

The first regular meeting of the Kingsbury Town Board was held on December 5, 2016 at the Kingsbury Town Hall at 6 Michigan Street, Hudson Falls.

MEMBERS PRESENT: Dana Hogan, Supervisor
Paul Bromley, Councilman
William Collins, Councilman
Richard Doyle, Councilman
Henry Freebern, Councilman

OTHERS PRESENT: Michael Graham, Highway Superintendent

The meeting was called to order at 7 p.m. by Supervisor Hogan and opened for the order of business with the Flag Salute led by Councilman Doyle.

The minutes of the November 21, 2016 Town Board Meeting were accepted as submitted by the Town Clerk on a **motion** by Councilman Bromley seconded by Councilman Freebern and carried by a vote of 5 ayes.

At the November 21, 2016 Board Meeting Todd Humiston had expressed his concern that there were no "School Zone" signs at the Primary School; and had witnessed crossing guards attempting to slow down traffic. Supervisor Hogan contacted Steve Haskins, Superintendent of the Washington County Public Works asking how the Board should address the matter. Haskins advised the Town Board will have to pass a resolution requesting a reduction in the speed limit. A **motion** by Councilman Bromley seconded by Councilman Freebern and carried by a vote of 5 ayes to adopt Resolution No. 8 of 2016 requesting a reduction in the speed limit on Vaughn Road, located between Dix Avenue and Route 4. The Town Clerk will send the request to Steve Haskins, who will then forward it to the New York State Department of Transportation for review.

Supervisor Hogan would like to move forward with the hiring of a Grant Writer. A **motion** by Councilman Doyle seconded by Councilman Bromley and carried by a vote of 5 ayes for the Town to seek a qualified Grant Writing Consultant as follows:

TOWN OF KINGSBURY

REQUEST FOR QUALIFICATIONS

GRANT WRITING CONSULTANT

QUALIFICATION PERIOD: JANUARY 1, 2017 – DECEMBER 31, 2019

SUBMISSION DEADLINE: DECEMBER 19, 2016

Address all proposals to the designated contact persons as follows:

Ms. Cynthia Bardin, Town Clerk

Town of Kingsbury

Town Municipal Building

6 Michigan Street

Hudson Falls, New York 12839

All proposals must indicate on the outside of the envelope:

RFQ: GRANT WRITING CONSULTANT

GENERAL INFORMATION & SUMMARY

ORGANIZATION REQUESTING STATEMENT OF QUALIFICATION:

Town of Kingsbury

Town Municipal Building

6 Michigan Street

Hudson Falls, New York 12839

CONTACT PERSON:

Cynthia Bardin, Town Clerk

Town of Kingsbury

Town Municipal Building

6 Michigan Street

Hudson Falls, New York 12839

Phone: 518-747-2188 x3001

Facsimile: 518-747-4500

PURPOSE OF REQUEST

The Town of Kingsbury (hereinafter Town) is requesting qualification statements from qualified individuals to provide the services of Grant Writing Consultant. Proposals will be evaluated in accordance with the criteria set forth in this Request for Qualifications (hereinafter RFQ). One or more individuals/firms may be selected to provide all or part of the requested services, or no one may be selected. If a Respondent is selected, the governing body will approve a resolution awarding a contract to the Respondent based on a rate of compensation to be set by the

Governing Body not to exceed the amount specified in the resolution without further action by the Governing Body.

PERIOD OF QUALIFICATION

January 1, 2017 through December 31, 2019.

CONTRACT

If selected to provide services, a qualified Respondent shall be required to execute a contract, which may include indemnification, insurance, termination and licensing provisions. It must be agreed and understood that the acceptance by the respondent of the final payment shall be considered a release in full of all claims against the Town of Kingsbury, New York arising out of, or by reason of, the work done and materials furnished under a Contract.

REQUEST FOR QUALIFICATIONS

The Town of Kingsbury may consider many grant applications through local, federal and state funding resources provided through different agencies, including but not limited to the State's Consolidated Funding Application (CFA) process or through separate federal and state funding agencies during the next three years. The Town may consider projects that support housing rehabilitation, home ownership, public infrastructure (water, sewer, and storm water), and other community revitalization activities as deemed important by the Town Board. This is a Request for Qualifications from qualified Consultants who can provide the following services:

A. Funding Identification, Grant Planning, and Application Preparation

1. Analysis of local problems and needs and development of long-term goals and short-term objectives for community and economic development, and infrastructure needs.
2. Analysis of project options appropriate for federal and state funding programs.
3. Identification of funding sources to match with local development and revitalization priorities and recommendations to the Town Board regarding funding options, program eligibility, and grant application requirements and deadlines.
4. Preparation of proposals for grant writing services to the Town Board for programs identified above that meet eligibility criteria for project priorities selected by the Town Board.

5. Preparation of materials required for complete grant applications, including supporting documentation, household surveys, and preliminary program designs and/or cost estimates, when such applications are authorized separately by the Town Board.

B. Program Development and Implementation

1. Assistance in establishing files, books, records, accounts and other materials as required to set up local funding programs and projects (after award) and assure adequate documentation of all community development and related activities.
2. Completion of Environmental Reviews (NEPA and SEQRA) and other activities required to satisfy grant conditions and secure Release of Funds from funding agencies.
3. Preparation of detailed local program guidelines and other materials as required for implementation of various funded community development activities.
5. Assistance in recruiting and training staff, program coordinators, and/or other consultants and outside services as required to administer funded projects and support local Town staff.
6. General advice and assistance during implementation of funded programs to identify problems, analyze alternatives, and propose solutions to facilitate smooth operation of each program.
- 7.
8. Progress monitoring to assure compliance with regulations and satisfactory progress against established grant performance schedules.
8. Periodic Reports to local officials and federal and state agencies to document the status of all community development and related grant project activities and satisfy the requirements of each awarded grant.

Consultant Qualifications will generally be considered in accordance with the Uniform Administrative Requirements (24 CFR Part 85.36) which details procurement standards applicable to federally-assisted projects. Qualifications will be reviewed according to the following criteria:

1. Technical Capacity - Technical skills of the Consultant.
2. Experience - Relevant experience of the Consultant and individual staff members who will be assigned to the types of projects being considered by the Town.

3. Familiarity with Funding Programs - Familiarity of the consultant with state and federal funding resources related to affordable housing, infrastructure, public facilities, and various community development and revitalization activities.

The Town reserves the right to waive any informalities in the selection process and to reject any or all qualifications at its option. Additional information may be requested during the review process. The Town reserves the right to conduct interviews with all or none of the firms submitting qualifications.

Consultants who wish to be considered for these services must submit the following materials and any other information they feel is relevant:

1. Company Brochure describing the range of services that the Consultant is qualified to provide.
2. Outline of firm experience with municipal grant projects, including, but not limited, to those with NYS-CDBG, HOME, the NYS Affordable Housing Corporation, USDA, NYS-DEC and EFC, and other related community and economic development funding sources.
3. Track record with successful municipal projects utilizing public funding sources highlighted above and/or any other relevant community development programs.
4. Resume(s) of key staff members who will be working with the Town on various community development, infrastructure, and revitalization projects.

Qualifications from Minority and Women-Owned Enterprises (MBE/WBE) and HUD-Section 3-eligible Firms are strongly encouraged. The Town further encourages compliance with the provision of employment and other economic opportunities as a result of any awarded NYS-CDBG or other HUD funding as applicable under Section 3 of the Housing and Urban Development Act of 1968. The Town of Kingsbury is an Equal Opportunity Employer.

Qualifications must be submitted NO LATER THAN 3:00 PM on December 19 , 2016. All materials will be evaluated based on the criteria listed above and one or more Consultants may be selected for interviews (if desired) and/or cost and fee negotiations. Please contact the Town Office at 518-747-2188 if you have any questions or need additional information about this request.

Supervisor Hogan has instructed the Town Clerk to have the following verbiage on the 2017 Town/County Tax Bills: One time reduction to the Town Tax Levy resulting from the sale of the

Dix Avenue Property. Town Clerk is preparing a schedule for Board Meetings for 2017; the Board will determine a date for the Organizational Meeting at the next Board Meeting on December 19, 2016.

Supervisor Hogan thanked Superintendent of Highways Michael Graham and his crew for their prompt installation of lights on the Town Hall signs.

A **motion** by Councilman Doyle seconded by Councilman Collins and carried by a vote of 5 ayes accepting the following Budget Transfer submitted by Comptroller Mary Ordway:

BUDGET TRANSFER:

FROM:	PERSONAL CONTRACTUAL	1.1430.4	1,100.00
	TOWN CLERK CK. P.S.	1.1410.1	200.00
TO:	COMPTROLLER P.S.	1.1315.1	1,100.00
	TOWN CK. CONTRACT.	1.1410.4	200.00
FROM:	NYS RETIREMENT	7.9010.8	1,300.00
TO:	PURIFICATION CONTR.	7.8830.4	1,300.00

Supervisor Hogan reported he will attend a Sewer District meeting tomorrow to discuss the problem of the back-up of sludge.

A **motion** by Councilman Freebern seconded by Councilman Doyle and carried by a vote of 5 ayes to accept the following Code Enforcement report for the month of November:
No. Permits 1; Research Fees 1; Site Plan 1; Total Fees: \$275.00

A **motion** by Councilman Freebern seconded by Councilman Collins and carried by a vote of 5 to enter into executive session at 7:20 P.M. to discuss negotiations concerning the Highway Department. Supervisor requested Michael Graham attend the executive session.

A **motion** by Councilman Freebern seconded by Councilman Collins and carried by a vote of 5 ayes to exit the executive session at 7:45 P.M.

There being no further business before the Board a **motion** by Councilman Freebern seconded by Councilman Collins and carried by a vote of 5 ayes to adjourn the meeting at 7:45 P.M.

Respectfully submitted,

Cynthia A. Bardin, Town Clerk