, for the town's eight (8) volunteer boards and advisory committees
5. Outline a schedule to guide the plan through SEQR review and governing body approvals for final adoption
6. Apply best practices and ensure objectivity

TASK	In Charge	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Comp Plan update Engage community, analyze, community profile, draft	Harris, Geuss, CPC		UPDATE COMP PLAN				PRELIM DRAFT	SEQR REVIEW & ADOPTION					
Apply for NYS grants, implement plan, seek approvals	Harris						APPLY FOR NYS GRANTS		ZONING POLICY REVIEW & UPDATE				
								VOLUNTEER BOARD GOALS AND OBJECTIVES					
Communications, public outreach, marketing	Harris, CPC, Netter	STAKEHOLDER MAPPING		SOCIAL MEDIA & PUBLIC OUTREACH CAMPAIGN									
				CONTENT DEVT		WEB REFRESH		TOWN COMMUNICATIONS AND UPDATES					

The comprehensive plan will assess opportunities and constraints for:

- Planning that will be tax-productive and protect the area's history, while encouraging business growth and limit sprawl
- Addressing the unique, Rivertown heritage of Esopus, while suggesting improved connections between the town's distinct hamlets – Connelly, Esopus, Port Ewen, Rifton, Sleightsburgh, St. Remy and West Park
- Economic development to create local jobs and increase tourism
- Preserving Esopus' rare ecosystem and proactively plan for development in areas along its waterfront
- Transportation to create safe pathways for pedestrians and non-motorized vehicles, and encourage patronage of local businesses

I. BACKGROUND

The CPC has met monthly since January 2017. The committee is made up of volunteers from the community, zoning, environmental and planning board officer(s) and town board members. The CPC has accomplished the following:

- A community survey conducted in May 2017 based on 20% of property owners (See <https://www.surveymonkey.com/results/SM-6GPH7BGH/auth/?debug=true>) and related analysis by Tim Weidemann and Myles Putman, AICP
- One public meeting on the survey results and to gather further input
- An inventory of existing resources and documents
- Proposed changes within the town's zoning code recommended by the Esopus Economic Development Committee

II. RESOURCES AND DOCUMENTS

The consultant shall work with all available resources and documents to develop a community profile.

Resources: Myles Putman, AICP, Esopus Zoning Consultant, and Tim Weidemann, Ulster County Senior Economic Developer.

Documents:

- 1994 Town of Esopus Comprehensive Plan
- Town of Esopus Zoning Code and relevant maps (See <https://www.esopus.com/about-town/town-maps/>)
- 2017 Master Plan Survey of 20% of Esopus residents
- 2017 NYS City of Kingston Downtown Revitalization Initiative, winner of the second round of the Governor's \$10 million DRI
- 2016 Esopus Scenic Resources Inventory written by Cornell University students with input from the Environmental Board
- 2011 Port Ewen and Milton case studies from the Ulster County Planning Department (See http://ulstercountyny.gov/sites/default/files/documents/pe_milton_casestudy.pdf)
- 2006 Port Ewen Street Interconnection Plan. This plan was not formally adopted under Section 272-a of NYS Town Law but is an important resource nonetheless
- Town of Esopus LWRP, as approved in 1987 (See https://docs.dos.ny.gov/opd-lwrp/LWRP/Esopus_T/Index.html)

III. SCOPE OF EFFORT

Community profile and future trends – The planner shall use existing data to develop a community profile and produce an analysis of possible development scenarios, demographic trends and infrastructure needs. These trends will focus on “niche” growth

industries specific to the Mid-Hudson region and economically appropriate for the Town of Esopus. It should also consider changing demographics, traffic patterns, housing and commercial property markets, as well as rising flood strategies as a significant portion of the town is within the Dept. of State coastal management area.

Branding and wayfinding – Through collaborative engagement and “visioning” workshops the planner will produce a vision statement, or multiple statements, that form the basis of a new “brand architecture” for Esopus. The planner will work with a town-appointed creative strategist to prepare a brand awareness campaign on the heels of proposed recommendations resulting from the community profile and visioning workshops. Branding and key messages should be aided with suggestions for visual enhancements and “wayfinding” signage that will improve traffic circulation, enhance the look of the town and build visual consistency.

Mapping and visual renderings – The planner will develop concept-level graphics identifying key assets in each of the hamlets and amenities upon which Esopus can capitalize, as well as any issues or infrastructure that limit that potential. Planning shall also include view shed and historic preservation along the Hudson River, higher elevations along Poppletown Road, Schultz Lane and the Rifton area. Esopus is bordered on 3 sides by water: 10 miles of Hudson River Shoreline to the East, the Rondout Creek to the North, and the Wallkill River to the West. (See <http://www.esopus.com/wp-content/uploads/2016/09/town-of-esopus-map.pdf>)

Economic development strategies – The planner shall provide a description of opportunities for, and constraints to, town-wide improvements and future development. This should include a list of potential sites and property assets. Key audiences the town wants to appeal to are existing businesses (retention and expansion), new businesses (recruitment), job creation, resident and nonresident consumers and tourists.

These strategies include but are not limited to:

- Streamlined permitting process and planning/zoning approvals to shorten the timeline and reduce development costs including acceptable special use
- Identifying site-ready potential for commercial operations, trades and businesses that are economically appropriate for Esopus
- Bringing in infrastructure and utilities to areas with potential for future development
- Identifying historic sites, monuments and buildings
- Adaptive reuse of buildings in central locations, encouraging infill and reducing environmental impact from new construction
- Code enforcement for derelict and abandoned buildings
- Interconnecting trail maps to encourage tourism along with recommendations to promote these spaces for economic use

- Review of traffic flow and municipal parking locations or agreements for leasing parking space

Simulation renderings – In addition to conceptual drawings, the planner shall provide up to four (4) photo-overlay renderings. A suggestion might be 9w Broadway corridor, hamlet revitalization of Port Ewen, waterfront development in Connelly and/or Sleightsburgh, as well as hamlet development in Rifton, St. Remy or West Park showing potential future improvements at priority sites within the town (e.g., improved streetscapes, infill development). The selection of sites and the content of future conditions will be determined in coordination with the CPC.

Action plan

In light of existing conditions, public attitudes and trends influencing municipal services, the consultant shall draft a series of recommendations to guide the future decision-making of municipal committees, boards and staff (See <http://www.esopus.com/boards/>)

An action plan shall be developed to include specific short and long-term goals and directives for each Board/Committee, including actions necessary to accomplish the community vision. Actions will be aligned with the Board/Committee mission and should be organized by priority, implementation timeframe, ownership and financial impact. The impact of actions on taxpayers, businesses and the local government must be identified. These should address:

- Metrics and indicators by which each action can be measured and monitored
- Potential funding sources and grants that the town can utilize in the implementation of plan recommendations
- Revisions to local land use regulations necessary to implement a shared community vision
- Tactical strategies for economic development
- Public transit, and transportation safety and connectivity
- Priority infrastructure upgrades, necessary or desirable improvements to community facilities, parks and preserves
- Potential improvements to the efficiency and effectiveness of municipal services. (The planner is not expected to provide an in-depth economic analysis of shared services, but rather an assessment of potential opportunities, and guidance for additional analysis as appropriate.)

Community engagement – The planner will propose a structured model for effective public participation. In addition to the framework, the planner will be responsible for formulating agendas, preparing background materials, methods and to help construct a sufficiently detailed, yet practical plan for public participation. The planner’s model will be used by the CPC to identify stakeholders, craft language inviting participants. The job

of the CPC will be to work with the consultant to “get the word out” to encourage maximum participation in the public workshops.

At a minimum, the planner will conduct a series of fifteen (15) focus group interviews with town officials, professional and/or technical staff and members of the CPC, Economic Development Committee, Planning Board, Zoning Board of Appeals, Waterfront Advisory Board, Environmental Board and other Committees, as directed.

The planner will also deliver four (4) public presentations as part of the planning process: 1) Community facilitated “workshop” of initial plan revisions for public input, and 2) A second facilitated community forum presenting preliminary findings for public feedback and comments, and 3) a series of two (2) presentations of the comprehensive plan to the Town Board for Draft and Final approval. These presentations will be staffed by the consultant in coordination with the CPC, for the purpose of gathering public input and to provide information to the community about the planning process and status of the plan updates. Following these meetings, the consultant shall create a summary of the meeting(s) including highlights of public input to be made available on the Town website for further public comment throughout the development of the Plan.

IV. PROJECT DURATION

The project and public input process will kick off in mid-February on an expedited basis with the expectation of completed preliminary findings by 1 June 2018. The consultant will be expected to guide the CPC through all approvals including presentations of the draft and final Comprehensive Plan - with all attachments, maps and appendices - to the Esopus Town Board within 8 months from the date of contract execution, or upon an agreed upon date after the initial consultation.

V. PRICE

The CPC has budgeted a maximum of \$40,000 plus for this project, including funds being sought through available grant programs for municipal planning. The CPC has approved the use of in-kind services to complete this project. Responses may include recommendations and options to provide the best possible project within the constraints of the project budget, and with effective utilization of all available in-kind services.

VI. DELIVERABLES

“Preliminary findings” document by May 16th in draft form, and accompanying PowerPoint presentation for public sharing, identifying significant projects and areas of opportunity with correlating grant potential.

- Draft comprehensive plan and detailed recommended actions complete with supporting visuals, maps and graphics.
- Four (4) public forums and fifteen (15) focus group interviews with key stakeholders.
- Final and Draft comprehensive plan presentations to the Town Board review and final approval/adoption.
- Final comprehensive plan, and accompanying PowerPoint presentation, complete with supporting maps and graphics in an editable format (Microsoft Word) and PDF. The PDF of the final plan is to be suitable for placing on the town website.
- Any and all new Ulster County GIS files generated for the plan are to be made available to the Town.
- Maps and graphics shall be made available in high res digital format. The consultant will be responsible for the printing of one copy of the draft plan and preparation of a PowerPoint and PDF of the preliminary draft with margins and blank pages as required to allow double-sided printing and comb binding by the town.

VII. RESPONSE CONTENT

Respondents will be invited to a meeting with the Supervisor and CPC Chair. Promising candidates will be invited to present their ideas before members of the CPC in February.

The awarded consultant is expected to perform all of the core deliverables through their own facilities. However, the scheduling of interviews and public forums will be coordinated through the CPC. The CPC will undertake stakeholder mapping and conduct community outreach to ensure maximum participation. The use of subcontractors is allowed and encouraged. The involvement of local businesses is encouraged.

Responses to this request should be organized in the following clearly defined sections:

- **Scope of Work:** a detailed scope of work, schedule, methodology/approach, and deliverables based on the elements outlined above. This discussion shall clearly define the relative level of effort for each task and sub task (expressed as a percent of the total workload), and the relative level of contact time with Town Officials and/or Comprehensive Planning Committee.
- **Project Schedule:** a graphic depiction of project work tasks, including specific timeframes for the public participation process, as well as submittal dates, review schedule, milestone dates and final completion dates. This section shall also include a characterization of the firm's current workload and ability to meet the compressed project schedule.
- **Project Management:** a description of project management approaches including proposed interim reporting, coordination with other firms, agencies and organizations, and accountability.
- **Statement of Qualifications:** a statement of qualifications, project portfolio of similar comprehensive plans delivered, related experience, and specific examples as evidence of qualifications.

- **Project Budget:** a detailed budget and fee schedule for all tasks, sub-tasks and deliverables contained within the work plan. The budget must include an hourly rate schedule and estimated number of hours assigned to all individuals charging to the project. Optional or “out-of-scope” tasks shall be clearly noted.

VIII. RETURN DATE

Confirmation of receipt should be made immediately if planning on submitting a proposal. Those deciding not to respond to the RFP are asked to offer a short explanation of the reason(s) they will not be submitting. Proposals and other required documents must be submitted by email and via hardcopy by end of business **Thursday, February 15, 2018** to:

Shannon Harris
 Town of Esopus Supervisor
 284 Broadway
 Ulster Park, NY 12487
Supervisor@Esopus.com

Jared Geuss
 Councilman and CPC Chair
 284 Broadway
 Ulster Park, NY 12487
jcbgeuss@yahoo.com / jgeuss@esopus.com

Resolution vs Motions

Supervisor Harris had shared the opinion of the Association of Towns with the Board members to clarify motions and resolutions.

SPCA CONTRACT 2018

A MOTION WAS MADE BY SUPERVISOR HARRIS TO APPROVE THE 2018 SPCA CONTRACT AND INCREASE THE DAILY BOARDING FEE TO \$20 TO COMPLY WITH THE CONTRACT. THE MOTION WAS SECONDED BY COUNCILPERSON QUICK. ALL MEMBERS WERE IN FAVOR. MOTION CARRIED.

KLYNE MUSEUM CONTRACT 2018

A MOTION WAS MADE BY SUPERVISOR HARRIS TO APPROVE THE 2018 KLYNE MUSEUM CONTRACT IN THE AMOUNT OF \$3,000. THE MOTION WAS SECONDED BY COUNCILPERSON FARRELL. ALL MEMBERS WERE IN FAVOR. MOTION CARRIED.

MYLES PUTMAN CONTRACT 2018

A MOTION WAS MADE BY COUNCILPERSON CHRIS FARRELL TO APPROVE THE 2018 CONTRACT FOR CONSULTANT MYLES PUTMAN IN THE AMOUNT OF \$30,000. THE MOTION WAS SECONDED BY COUNCILPERSON GEUSS. ALL MEMBERS WERE IN FAVOR. MOTION CARRIED.

**Councilperson Chris Farrell said, he knows Myles has a long history with the Town however, he would like it to go out to bid at some time to see if someone else could provide a better service.

***The Town is in compliance approving the contract without going to bid because it is a specialty service/price.

ECONOMIC DEVELOPEMENT WEB CONTRACT - KINGSTON CREATIVE

A MOTION WAS MADE BY COUNCILPERSON CHRIS FARRELL TO APPROVE THE 2018 CONTRACT WITH KINGSTON CREATIVE FOR THE ECONOMIC DEVELOPEMENT WEBSITE IN THE AMOUNT OF \$5,000. THE MOTION WAS SECONDED BY COUNCILPERSON QUICK. ALL MEMBERS WERE IN FAVOR. MOTION CARRIED.

EXECUTIVE SESSION

A MOTION WAS MADE BY COUNCILPERSON GLORIA VAN VLIET AT 9:01 PM TO ENTER INTO EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING THE EMPLOYMENT HISTORY OF A PARTICULAR EMPLOYEE. THE MOTION WAS SECONDED BY COUNCILPERSON QUICK. ALL MEMBERS WERE IN FAVOR. MOTION CARRIED.

A MOTION WAS MADE BY COUNCILPERSON JARED GEUSS AT 9:32 PM TO COME OUT OF EXECUTIVE SESSION. THE MOTION WAS SECONDED BY COUNCILPERSON QUICK. ALL MEMBERS WERE IN FAVOR. MOTION CARRIED.

A MOTION WAS MADE TO INCREASE THE HOURLY SALARY OF THE CONFIDENTIAL SECRETARY CATHY CANZIAN FROM \$13.87 TO \$15.00 PER HOUR. THE MOTION WAS SECONDED BY COUNCILPERSON CHRIS FARRELL. ALL MEMBERS WERE IN FAVOR. MOTION CARRIED.

- Funds will come out of the HR Supervisor A1220 line.

ADJOURNMENT

A MOTION TO ADJOURN WAS MADE BY COUNCILPERSON JARED GEUSS AT 9:35 PM. THE MOTION WAS SECONDED BY COUNCILPERSON CHRIS FARRELL. ALL MEMBERS WERE IN FAVOR. MOTION CARRIED.

Next Town Board meeting will be February 15, 2018.

Respectfully submitted,

Holly A. Netter
Town Clerk, RMC