TOWN OF NEW SCOTLAND
SPECIAL TOWN BOARD MEETING
June 15, 2016 – 6:30 pm
AGENDA

1.	**Call to Order**	*Mr. LaGrange*
2.	**Discussion/Action re: Hilton Barn foundation work:** • **Proposals for sills**	*Mr. Hennessy & Mr Greenberg*
3.	**Discussion/Action re: SEQR determination for Proposed Local Law C of 2016, amending various provisions of Chapter 190 of the Town of New Scotland Zoning Law**	*Mr. LaGrange* *Attachment #1*
4.	**Resolution establishing a Capital Project for Hilton Road Vertical Realignment**	*Mr. LaGrange* *Attachment #2*
5.	**Discussion/Action re: Stantec Engineering Task Order – Highway Consulting for Hilton Rd. Vertical Alignment at Tail Trail**	*Mr. LaGrange* *Attachment #3*
6.	**Discussion/Action re: Stantec Engineering Task Order – New Salem Water additional work**	*Mr. LaGrange* *Attachment #4*
7.	**Discussion/Action re: Barton & Loguidice Task Order for preparation of grant application for planning & design for Hilton Barn**	*Mr. Hennessy* *Attachment #4a*
8.	**Resolution authorizing the Supervisor to execute a contract with Computel for utility and cable franchise audits**	*Mr. Greenberg* *Attachment #5*
9.	**Possible motion for Executive Session to discuss possible contract**	
10.	**Adjourn**	*Mr. LaGrange*

ATTACHMENT #1

RESOLUTION NO. _____ OF 2016

RESOLUTION ADOPTING NEGATIVE DECLARATION PURSUANT TO
NEW YORK STATE ENVIRONMENTAL QUALITY REVIEW ACT (6 NYCRR § 617.7)

Proposed Action: Adoption of proposed Local Law C of 2016, to amend various provisions of Chapter 190 of the Town of New Scotland Zoning Law: (1) to make the Zoning Law consistent with the seven (7) acre threshold in Articles 25AA and 25AAA of the New York State Agriculture and Markets Law; and (2) to change the threshold for regulation (pursuant to a special use permit) of farming activities in certain districts from five (5) acres to seven (7) acres.

SEQRA Classification: Type I

Lead Agency: Town Board of the Town of New Scotland, New York.

WHEREAS, a public hearing was held at the Town Hall regarding the proposed law;

WHEREAS, consistent with 6 NYCRR § 617.7, the Town Board thoroughly considered the reasonably foreseeable potential environmental effects resulting from the proposed law; and

WHEREAS, the Town Board considered a full environmental assessment form ("EAF"), carefully considered the criteria set forth in 6 NYCRR 617.7, and identified the relevant areas of environmental concern; and

WHEREAS, the Town Board has considered all the questions in the environmental assessment form, and has determined that the EAF identified and addressed all areas of concern and none of the potential environmental impacts associated with the law are significant.

NOW, THEREFORE, BE IT RESOLVED, that based upon its review of the EAF and comments received during public meetings and hearings; the comments of the Town Planning Board and the County of Albany Planning Board; the Town Board's independent analysis of the proposed law; and evaluation of the criteria for determining significance found at 6 NYCRR Part 617.7, the Town Board hereby finds that the law will not have a significant impact on the environment; and,

BE IT FURTHER RESOLVED, that this determination of significance shall be considered a Negative Declaration made pursuant to Article 8 of the Environmental Conservation Laws and the Town hereby determines that the requirements of the regulations promulgated under SEQRA at 6 NYCRR § 617.7 have been met; and it is

FURTHER RESOLVED, that the Town Board hereby determines that the law will not result in significant adverse environmental effects, and that no environmental impact statement or further SEQRA consideration is required; and it is

FURTHER RESOLVED, that the facts and reasons supporting this determination are as follows:

A. **Community Character**. The Town is a "right to farm" community. The law continues to allow farming but changes the threshold for small farms from 5 acres to 7 acres.

B. **Visual Impacts**. There will be no significant visual impacts from the law. Instead, the law allows farming to occur.

C. **Cultural Resources**. The law is consistent with the Zoning Law and the Comprehensive Plan, and will not adversely impact cultural resources.

D. **Land Use**. The law permits small farms subject to certain regulations and restrictions.

E. **Geology, Soil and Topography**. The law allows farming to occur subject to all other land use restrictions and regulations. Accordingly, there is no adverse impact on soils, topography or geology.

F. **Water Resources**. The law will not affect the water supply capacity of the Town.

G. **Air Resources**. The law will have no adverse impact on air quality.

H. **Ecology**. The law will have no adverse impact on endangered, threatened or species of special concern, or wildlife, endangered or rare plants, significant wildlife habitats, or unique natural communities. No impacts to such species, habitats or communities are anticipated. No significant impacts to wildlife, vegetation or wetlands are anticipated.

I. **Transportation**. The law will not have an adverse impact on transportation.

J. **Other Potential Impacts**.

1. Agricultural Land Resources. The law will have no significant impact on such resources.

2. Historical and Archaeological Resources. The law will have no adverse impacts on these resources, and may help preserve the rural character of the community.

3. Open Space and Recreation. The law will not affect the quality or quantity of existing or future open spaces or recreational opportunities.

4. Critical Environmental Areas. There will be no impact on such resources.

5. Energy. The law will not result in any significant increase on energy demand.

6. Public Health. The law will have no adverse impact on public health or safety.

7. Growth. It is not anticipated that the law will create a demand for additional growth in the community.

8. Economic. The law will not impact short term construction jobs or permanent jobs.

9. Solid Waste. The law will not result in solid waste production.

10. Other. Available environmental data did not reveal any other environmentally sensitive matters or issues that have not been addressed, or areas requiring further study.

A motion by Member _____, seconded by Member _____, to adopt Resolution No. __ of 2016.

A roll call vote was taken on Resolution No. __ as follows:

Supervisor LaGrange ____
Member Hennessy ____
Member Snyder ____
Member Greenberg ____
Member Ten Eyck ____

The Resolution was adopted at a meeting of the Town Board of the Town of New Scotland duly conducted on _____ ___, 2016.

_____

617.20
Appendix B
Short Environmental Assessment Form

Instructions for Completing

Part 1 - Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 - Project and Sponsor Information

Name of Action or Project:
Adoption of Zoning Amendments to Chapter 190 of the Town of New Scotland Zoning Law

Project Location (describe, and attach a location map):
Town of New Scotland

Brief Description of Proposed Action:
Adoption of Zoning Amendments to Chapter 190, Sections 190-11, 190-12, 190-13, 190-14, 190-15, 190-17, 190-18, 190-29, 190-99. These sections are proposed to be amended so that the Zoning Law regulations correlate to the seven (7) acre threshold used in Article 25AA of the New York Agriculture and Markets Law, and the determination of whether a special use permit is needed for farming activity in certain districts based on a seven (7) acre minimum/threshold.

Name of Applicant or Sponsor:	Telephone: (518) 439-4889
Town of New Scotland	E-Mail: dlagrange@townofnewscotland.com

Address:
2029 New Scotland Road

City/PO:	State:	Zip Code:
Slingerlands	NY	12159

	NO	YES
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.	☐	☑
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:	☐	☐

3.a. Total acreage of the site of the proposed action? _____ acres
b. Total acreage to be physically disturbed? _____ acres
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres

4. Check all land uses that occur on, adjoining and near the proposed action.
☐ Urban ☐ Rural (non-agriculture) ☐ Industrial ☐ Commercial ☐ Residential (suburban)
☐ Forest ☐ Agriculture ☐ Aquatic ☐ Other (specify): _____
☐ Parkland

	NO	YES	N/A
5. Is the proposed action, a. A permitted use under the zoning regulations?	☐	☐	☐
b. Consistent with the adopted comprehensive plan?	☐	☐	☐

	NO	YES
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	☐	☐
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	☐	☐
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	☐	☐
b. Are public transportation service(s) available at or near the site of the proposed action?	☐	☐
c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?	☐	☐
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____	☐	☐
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____	☐	☐
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____	☐	☐
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places?	☐	☐
b. Is the proposed action located in an archeological sensitive area?	☐	☐
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?	☐	☐
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____	☐	☐
14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: ☐ Shoreline ☐ Forest ☐ Agricultural/grasslands ☐ Early mid-successional ☐ Wetland ☐ Urban ☐ Suburban		
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	☐	☐
16. Is the project site located in the 100 year flood plain?	☐	☐
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? ☐ NO ☐ YES	☐	☐
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: ☐ NO ☐ YES _____		

	NO	YES
18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size:	☐	☐
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe:	☐	☐
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe:	☐	☐

I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE

Applicant/sponsor name: Douglas LaGrange - Town of New Scotland Supervisor Date: _____

Signature: _____

Part 2 - Impact Assessment. The Lead Agency is responsible for the completion of Part 2. Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept "Have my responses been reasonable considering the scale and context of the proposed action?"

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?	✓	☐
2. Will the proposed action result in a change in the use or intensity of use of land?	✓	☐
3. Will the proposed action impair the character or quality of the existing community?	✓	☐
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	✓	☐
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?	✓	☐
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?	✓	☐
7. Will the proposed action impact existing: a. public / private water supplies?	✓	☐
b. public / private wastewater treatment utilities?	✓	☐
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	✓	☐
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	✓	☐

	No, or small impact may occur	Moderate to large impact may occur
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?	☑	☐
11. Will the proposed action create a hazard to environmental resources or human health?	☑	☐

Part 3 - Determination of significance. The Lead Agency is responsible for the completion of Part 3. For every question in Part 2 that was answered "moderate to large impact may occur", or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

☐ Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.

☑ Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.

Town of New Scotland Town Board	
Name of Lead Agency	Date
Douglas LaGrange	Town of New Scotland Supervisor
Print or Type Name of Responsible Officer in Lead Agency	Title of Responsible Officer
Signature of Responsible Officer in Lead Agency	Signature of Preparer (if different from Responsible Officer)

PRINT

Stantec

Stantec Consulting Services Inc.
3 Columbia Circle Suite 6, Albany NY 12203-5158

Town of New Scotland
Adoption of Zoning Amendments to Chapter 190 of the Town of New Scotland Zoning Law
Local Law 16035
Short Environmental Assessment Form Narrative Attachment

Articles 25AA and 25AAA of the New York State Agriculture and Markets Law recognize that agricultural lands are irreplaceable assets, and the State should provide certain protections for farms, farmland, and agriculture uses. The protections under Section 301 of the Agricultural and Markets Law apply to farmland of not less than seven (7) acres used as a single operation. In 2006, the Town of New Scotland adopted a local "Right to Farm Law" pursuant to Local Law No. 5 of 2006 to ensure that local farms are protected. Various provisions of the Town of New Scotland Zoning Law permit "farming activity" and agricultural uses in certain zoning districts. The Zoning Law makes distinctions between farming activity on: (1) parcels of land that are less than five (5) acres, and (2) parcels of land that are greater than five (5) acres. In general, the Zoning Law classifies whether the agricultural use is permitted, or permitted by special use permit in certain districts, based on the size of the parcel and the nature of the farming activity. In the interest of consistent regulation and enforcement of farm activities, and other considerations, the Town Board finds that the Zoning Law regulations should correlate to the seven (7) acre threshold used in Article 25AA if the New York Agriculture and Markets Law, and the determination of whether a special use permit is needed for farming activity in certain districts should be based on a seven (7) acre minimum/threshold. The Town Board finds that the minimum acreage requirements, and regulation of farming activity facilitated by this law and the Town's "Right to Farm Law" enacted pursuant to Local Law No. 5 of 2006 will foster compatible uses of land in neighborhoods with residential or other uses while continuing to protect and conserve farms and farmland. The Town Board further finds that this law is consistent with the Comprehensive Plan, will preserve the community character, and will benefit the comfort, convenience, public health and general welfare of the citizens of the Town.

Stantec Consulting Services Inc.
3 Columbia Circle, Suite 6
Albany NY 12203-5158
Tel: (518) 452-4358
Fax: (518) 452-9234

ATTACHMENT #3

June 13, 2016
File: V:\1951\promotion\2016\Town of New Scotland

Douglas LaGrange, Supervisor
Town of New Scotland
2029 New Scotland Road
Slingerlands, New York 12159

Reference: Task Order Request
Highway Consulting Engineering
Hilton Road Realignment at Albany County Rail Trail
Town of New Scotland, Albany County, New York

Dear Supervisor LaGrange,

Stantec Consulting Services, Inc., (Stantec) is pleased to submit this Task Order Request in accordance with our Town Designated Engineer Master Services Agreement, services for Highway Consulting Engineering for the Hilton Road Vertical Realignment at the Albany County Rail Trail.

PROJECT UNDERSTANDING:

Since 2009 Stantec has worked with the Town to develop conceptual plans to improve the safety and functionality of the Hilton Road/Albany County Rail Trail intersection. While this intersection has had a non-standard vertical alignment for many years, low to moderate traffic volumes kept it from becoming a major issue. However, recent changes within the Town have/will increase the number of vehicles traveling through this intersection. Generators of this increased traffic include the Kensington Woods Subdivision, Colonie Country Club Estates Subdivision, Levie Farm Subdivision, and the relocation of the Hilton Barn to be utilized as a public amenity to the Rail Trail.

The intent of the Town is to construct the improvements utilizing New Scotland staff and additional municipal staff/resources as needed via shared services agreement. The forthcoming upgrade of electrical transmission and natural gas infrastructure to serve the Kensington Woods subdivision (currently under construction) necessitate an accelerated construction schedule; best achieved by constructing the project with municipal forces.

The new vertical alignment of the Hilton Road will require revision of the vertical alignment along the Rail Trail. This work will be subject to review and approval by the Albany County Legislature and other Albany County Departments having jurisdiction.

Reference: **Task Order Request – Hilton Road Realignment at Albany County Rail Trail**

SCOPE OF SERVICES:

Tasks to be undertaken for "Hilton Road Vertical Realignment at Albany County Rail Trail" will include:

➢ Right of Way Survey

Complete a Right of Way survey along the Hilton Road corridor being 700± lineal feet adjacent to the relocated Hilton Barn. The survey will consist of land records research at the Albany County Clerk's Office for properties along Hilton Road as well as the Rail Trail Property. The field work will consist of an extensive investigation of all the properties perimeters for the recovery of all evidence to establish the property lines and Right of Way lines of Hilton Road. Traverse of the boundary lines will conform to the minimum technical standard of practice adopted by the New York State Association of Professional Land Surveyors.

Deliverables:

1. Right-Of-Way map.

Assumptions & Limitations:

1. Effort related to easements and land acquisitions are not included.

➢ Wetland Delineation and Natural Resources

Perform an endangered species evaluation, complete a wetland delineation and prepare and submit a delineation report to the U.S. Army Corps of Engineers (USACE) and the NYS Dept. of Environmental Conservation (DEC) for confirmation of the delineation for the above-referenced project.

Delineate the wetlands that are under the regulatory jurisdiction of the U.S. Army Corps of Engineers (USACE) in accordance with the three parameter methodology (soils, vegetation, and hydrology) as outlined in the *1987 Corps of Engineers Wetland Delineation Manual.*

Contact the New York Department of Environmental Conservation (DEC) regarding mapped DEC regulated wetland on or adjacent to the site. Any wetland regulated by the DEC that may be on-site, will be delineated in accordance with the DEC wetland delineation manual criteria.

Provide a detailed delineation report for submission to the agencies that will contain the following information and data:

- Narrative description of the wetlands and upland's soils, vegetation, and hydrology;
- Site location map, soils map, DEC wetland map, and wetland boundary map;
- Determination of isolated wetlands pursuant to "SWANCC" and Rapanos;
- Copies of the field data sheets used to document the soils, vegetation, and hydrology at each of the transect locations;

- Drainage basin and other data for the new Jurisdictional Determination "significant nexus" requirements pursuant to the Rapanos decision; and,
- Color photographs of the wetlands, streams and existing site conditions.

Identify "isolated wetlands" that are not regulated by the USACE pursuant to Section 404 of the Clean Water Act. The isolated wetlands will be delineated and mapped for completeness and a determination will be made by the USACE and NCES in the field if the wetland meets the criteria for isolated and/or adjacency. Adjacent wetlands may be isolated but due to their proximity and hydrological significance in the area, may be jurisdictional.

Forward a draft delineation report to the USACE & DEC to schedule the confirmation visits. The confirmation visit is necessary to obtain the Jurisdictional Determination (JD) letters.

Accompany the agencies during the wetland delineation confirmation visits. Should no wetlands be found within the project area, a letter report of findings will be prepared for submission to the Town of New Scotland for their SEQRA review.

The DEC and the US Fish & Wildlife Service will be contacted for known occurrences of endangered, threatened, rare species and rare ecological communities. While conducting the wetland delineation, the property will be surveyed for flora and fauna listed by the agencies. A letter report of findings will be prepared.

Deliverables:

1. Schedule and attend wetland delineation confirmation visits with DEC and USACE.
2. Prepare and submit a detailed delineation report to the DEC and USACE.
3. Contact DEC and US Fish and Wildlife Service regarding species and ecological communities; survey property for flora and fauna listed by the agencies; prepare letter report of findings.

Assumptions & Limitations:

1. Wetland impact mitigation design and permitting is not included.
2. Formal Environmental Site Assessment including Phase 1 level or higher reports are not included.

➢ NYSOPRHP Cultural Resource Review

Develop and submit a Consultation request via the NYS Cultural Resource Information System for determination of potential impacts on any historic cultural resources. In accordance with Section 106 of the National Historic Preservation Act and Section 14.09 of the New York State Historic Preservation Act the State Historic Preservation Office (SHPO) review and determination ensures that effects or impacts on eligible or listed properties are considered and avoided or mitigated during the project planning process.

Deliverables:

1. NYSOPRHP online submission.

Assumptions & Limitations:

1. Extensive archaeological investigations including Phase 1 or higher level reports are not included.

SEQRA Coordination

Stantec will prepare the EAF form and assist in the coordination process for environmental review in accordance with Article 8 of the Environmental Conservation Law, and 6 NYCRR Part 617 State Environmental Quality Review regulations.

Deliverables:

1. SEQRA Short Form EAF Part 1.

Assumptions & Limitations:

1. Preparation of an Environmental Impact Statement (EIS), Draft and/or Final; and coordination of any DEIS/FEIS review is not included.
2. Traffic and/or Pedestrian studies and analyses are not included.
3. Geotechnical or subsurface investigation services are not included.

Design Development Plans

Stantec will prepare Design Development Plans suitable for pursuing determinations described above and coordination with National Grid regarding electric and gas utility placement scheduled for construction this summer. These plans will also be used to begin the review/approval process with Albany County and prepared to a level of detail necessary for preliminary cost estimating. The Design Development Plans will become the basis for the preparation of Construction Drawings in a subsequent task.

Deliverables:

1. Design Development Drawings

Assumptions & Limitations:

1. The design of off-site improvements beyond the intersection is not included.
2. Revisions – We have included one round of revisions to respond to comments from Albany County and permitting agencies. Additional revisions required by the Owner or regulatory agencies will be billed on a T&M basis.
3. Hydrologic/hydraulic analysis of watersheds and culverts is not included. If necessary, culverts specified for replacement will be equal dimension or larger to ensure existing drainage patters and flows are consistent pre and post-construction.

Reference: **Task Order Request – Hilton Road Realignment at Albany County Rail Trail**

Albany County Review and Approval for Impacts to Rail Trail

The proposed vertical realignment of the roadway at the Rail Trail will require regrading and pedestrian improvements at its intersection with Hilton Road. Per a site meeting with Albany County DPW Officials, the modifications to the trail will require formal review and approval by the Albany County DPW, and the Legislature. Stantec will assist in coordination with Albany County including submission of design plans for review and approval.

Final Design / Construction Documents

Stantec will prepare Construction Documents suitable for constructing the realigned roadway. The Construction Documents will consist of Construction Drawings.

Deliverables:

1. Construction Drawings.

Assumptions & Limitations:

1. A Basic or Full Stormwater Pollution Prevention Plan (SWPPP) is not anticipated as being required and associated effort is not included in this request. An Erosion and Sediment Control details plan sheet will be included with the Final Design / Construction Documents.
2. "Front-End" specifications - Bidding / Contract Documents are not included.
3. Technical Specifications are not included; the Construction Drawings will reference NYSDOT Standard Specifications as needed for definition of work to be completed.
4. Bid Administration services and coordination is not included. This request assumes that construction will be completed utilizing Town Staff and shared-services support from other municipalities.
5. Construction Administration and Observation Services are not included in this request.
6. Construction survey/stakeout, record drawings or as-built survey services are not included.

Reference: **Task Order Request – Hilton Road Realignment at Albany County Rail Trail**

Professional Services Budget and Schedule:

Stantec proposes to bill each task as indicated in the Budget and Schedule Summary table below. The budget estimates included in the table are based on our understanding and assumptions and the scope of work described previously. Invoices will be issued monthly for all services performed during that month, and are payable upon receipt. Lump sum tasks will be billed as percentage of completion. Time and material tasks will be billed based on the actual hours and reimbursable expenses incurred, at the contract rates established under our term contract with the Town. Reimbursable expenses associated with lump sum tasks are included within the stated budgets.

BUDGET AND SCHEDULE SUMMARY

TASKS		BUDGET ESTIMATE		PROPOSED SCHEDULE
Task #	**Task Description**	**Lump Sum Fee**	**Time and Material Estimate**	**Projected Start End Date**
A. Hilton Road Realignment at Albany County Rail Trail				
210	Right-Of-Way Survey	$2,810		Start: 06/27/2016 Finish: 08/05/2016
220	Wetland Delineation and Natural Resources	$2,800		Start: 06/27/2016 Finish: 08/05/2016
230	NYSOPRHP Cultural Resource Review	$680		Start: 06/27/2016 Finish: 08/05/2016
240	SEQRA Coordination	$500		Start: 07/11/2016 Finish: 08/31/2016
310	Design Development Plans	$8,570		Start: 06/27/2016 Finish: 07/22/2016
320	Albany County Coordination	$1,840		Start: 07/11/2016 Finish: 08/31/2016
410	Final Design / Construction Documents	$5,600		Start: 07/25/2016 Finish: 08/31/2016
TOTAL ESTIMATED COST		**$22,800**		

Reference: **Task Order Request – Hilton Road Realignment at Albany County Rail Trail**

Authorization:

If the above proposed scope and fee is acceptable, as formal authorization to precede, please sign and date the authorization below and return a copy for our files. Please feel free to contact me at (518) 452-4358 if the Town has any questions or requires qualifications of the proposed services offered.

Regards,

STANTEC CONSULTING SERVICES INC.

David J. Hansen, PE
Project Manager
Tel: (518) 452-4358
Fax: (518) 452-9234
Dave.Hansen@stantec.com

R. Mark Dempf, PE
Senior Principal
Tel: (518) 452-4358
Fax: (518) 452-9234
Mark.Dempf@stantec.com

Authorization to Proceed:

_____ _____

Douglas LaGrange, Supervisor
Town of New Scotland

Date:

c. Ken Guyer, Highway Superintendent
Town Board

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Stantec Consulting Services Inc.
3 Columbia Circle, Suite 6
Albany NY 12203-5158
Tel: (518) 452-4358
Fax: (518) 452-9234

June 3, 2016
File: New Salem WD

Douglas LaGrange, Supervisor
Town of New Scotland
2029 New Scotland Road
Slingerlands, New York 12159

Reference: Supplemental Scope and Cost Proposal #2
New Salem Water District Engineering Services - 2016
Town of New Scotland, Albany County, New York
Town Fund WH 8340.4

ATTACHMENT #4

Dear Supervisor LaGrange,

Stantec Consulting Services, Inc., (Stantec) is pleased to submit this Task Order Request in accordance with our Town Designated Engineer Master Services Agreement, services for engineering services for New Salem Water District.

PROJECT UNDERSTANDING:

Routinely the Department of Public Works has required consulting and or professional engineering services of a basic general nature for the New Salem Water District. As per the original agreement we have expended our original budget and are requesting additional budget to provide engineering services through the end of the year.

SCOPE OF SERVICES:

Tasks to be undertaken for additional "Basic Engineering Consulting DPW Services" for the New Salem Water District will typically include:

- Advice to Commissioner of Public Works on district issues;
- Effort of technical staff to support DPW on district engineering, design or construction issues;

Additional Services:

- Stamped Record Plan development and submission to NYSDOT to facilitate closure of Highway Work Permits;

Reference: **Supplemental & Cost Proposal #2**
New Salem Water District – Engineering Services 2016

- Construction SPDES Permit closeout including final binder organization, preparation of NOT form and coordination with ToNS Stormwater Officer.
- Review As-Built information for consideration of district extension on New Salem South Road (Wood).

Professional Services Budget and Schedule:

Stantec proposes to bill each task as indicated in the Budget and Schedule Summary table below. The budget estimates included in the table are based on our understanding and assumptions and the scope of work described previously. Invoices will be issued monthly for all services performed during that month, and are payable upon receipt. Lump sum tasks will be billed as percentage of completion. Time and material tasks will be billed based on the actual hours and reimbursable expenses incurred, at the contract rates established under our term contract with the Town. Reimbursable expenses associated with lump sum tasks are included within the stated budgets.

BUDGET AND SCHEDULE SUMMARY

TASKS		BUDGET ESTIMATE		PROPOSED SCHEDULE
Task #	**Task Description**	**Lump Sum Fee**	**Time and Material Estimate**	**Projected Start End Date**
NEW SALEM WATER DISTRICT				
200	Engineering Services	$5,000		Start: 06/01/2016 Finish: 12/31/2016
TOTAL ESTIMATED COST		**$5,000**		

Barton & Loguidice

June 7, 2016

Douglas LaGrange, Supervisor
Town of New Scotland
2029 New Scotland Road
Slingerlands, NY 12159

Re: Hilton Barn Site
Task Order for Grant Writing Services

File: 1730.003.001

Dear Supervisor LaGrange:

Barton & Loguidice, D.P.C. (B&L), is pleased to provide this proposal for continued Landscape Architecture and Engineering Services to assist the Town of New Scotland with the preparation of a 2016 Consolidated Funding Application for the Hilton Barn project.

Project Understanding

The proposed grant application will target planning funds available from the NYS Office of Parks, Recreation and Historic Preservation. The grant will be intended to fund architectural and landscape architectural study of the Hilton Barn structure and site towards development of concept plans that can be used to obtain additional funding and market the project.

Scope of Services

B&L will assist the Town with the following tasks:

1. Meet with Town representatives to review grant scope.
2. Prepare draft narrative in response to grant questionnaire and upload to State Grants Gateway.
3. Provide Town with a digital and four paper copies of completed application.

Fee Proposal

Barton & Loguidice, D.P.C. proposes to provide the above-described Scope of Services in accordance with our Master Services Agreement for an estimated total fee of $3,500.00 (Three Thousand Five Hundred Dollars). If additional work is required beyond this scope, we will prepare a supplemental proposal at that time. Work can commence upon receipt of authorization from the Town of New Scotland.

ATTACHMENT #4a

10 Airline Drive • Suite 200 • Albany, New York 12205
Telephone: 518-218-1801 • Facsimile: 518-218-1805 • www.BartonandLoguidice.com

Following your review and concurrence with this proposal, we have provided for countersignature approval below. We trust you will find this proposal acceptable and look forward to working with you on the successful completion of this project. If you have any questions, please feel free to contact me or Ted Kolankowski.

Very truly yours,

BARTON & LOGUIDICE, D.P.C.

Donald H. Fletcher
Vice President

DHF/tms

Authorization

Barton & Loguidice, D.P.C., is hereby authorized by the Town of New Scotland to proceed with the services described herein, in accordance with the current Master Services Agreement between Barton & Loguidice, D.P.C and the Town of New Scotland and the terms herein.

_____ _____

Douglas LaGrange, Supervisor Date
Town of New Scotland

COMPUTEL CONSULTANTS

P.O. Box 35 • Earlville, New York 13332 • (800) 724-9859 • Fax (315) 691-4311

CONSULTING AGREEMENT

Client: **Town of New Scotland**
Address: 2029 New Scotland Road
Slingerlands, New York 12159

Telephone: [518] 458-2318 Contact: Mr. Adam Greenberg

This agreement is made on _____, 2016, between the aforementioned Town of New Scotland, hereinafter referred to as CLIENT, and COMPUTEL CONSULTANTS, hereinafter referred to as COMPUTEL.

In consideration of the mutual covenants contained in this Agreement, CLIENT and COMPUTEL agree as follows:

I. SERVICES TO BE PERFORMED

CLIENT agrees to engage COMPUTEL to examine CLIENT's utility accounts listed below, to identify prior and present overcharges, or, in the case of Cable TV, to identify underpayment of franchise fees, to prepare necessary documentation and negotiate with the appropriate utility, telephone, and/or communications company to have any identified errors corrected, and to obtain refunds and/or credits. COMPUTEL will also, whenever possible, make specific recommendations to the CLIENT for the purpose of reducing future billing and/or increasing future cable franchise fees.

1) Telephone 2) Electric (including Street Lighting) 3) Natural Gas 4) Cable TV

II. COMPENSATION

As compensation for the performance of COMPUTEL's services under this Agreement, CLIENT agrees to pay COMPUTEL a one time fee of forty percent (40%) of any and all recovered refunds and/or credits as aforesaid, due and payable upon receipt of same.

IN WITNESS WHEREOF, the parties have executed this Agreement at _____, New York, on the day and year first above written.

COMPUTEL CONSULTANTS

By: _____
Michael T. Caton, Partner

CLIENT: **Town of New Scotland**

By: _____
Title: _____

ATTACHMENT #5