

SAFARI Meeting Minutes July 21, 2011
1:00 PM-3:00PM

In attendance:

Candace Balmer, RCAP Solutions
Vincent Bernstein, Town of Shandaken
John Horn, Town of Shandaken
Liz Higgins, CCE
Eric Hofmeister, Town of Shandaken
Beth Reichheld, NYC DEP
Gina Reilly, Town of Shandaken
Cory Ritz, UCSWCD
Andrew Emrich, UC DPW
David Bolles, UC DPW
Brent Gotsch, CCE

Topic 1: Phoenicia RFQ for Flood Mitigation Plan & Emergency Response Plan

Town of Shandaken received a grant of \$100,000 to hire a consultant to prepare a flood mitigation plan and an emergency response plan. DEC requires a specific plan for the hamlet of Phoenicia. Last meeting there was some discussion about which particular milestones should be included in the RFQ.

It was expected that a consultant would be hired sometime after Labor Day and if need be there may be possible to make a hire sometime in late August.

Originally the date of October 30, 2011 was instituted as the deadline for a draft of the plan. It was determined that that date was no longer feasible given the time constraints. Therefore it was suggested that the date be moved up to September 30. Discussion ensued and it was brought up that there was a specific deadline for when the RFQ needed to be disseminated. It was difficult to determine how long to push the date back to because time is of the essence on this project.

It was brought up that if the contract is over \$100,000 (with other DEP contracts) then consultant/contractor needs to be vendexed with NYC. If it is under that amount it does not need to be vendexed. It was agreed that language should be written into the contract to make this clear. It was also suggested that the Town of Shandaken re-use their contract with Milone and McBroom (MMI) as a template for future contracts, especially with the language in regards to vendex.

There are four (4) specific tasks that are outlined within this specific RFQ. It was agreed that Task 1 should be completed by October 31, 2011. The DEC needs a specific deadline for the benchmarks that it reaches.

30% of the draft plan should be completed by this deadline. It would not be formally adopted by the town board but it could be discussed during the meeting. Specifically, a draft of flood mitigation plan for Phoenicia and a draft of the emergency response plan for Phoenicia should be

available by then. 50% of the draft of both of these plans should be available by December 31, 2011.

There was some concern that this would not be enough time to create an adequate emergency management plan. It was clarified that the emergency management plan would not be a brand new document, rather it would be an official compiling of procedures that are already in place, just not written down and adopted formally. In an effort to avoid scaring away potential consultants it should be explained to them that the emergency management plan would not have to be that detailed and would not require a tremendous amount of effort on their parts.

In short, by October 31 there should be a short draft available for review. By the February deadline (Fed. 2, 2012?) there should be a more detailed plan available especially for CRS information. More information on mitigation strategies (outline of the plan and possible recommendations) would be expected. By this stage a public meeting would be required.

It was determined that by Jan. 31, 2012 there should be a full draft of the risk assessment plan available.

April 30, 2012 is the next deadline for deliverables. 50% of the draft of the flood plan and total risk assessment should be due. Most of the CRS application should be ready by that time. It should be a reviewable draft of the document.

April/May—a draft for all plans should be completed and following a public meeting the final drafts should be ready.

It was agreed that the consultants should be required to meet a set number of times with the SAFARI group or at the very least have a monthly conference call. The consultants should also attend 2 public meetings (SAFARI group and Town Board) per deadline. It should be written into the language of the RFQ.

It was also suggested that there be a mandatory pre-bid meeting. This would give potential consultants a chance to ask questions and determine if they were interested in the project. It was also suggested that some may not be able to personally attend the meeting so a phone call if they had questions would probably suffice.

July 31, 2012: a complete plan should be done.

It was suggested that compensation for the consultant be done as the consultant completes their assigned tasks. Money would be disbursed from the agreed-upon contract price upon completion of the task.

Task 1: 20%
Task 2: 40%
Task 3: 20%
Task 4: 20%

It was agreed upon that the SAFARI group or at the very least a subcommittee of the SAFARI group should be the ones to recommend which consultant should be hired. Ultimately it would be up to the town board to decide who should be hired; however, SAFARI would make the recommendation of who they believed the best candidate would be.

By the end of this section of the meeting it was agreed upon that RFQs would be due by August 29, 2011. SAFARI would meet again on August 31, 2011 to discuss who would be the best consultant and to make recommendations. Consultants bidding for the RFQ would be required to submit 8 paper copies of their "bid" and 1 electronic version if possible.

Topic 2: Stony Clove Project in Phoenicia for flood abatement

It was revealed that Milone and McBroom have completed approximately 30% of their design for the project along the Stony Clove in Phoenicia to help prevent future flood along the Main Street area. MMI said that the park did not have to be removed. Removing it would contribute little to improving their design. There were fears previously that the public park would not be saved during this construction project.

4 foot diameter pipes will be needed to redirect the water during the construction phase when heavy equipment is being used in the streambed. Purchasing the pipe would be very expensive. It was agreed that it should be investigated if the pipe could be rented or borrowed from another town highway department or similar agency.

How to dispose of the sediment removed from the project was also discussed. There are a couple of locations where sediment can be disposed of properly. There is a dump site which the county has used previously that could be used to place the unneeded sediment. An area by the rail road tracks could also be used. This would be preferred because it would not have to be transported so far and furthermore it would help shore up the bank by the railroad tracks. Permission from the railroad would be needed.

It was reiterated numerous times the need to get into the stream and finish the project quickly before high flows. Current times late in the summer months bring the flow down but heavy thunderstorms could quickly and unexpectedly raise the water levels delaying the project or making it impossible. Without any delays, streambed work could be completed in about a week. Wall work could be done at a later time because high flows would not affect them as much.

The Town has a permit to dredge and do work in the stream, but because SAFARI is looking to change the current design slightly they would have to resubmit the plans to DEC. The project would probably not need extra rock and can recycle what's already in or along the streambed.

It was discussed that the nearby DOT is undersized. The question was raised if DOT could give the project some money or at least let them borrow the 4 foot pipe because this project would help protect their bridge. DOT is lending some equipment to the project.

It was agreed that MMI needed to be followed-up with. Although MMI said that they did not believe it would be feasible to do the project in stages it was suggested that we ask again them

again because it would save a lot of money. Currently it would cost about \$45,000 to use the full length of 4 foot pipe without stages. There was a suggestion to break up this stretch into thirds which would save money. It was also suggested that the Town look into borrowing a pump to help with dewatering. Jersey barriers and sandbags are planned on being used as a barrier. A cross vane should also be added to help relieve pressure on the bridge.

MMI should be contact for a cost estimate for the changes and for a new design to take into account SAFARI's considerations.

NEXT STEPS: Cost estimates from MMI--Eric will contact them on Monday. Once new designs are in they need to be sent to the DEC for quick approval otherwise water levels may not be conducive to the project.

It was suggested that some members of SAFARI meet about once a week until the project starts because the time schedule is so close.

Topic 3: Brown Road

The AWSMP program and the town are working on a SEMO/FEMA mitigation grant to do a more permanent project in Brown Road. The deadline for the grant is August 1. Cory will meet with Eric Hoffmeister to get some information.

Topic 4: Riparian Buffer Purchase Program

Rob asked Beth Reichheld about the Riparian Buffer Purchase Program. DEP planned to have a pilot program in Scoharie with the Green Land Trust heading the program but the Land Trust backed out at the last minute. There will be a public meeting in Kingston on August 10 from 10AM-4PM to discuss the future of this program. Please email David Tobias if you plan on attending.

NEXT MEETING: Meetings are held the 3rd Thursday of every month. Next meeting will be held on September 15, 2011 in the AWSMP Office from 1-3PM.