

TOWN OF BEEKMAN
TOWN BOARD MEETING - Agenda
October 24, 2018

7:00 PM

- Meeting called to order
- Pledge of Allegiance
- Administrative Announcement--Fire Exits

REGULAR TOWN BOARD MEETING

- Public comment on Agenda Items and Resolutions

RESOLUTIONS

1. Approval of Past Town Board Minutes
 2. Amend and Accept the 2019 Preliminary Budget
 3. Set Public Hearing for Dover Ridge Assessment Roll
 4. Set Public Hearing for 2019 Preliminary Budget
 5. Authorize RFP to Advertise Request for Bids for Town Engineer
 6. Authorize Entertainment for the Snowflake Spectacular
 7. Accept Community Development Block Grant (CDBG) for ADA Compliant Town Hall Access
 8. Allow Overflow Parking From Fire Department
 9. Approve a Settlement of a Pending Tax Certiorari Proceeding with Jamie Schmidt
 10. Board Appointment
 11. Adopt Sexual Harassment Policy Statement and Procedure, Establishing Complaint Form and Sexual Harassment Officers
 12. The Town Board of the Town of Beekman Appointing Conflict Counsel
 13. Payment of Claims
-
- Other Town Board Business
 - General Public Comments
 - General Board Comments
-
- **Next Special Town Board Meeting:**
 - Wednesday, November 7, 2018 at 7:00 PM
 - 7:00 PM Public Hearing for Preliminary Budget
 - 7:10 PM Public Hearing for Dover Ridge Assessment Roll

RESOLUTION NO. 10:24:18 – 1

RE: Approval of Past Town Board Minutes

offers the following and moves for its adoption:

WHEREAS, Town Clerk Rachael Rancourt has provided copies of the minutes of the October 10, 2018 Town Board Meeting to all members of the Beekman Town Board; and

WHEREAS, Town Board members have had the opportunity to review said minutes; now therefore be it

RESOLVED, the Town Board hereby adopts the minutes of the October 10, 2018 Town Board Meeting.

Seconded:

ROLL CALL VOTE:

Councilman Stiegler
Councilman Swartz
Councilman Battaglini
Councilwoman Woehrman
Supervisor Covucci

Dated: October 24, 2018

RESOLUTION NO. 10:24:18 – 1 (Continued)

RE: Approval of Past Town Board Minutes

offers the following and moves for its adoption:

WHEREAS, Town Clerk Rachael Rancourt has provided copies of the minutes of the October 3, 2018 Special Town Board Meeting to all members of the Beekman Town Board; and

WHEREAS, Town Board members have had the opportunity to review said minutes; now therefore be it

RESOLVED, the Town Board hereby adopts the minutes of the October 3, 2018 Special Town Board Meeting.

Seconded:

ROLL CALL VOTE:

Councilman Stiegler

Councilman Swartz

Councilman Battaglini

Councilwoman Woehrman

Supervisor Covucci

Dated: October 24, 2018

RESOLUTION NO. 10:24:18 –2
RE: Amend and Accept 2019 Preliminary Budget

offers the following and moves for its adoption:

WHEREAS, the 2019 Tentative Budget was submitted to the Town Clerk by the Town Supervisor and Town Bookkeeper on September 30, 2018; and

WHEREAS, the Town Board conducted budget workshops with Department Heads on October 9th and October 11th, 2018; and

WHEREAS, after conducting the budget workshops, the Town Board desires to amend the 2019 Tentative Budget; now therefore be it

RESOLVED, that the attached amendments are to be made to the 2019 Tentative Budget, and said amendments are to be reflected in the 2019 Preliminary Budget; and be it further

RESOLVED, that the Tentative Budget, as amended hereby, is presented to the Town Clerk as the 2019 Town of Beekman Preliminary Budget; and be it further

RESOLVED, that the Town Board approves and adopts the foregoing amendments to the 2019 Town of Beekman Tentative Budget and does authorize and direct the Town Bookkeeper to make these amendments and to present the Preliminary Budget, as amended hereby, to the Town Clerk as the 2019 Town of Beekman Preliminary Budget.

RESOLUTION NO. 10:24:18 –2
RE: Amend and Accept 2019 Preliminary Budget
(Cont.)

General Fund Appropriation Budget Amendments:

		<u>\$ Increase</u>	<u>\$ Decrease</u>
A 1110.4	Town Justice CE		\$ 2,000.00
A 1330.4	Receiver of Taxes CE		\$ 5,000.00
A 1420.4	Town Attorney CE		\$ 5,000.00
A 1440.4	Town Engineer CE		\$ 10,000.00
A 1620.4	Buildings CE	\$10,000.00	
A 1910.4	Unallocated Insurance		\$ 5,000.00
A 6772.4	Programs for Aging CE		\$ 3,000.00
A 7020.101	Recreation Office Staff		\$ 10,000.00
A 7110.101	Parks Staff Seasonal Staff		\$ 15,000.00
A 7140.1	Playgrounds & Camps		\$ 20,000.00
A 7180.116	Lake Staff	\$27,000.00	
A 9010.8	NYS Retirement		\$ 2,000.00
A 9035.8	Medicare		\$ 15,000.00
A 9060.8	Health Insurance	\$15,000.00	

Seconded:

ROLL CALL VOTE:

Councilman Stiegler

Councilman Swartz

Councilman Battaglini

Councilwoman Woehrman

Supervisor Covucci

Dated: October 24, 2018

RESOLUTION NO. 10:24:18 –3

RE: Set Public Hearing for Dover Ridge Assessment Roll

offers the following and moves for its adoption:

WHEREAS, the Assessor to the Town of Beekman has completed and filed the assessment roll for the Dover Ridge Water and Sewer District pursuant to Article 15 of the New York State Town Law; now therefore be it

RESOLVED, that pursuant to §239 of the Town Law, a public hearing on such assessment roll shall be held on the 7th of November 2018 at 7:10pm at the Town Hall, 4 Main Street, Poughquag, NY; and be it further

RESOLVED, that a public hearing to gather resident input on the Dover Ridge Assessment Roll will be held on November 7th, 2018 at 7:10 pm at the Beekman Town Hall 4 Main Street Poughquag, NY and that the notice shall be published in the Poughkeepsie Journal, a newspaper circulating in the Town of Beekman on or before the 23rd day of October, stating that the Dover Ridge Water and Sewer District assessment roll has been completed and that the Town Board will meet and hear any objections which may be made to the roll at the time and place specified above, and that such notice shall be posted on the bulletin board in the Town Clerk Office and placed on the Town of Beekman website; and be it further

RESOLVED, that the Town Board will also accept written public comments until November 7, 2018.

Seconded:

ROLL CALL VOTE:

Councilman Stiegler
Councilman Swartz
Councilman Battaglini
Councilwoman Woehrman
Supervisor Covucci
Dated: October 24, 2018

RESOLUTION NO. 10:24:18 – 4

RE: Set Public Hearing for 2019 Preliminary Budget

offers the following and moves for its adoption:

WHEREAS, the Town Board has received a copy of the 2019 Tentative Budget; and

WHEREAS, Budget Workshops were held October 9th and October 11th, 2018 which the Town Board and Town Department Heads all had the opportunity to review and discuss details of the proposed 2019 Budget; now therefore be it

RESOLVED, that a public hearing to gather resident input on the 2019 Preliminary Budget will be held on November 7, 2018 at 7:00 pm at the Beekman Town Hall, 4 Main Street, Poughquag, NY and that the notice shall be published in the Poughkeepsie Journal, a newspaper circulating in the Town of Beekman on or before the 3rd day of November and that the Town Board will meet and hear any objections at the time and place specified above, such notice shall be posted on the bulletin board in the Town Clerk's Office and placed on the Town of Beekman website; and be it further

RESOLVED, that the Town Board will also accept written public comments until November 7, 2018.

Seconded:

ROLL CALL VOTE:

Councilman Stiegler
Councilman Swartz
Councilman Battaglini
Councilwoman Woehrman
Supervisor Covucci

Dated: October 24, 2018

RESOLUTION NO. 10:24:18 –5

RE: Authorize RFP to Advertise a Request for Bids for Town Engineer

offers the following and moves for its adoption:

WHEREAS, the Town Board is soliciting proposals for Engineering Services;

NOW, THEREFORE,

BE IT RESOLVED, that the Town Board does hereby authorize the Town Clerk to publish the RFP, as attached, through the usual channels, including an advertisement in the Poughkeepsie Journal.

Seconded:

ROLL CALL VOTE:

Councilman Stiegler
Councilman Swartz
Councilman Battaglini
Councilwoman Wohrman
Supervisor Covucci

Dated: October 24, 2018

I. Bid Solicitation Information

	TOWN OF BEEKMAN 4 Main Street Poughquag, NY 12570	
TOWN BOARD MEMBERS Ezio Battaglini Sharon Wohrman Robert Swartz Werner Stiegler	REQUEST FOR PROPOSALS #2019-1	TOWN SUPERVISOR Mary B. Covucci Town Phone: (845) 724-5300 EMAIL: supervisor@townofbeekmanny.us

REQUEST FOR PROPOSALS #2019-1

FOR PROFESSIONAL ARCHITECTURAL AND ENGINEERING SERVICES.

II. Objective.

The Town of Beekman, New York (the “Town”), located in the County of Dutchess, New York (the “State”), has retained, over the years, the engineering services of one or more firms to provide general civil engineering, architectural and professional consulting services. The Town is hereby soliciting sealed proposals for the purpose of selecting a qualified firm or firms to provide Services for the Town and Town Boards such as Zoning Board of Appeals, Planning Board, and the Town Board, etc., on an as-needed basis to include, but not be limited to: consultative and technical guidance, production of individual project scopes, design documents, construction documents, planning documents, specifications, project schedules and cost estimates, as well as bid, award, project management, construction administration, monitoring and testing, policy and regulation development, training and public outreach support, data analysis, zoning and planning guidance and opinions, permitting and report writing services on an as-needed basis in one or more of the following non-inclusive list of architectural, engineering and related services categories (the “Proposal”):

Architectural; Mechanical, Electrical, and Plumbing Engineering; Civil Engineering; Landscape Architecture; Water, Waste and Wastewater Engineering; Pipeline Assessment and design; Traffic Engineering; Transportation Management; Geotechnical Engineering and Construction Support; Surveying; Environmental, Health, and Safety Engineering; Infrastructure design, engineering, construction and project management; zoning and planning advice and counsel, etc.(collectively, the “Services”)

The Town may make multiple, categorical awards, after which, it would issue individual Project Task Orders as the need for services arise. When the need for services arise, the Town will request a quote/proposal from firm/firms that are qualified by this RFP process within a specific category or categories. The Town would issue individual Project Task Orders to the firm that it believes is best suited to a specific project task based on the factors outlined in herein or in any criteria contained in an individual Project Task Order, and the qualified firm’s response to the request for quotes/proposals.

The successful bidder should meet or exceed the Minimum Qualifications stated below and, in general, should be readily accessible to Town officials, and exceptionally experienced in municipal law and general engineering services including the design, bid and providing construction and engineering management (observation and administration) services principally for Town of Beekman infrastructure improvements.

The bidder shall be scrupulous in adhering to required standards of professional conduct and ethics (including but not limited to the Town's Ethics Code), and committed to rendering sound engineering and architectural advice with suitable objectivity and professional detachment. While it is the general intention of the Town to select a primary firm, the Town reserves the right to employ one or more engineers/engineering firms to meet the engineering and architectural needs of the Town.

Award of the contract for the Services shall be made to the responsible firm/firms whose proposal(s) is deemed most advantageous and cost effective to the Town. Special consideration shall be given to experience on similar municipal projects, technical ability, familiarity with the Services, contractor integrity, compliance with past projects involving federal and state grant funding, financial and technical resources, and quality of work and value received per dollar on former projects. The most qualified firm/firms will be selected from the responses and a contract(s) will be awarded from the qualified list of engineering firms subject to negotiation of fair and reasonable compensation and contractual undertaking.

The designation of a firm/firms to provide Services shall not confer any employment rights or benefits.

Work sites will vary but will be located generally in the Town of Beekman.

III. Minimum Qualifications.

A. Qualification.

To be considered as eligible to submit a Proposal, bidders must be legally licensed and qualified under applicable laws in the State. Bidders must have demonstrated prior experience in areas covered by this RFP, including Attachment A, with applicable codes, standards, rules and regulations.

Bidders must not be on the "Unacceptable Risk Determination" list of the Department of HUD.

Any person(s) or firm/firms convicted of bribery, attempted bribery, or conspiracy to bribe committed in furtherance of obtaining a contract from the State or any subdivision of the State shall be disqualified from entering into a contract with the Town.

B. Experience.

All bidders must have represented as town engineer (or functional equivalent) a minimum of four (4) NY municipalities for no less than five (5) years each, or possess equivalent experience during the period 2010-2018. The bidders shall provide a list of all municipalities served during the past ten (10) years. Each bidder shall provide a minimum of five (5) references from at least 4 of the municipalities currently represented or represented during the past five years.

The Town reserves the right to make such investigations to determine the qualifications and ability of each bidder to perform the work in a satisfactory manner.

C. Accessibility.

Each bidder must commit to returning all phone calls or emails from authorized Town officials either himself/herself or through a qualified backup within 24 hours of the call/email having been placed, excluding weekends or holidays. Each bidder must also commit, as a general rule, to responding to requests for written opinions within one week unless the circumstances of the opinion warrant a shorter or longer time frame for a response; and this time requirement is communicated at the time of such request.

D. Back-up.

Each bidder must have within his or her firm or through an established relationship at least one other qualified engineer available to render advice and otherwise represent the interests of the Town when the candidate is unavailable. In this context, "qualified engineer" shall mean another engineer or consultant who substantially meets the Minimum Qualifications.

E. Billing.

Each bidder must commit to providing written billing statements for Services rendered on a monthly basis. Each statement, if based on an hourly rate for Services, must disclose, at a minimum: the date the Service was performed; the identity of the engineer or staff person performing the Service; the subject matter reference for the Service, a description of the Service performed; the time it took to perform that function; and the hourly rate for the individual performing the function. Expense items must also be itemized. Failure to provide itemized billing statements may be grounds for termination.

F. Conflict Search.

Each bidder shall conduct a Conflict Search of any current conflict matters and identify any matters in which the bidder may have been adverse to the Town during the past 5 (five) years. The bidder shall issue with the Proposal a "No Conflict Certification".

Throughout the term of the award, a qualified firm shall not establish any conflicts with the Town, including but not limited to providing any engineering advice or services to private interests within or relating to the Town and matters that are before various Town Officials and Boards for consideration..

G. Additional Required Information: is set forth in Attachment A.

IV. Required Categories of Services.

The Town requires architectural and engineering services for the following 11 categories. The list is merely reflective of types of services. but is not intended to be all-inclusive.

a. Architectural Services (Category A) - Architectural services include, but are not limited to:

- Facility requirements and utilization studies
- Feasibility studies for new, renovation, and alteration projects
- Facility studies and audits to determine compliance with various federal, state, and local regulations
- Design services for new construction, alteration, and renovation projects to include project evaluation, planning, American's with Disabilities Act (ADA) compliance, and engineering services (civil, structural, mechanical/electrical/plumbing (MEP), land surveying, fire protection, etc.) incidental to the project
- Green Design/Leadership in Energy and Environmental Design (LEED) services
- Geographic Information System (GIS) and attribute data management services
- Construction cost estimating
- Construction administration including project scheduling
- Third party peer plan review
- Historic renovation/restoration
- ADA compliance and ADA retrofit planning and design
- Additional architectural services, as directed

b. Mechanical, Electrical, Plumbing (MEP) Engineering Services (Category B) - Mechanical, electrical, and plumbing engineering services, as independent projects not included as subcontract work under other groups. Services include, but are not limited to:

- Requirements and utilization studies
- Feasibility studies for new, renovation, and alteration projects
- Studies and audits to determine compliance with various federal, state, and local regulations
- Heating, Ventilation and Air Condition (HVAC) system design
- Refrigerant management
- Studies and evaluations of existing systems
- Energy Management System (EMS) control systems
- Generator design and specification
- Interior and exterior lighting design
- Geothermal equipment and design.
- Commercial plumbing systems design
- Sump pump/sewage eject/lift station design
- Grease waste systems design
- Fire protection design
- Additional mechanical, electrical, and plumbing services, as directed

c. Civil Engineering Services (Category C) - Civil engineering services, as independent projects, not included as subcontract work under other groups. Services include, but are not limited to:

- Broad array of planning, engineering and construction services for facilities, transportation, and environmental projects
- Concept planning and detailed design of grading, sidewalk, bikeways, storm drain and paving, water and sewer service, sediment control, Natural Resource Inventory/Forestry Stand Delineation (NRI/FSD) and Forest Conservation Plans (FCP), and topographic and construction stake-out surveying to support the above design plans
- ADA Compliance and ADA retrofit planning and design
- Site planning and land development services
- Water resources related services
- GIS and attribute data management services
- Utility coordination and relocations
- Environmental engineering and assessments
- Survey services
- Transportation services
- Construction management, inspection, and cost estimating
- Structural services: including design plans; shop drawings; foundation, footing, and roofing plans
- Additional Civil Engineering services, as directed.

d. Landscape Architect Services (Category D) - Landscape architectural services for independent projects, not included as subcontract work under other groups. Services include, but are not limited to:

- Landscape design for parks, facilities, and rights of way.
- Parking lot landscaping, plant materials, and planters
- Review of landscaping plans for microscale Storm Water Management (SWM) practices Environmental Site Design (ESD)
- Construction observation of SWM facility, including landscaping for Microscale SWM (ESD's)
- Fitness trails and related structures
- Roadway landscaping
- Park bridges
- Tennis and basketball courts
- Playgrounds
- Park signage
- Irrigation system design
- Natural resource inventory/forest stand delineation (NRI/FSD), and forest conservation plans (FCP)
- Water efficiency landscaping
- Wetland/bioretention landscaping
- Green roof landscaping
- GIS and attribute data management services
- Additional landscape architect work, as directed

e. Water and Sewer Engineering Services (Category E)—Evaluate, design and analyze water distribution systems, water treatment plant and sanitary sewer collection system analysis, as independent projects, not included as sub-contract work under other groups. Services include, but are not limited to:

i. Water Distribution System and Water Treatment Plant:

- Field investigations to include:
 - District Flow Measurements – used to determine and to profile water demand
 - Water loss analysis, in conjunction with district flow measurements
 - Fire Flow Tests – to determine fire flow capacity of the system and for model calibration
 - Loss of Head Tests – to determine the friction characteristics of the water mains
 - Hydraulic Gradient Test – to determine how water circulates through the transmission mains and to determine the hydraulic grade line under various conditions
 - All other tests needed to complete a water analysis
- Supervisory Control and Data Acquisition (SCADA) related services, including evaluate existing infrastructure and design improvements of communications for water facilities.
- Reports presenting existing conditions, field data, detailing field investigations, and system recommendations
- System vulnerability assessments
- Water treatment plant analysis and design including, but not limited to, treatment unit processes, hydraulics, chemical feed systems and storage, mechanical, electrical and control systems
- Pump station and water storage tanks
- Studies to ensure compliance with United States (US) Environmental Protection Agency (EPA) and safe drinking water regulations
- System operations (i.e. sizing of air release valves) and alternative surge control measures analysis
- GIS and attribute data management services
- Additional water distribution system analysis and water treatment plant analysis and design services, as directed

ii. Sanitary Sewer Collection System:

- Sanitary sewer collection system repair, rehabilitation and replacement projects including lift stations and locations within environmentally sensitive areas
- Sanitary sewer collection system modeling using Innovyze® InfoSWMM
- Reports presenting existing and future conditions of sanitary sewer collection system capacity; providing hydraulic grade line profiles and system upgrade recommendations
- Sanitary sewer flow monitoring, and flow data analysis
- Inflow and infiltration studies

- Evaluation of sanitary sewer pipe, manhole and lateral condition assessment data collected using Pipeline Assessment and Certification Program (PACP) standards, including rehabilitation recommendations
- Supervisory Control and Data Acquisition (SCADA) related services, including evaluation of existing infrastructure and design improvements of communications for wastewater facilities
- GIS and attribute data management services
- Additional sanitary sewer collection system analysis and design services as directed

f. Engineering Consulting for Water and Sewage and Storm water Pipeline Condition Assessment Services (Category F) – Pipeline condition assessment, as independent projects, not included as subcontract work under other groups. Services include, but are not limited to:

- Internal inspection of water transmission mains;
- Leak detection of water and wastewater pipes, using appropriate technology that will determine the location and approximate magnitude of leaks;
- Corresponding engineering analysis based on the inspection results to determine transmission main condition and recommend projects for long-term management of the pipe;
- Inspection and assessment in accordance with the National Association of Sewer Service Companies (NASSCO) Pipeline Assessment Certification Program (PACP), Lateral Assessment Certification Program (LACP), and Manhole Assessment Certification Program (MACP) standards of wastewater and storm water pipes/structures utilizing Closed Circuit Television (CCTV), pole-mounted "zoom camera", or other scanning technologies as appropriate;
- GIS and attribute data management services; and
- Additional pipeline condition assessment services, as directed.

g. Traffic Engineering Services (Category G) - Traffic engineering services, as independent activities not included as subcontract work under other groups. Services include, but are not limited to:

- Traffic control device warrant analysis and studies
- Traffic control plans including signing, signaling and pavement marking
- Traffic calming studies, analysis, and design
- Design of traffic signals at specified intersections to meet City of Rockville standards
- Traffic capacity analysis studies
- Traffic impact studies
- Traffic data collection and data analysis
- Parking Surveys
- GIS and attribute data management services
- Additional traffic engineering services, as directed

h. Transportation Planning Services (Category H) - Transportation Planning services, as independent activities not included as subcontract work under other groups. Services include, but are not limited to:

- Develop plans and/or policies that include the following:
 - Context sensitive solutions
 - Coordination of land use and transportation efforts
 - Congestion reduction and management
 - Implementation of community visions
 - Access management
 - Bicycle, pedestrian, and transit connectivity, including pedestrian/bicycle bridges over major roadways
 - Urban design
 - Web hosting capabilities for various programs and policies
 - Transit route and facilities planning
- Provide assistance with stakeholder and public outreach. This may require preparing materials for meetings, analyzing input, or conducting outreach activities
- Prepare/review studies that assess the impact of proposed land use on the existing and future road network, transit routes, and bicycle/pedestrian facilities
- Prepare written reports and maps as needed. All products produced must be in compatible format to be determined at the time of development
- Perform data collection and analysis, such as pedestrian and bicycle counts and traffic calming analyses
- Construction cost estimating
- Prepare feasibility studies for major transportation initiatives
- Consulting services in the following areas:
 - Multimodal planning (highway/roads, transit, bicycle, and pedestrian facilities)
 - Transit station area planning and design
 - Plan implementation
 - Data collection and analysis
 - Travel demand modeling
 - Traffic capacity analysis
 - Transportation demand management
 - Research
 - Accessibility/Americans with Disabilities Act
- Additional transportation planning services, as directed

i. Geotechnical Engineering and Construction Support Services (Category I) - Geotechnical Engineering and Construction support services, as independent activities not included as subcontract work under other groups. Services include, but are not limited to:

- Laboratory testing of construction materials for Capital Improvement, renovation, and other projects
- Construction testing and inspection services, soils compaction testing, concrete construction inspection, coring, and structural inspection and certification during construction
- Preliminary soils review and classification, by a Certified Professional Soil Scientist/Classifier/Geotechnical Engineer
- Review and development of number of borings, location, and depth, before commencing geotechnical investigation
- Detailed soils/site investigations to include borings/test pits, soil classification, stratification, and recommended soil bearing capacity
- Determination of groundwater levels
- Pavement design
- Retaining wall design
- Sheeting and shoring design, review, or inspection
- Preparation of reports summarizing findings from investigations, including construction recommendations regarding excavation, cut and fill, and foundation, pavement, and slab design recommendations
- Soil infiltration testing
- Review of geotechnical reports prepared by others and certification of acceptance as the Geotechnical Engineer of record
- Confined space construction inspections
- Coatings inspections and assessments
- Value engineering analysis related to geotechnical aspects
- Pre/Post construction surveys
- Seismic/vibration monitoring
- Settlement monitoring
- G-Max impact testing
- Additional geotechnical engineering and construction support services, as directed.

j. Surveying Services (Category J) - Surveying services for independent projects, not included as subcontract work under other groups, and must be completed by a Professional Land Surveyor licensed in the State of New York. Services to include, but are not limited to:

- American Land Title Association/American Congress of Surveying and Mapping (ALTA/ACSM) land title surveys;
- As-built surveys;
- Centerline/baseline stakeout;
- Construction stakeout;
- Cross section plans: streams, roadways, and drainage basins;
- Earthwork computations;
- Easements to include layout, sketch, and description;
- House location surveys;

- Property line and boundary surveys;
- Record plats;
- Test pits;
- Topographic survey;
- Utility surveys;
 - Gas, electric, sanitary sewer, storm drain, telecommunication, water, etc.
 - Sanitary sewer and storm drain inverts
 - Coordination with utility companies
- GIS and attribute data management services
- Additional surveying work, as directed.

k. Environmental, Health and Safety Engineering Services (Category K) – Environmental Health and Safety Services, as independent projects not included as subcontract work under other groups. Services include, but are not limited to:

- Chemical, physical, and biological monitoring and testing of water, soil and air quality;
- Remediation feasibility studies;
- Asbestos, lead paint, and contaminated soil and groundwater assessments;
- Laboratory or field testing required to determine type and extent of an environmental hazard;
- On-site testing and monitoring during abatement operations;
- Phase I and II environmental assessments;
- Housing and Urban Development (HUD) environmental site assessment;
- Additional environmental Health and Safety services, as directed

V. Contractor Responsibilities.

a. Required Services.

The Town requires the performance of Services to include, but not limited to, the following:

- Evaluations, investigations, analysis, engineering computations, recommendations, cost and time estimates, testing, reports, studies, designs, preparation of documents (including drawings in an up to date AutoCAD version and data for ArcGIS), bid specifications, bid tabulations, field inspections and investigation.
- Professional involvement throughout all phases of a project for which an individual Project Task Order is issued, including all work before the various Boards of the Town, including but not limited to : Planning, Zoning Board of Appeal, Town Board, etc. Such service may include, but not be limited to, development of programs; obtaining necessary permits and authorizations; preparation of reports; periodic progress reports/meetings; processing of project correspondence; all components of construction administration and dispute resolution; public presentations to include but not limited to staff, elected or appointed officials, residents, etc.; as well as material and equipment submittals.
- All project correspondence, design/review documents, reports, etc. prepared by the Contractor shall be distributed to the Town of Beekman’s Supervisor and/or the

appropriate Boards of the Town for each task in the format and number of copies as directed by the task statement of work within thirty (30) days of project completion, the Contractor shall prepare and submit a Project Completion Report with project closeout documents and submit to the Town's Supervisor.

- Other types of professional and technical services of a nature consistent with the intent of this RFP, as so directed by the Town.
- Potential Required Management Responsibilities In the event of an award, and for the rates agreed upon, selected bidders should anticipate being responsible for management responsibilities to include, but not be limited to, the following, where applicable:
 - (a) Work with citizen committees and Town staff to identify key objectives and priority needs to be addressed by potential projects, as well as, generate design alternatives to meet the projects objectives, within budgetary guidelines.
 - (b) During design phases, attend, participate in, hold, and/or conduct meetings with various Town Boards, Project/Citizen Committees, and/or public meeting, including Town Board Meetings, as per any applicable federal, state and/or local guidelines. Communication with Town staff may also apply to various projects. In some cases, the results of various design development phases will be presented to the Supervisor and Town Board during evening meetings at Town Hall.
 - (c) Meet with the Town staff for project kick-off meetings and initial site inspections. Attend neighborhood evening meetings to explain projects to the community, present design alternatives and receive/record comments, as well as, present designs with citizen feasible input incorporated.
 1. Adhere to project scopes and/or statements of work.
 2. Record and submit the typewritten minutes for progress meetings related to various projects.
 3. Review and document final scope conformances to design elements. Documentation may need to specify if proposed treatment is "NOT" in accordance with various types of standards, and may need to include a section to document the reasons and justifications.
 4. Report on design elements not conforming to standards and specifications.
 5. Attend meetings with the Town Departments, Boards and Committees prior to, as well as, during various phases of design and construction.
 6. Assist Town and Town Boards with permitting and grant submissions/requirements/administration.
 7. Assist Town with dispute resolutions between contractors, subcontractors, other governments, businesses, and citizens.
 8. Provide Town and Town Boards with expert witness testimony related to legal proceedings.
 9. Provide Town with litigation support during disputes with contractors, subcontractors, other governments, businesses, and citizens.

10. Provide Town with public outreach support at City sponsored events, speaking engagements, public service announcements, marketing efforts, communication efforts, educational efforts, etc.

b. **Potential Required Task Responsibilities.** In the event of an award, selected bidders should anticipate being responsible for task responsibilities to include, but not be limited to, the following:

- i. Verify project locations, limits, and extents.
- ii. Conduct field reviews.
- iii. Perform subsurface utility engineering in general accordance with American Society of Civil Engineers (ASCE) 38-02, Standard Guideline for the Collection and Depiction of Existing Subsurface Utility Data.
- iv. Determine federal, state and local requirements for project development and delivery.
- v. Provide assistance with grant submissions, requirements, and overall administration.
- vi. Provide assistance and/or prepare forms and documents required by law and/or various federal, state and local government entities (e.g. – permits, right-of-way, title searches, environmental, ADA, etc.).
- vii. Provide GIS professional services which may include but are not limited to: collection, processing, and management of data; desktop, web, and mobile solutions and application development; system design, systems integration, and implementation.
- viii. Prepare and/or review design and construction schedules.
- ix. Prepare quantity take-offs and construction cost estimates.
- x. Provide value engineering services.
- xi. Assist with coordination with all affected federal, state and local governmental and environmental agencies.
- xii. Provide assistance with and/or actually develop and prepare bid specifications, construction documents and other bidding requirements.
- xiii. Provide assistance with conducting pre-bid conferences and preparation of addendums, as well as, evaluating bids and conducting reference checks.
- xiv. Provide full construction administration services such as inspections, Request for Information (RFI) responses, schedule review, material submittal review, change order review etc.

VI. Project Response Times, Quotes/Proposals, And Schedule Requirements

a. Response Times. In addition to the requirements in II.C above:

To the maximum extent possible, the Town will contact successful bidder (“Consultant”) within a request project or other Services quotes/proposals in accordance. A Consultant shall respond, at a minimum verbally, to the Town within three (3) business days after being contacted. In the case of an emergency request, a Consultant shall respond verbally to the Town within one (1) business day after being contacted. The Town may schedule a meeting with the Consultant and Town representatives to discuss the work required and provide an outline of the required scope of work.

b. Quotes/Proposals.

Based upon the scope of work for a particular project and any discussions that may occur between the Town and the Contractor, a Contractor shall submit to the Town a fixed lump sum quote/proposal, or a not-to-exceed quote/proposal, as determined and/or requested by the Town, based upon the Contractor's fixed hourly rates negotiated pursuant to this solicitation. The quote/proposal, as determined by the Town, is to contain fixed firm or estimated number of hours broken out by category of service, firm hourly rates for each category, a detailed scope of services describing work to be performed and estimated time for completion. Quotes/proposals are to include a proposed work schedule by task, a project timeline, as well as any other information requested by the Town. Additionally, the quote/proposal is to be offered in accordance with the pricing structure, terms, and conditions negotiated pursuant to this solicitation. In the event that a Contractor's quote/proposal is accepted, the Town of Beekman will issue a Project Task Order for the selected Contractor to perform the work. Any and all quotes/proposals shall be prepared at no cost to the Town.

c. Not to Exceed Quotes/Proposals.

Generally, when the scope of a needed Service, as determined by the Town, involves work of such nature that a Contractor cannot reasonably estimate the time that would be required to provide the service, the Town will agree to a not-to-exceed format for quotes/proposals and any individual Project Task Order based on the actual hours worked times the applicable hourly rates indicated in any subsequent contract along with any other pre-approved expenses. The Town shall determine when a not-to-exceed format for quotes/proposals and individual Project Task Orders is warranted. When a not-to-exceed Project Task Order is awarded, the Contractor shall submit detailed time records, documentation for other expenses, and such other evidence as the Town of Beekman may require supporting billing requests and invoices.

d. Multiple Tasks or Work Items.

For each quote/proposal there will generally be multiple tasks or work items. In its sole determination, the Town may require that a Contractor submit a separate budget for each work item, task, or sub-task in the Contractor's quote/proposal. For each work item, task, or sub-task, there shall be a separate budget consisting of hours for each category of employee with applicable hourly rates. The budget assigned to each work item, task, or sub-task cannot be exceeded. The Town must authorize, in writing, either additional funds or a reallocation of funds between work items, tasks, or sub-tasks. All invoicing shall be in accordance with a format approved by the Town and shall show the budgeted hours and applicable rates in accordance with the work items, tasks, or sub-tasks.

d. Schedule Requirements.

All projects, tasks, and services are to be completed and products/deliverables submitted within time frames that will be pre-determined prior to the start of work, using a schedule format that is deemed suitable by the Town. As part of any individual Project Task Order award, a Contractor will be required to provide monthly progress and reports on the project's status.

VII. Fees and Expenses.

- i) The Town strongly desires to properly manage the Town's total engineering expenses and related budgets, including matters paid out of escrow fees, and is committed to being more efficient with the Town's approach to the entire universe of engineering matters. **Accordingly, each bidder is required to submit with its application**

alternative proposals to the traditional hourly rate fee arrangement. For example, responding firms may propose a fixed retainer for a specified scope of Services with an hourly rate for work outside the established scope of services or a fixed cost for a set number of hours per month. Responding firms should feel free to be creative in this regard so long as the proposal is workable and reasonable. Additional required Fee Information is set forth in Attachment A

- ii) The Town reserves the right to request budgets and fixed fee arrangements for certain projects.
- iii) Travel time to and from Town Hall or other Town locations will NOT be charged or billed.
- iv) **An award to a bidder(s) may result in the transfer of one or more files from a current Consultant. In such case, the new, awarded Contractor SHALL NOT charge any fee for file review or interviews with former Consultant as the cases may be.**

VIII. Submitting Proposals.

Envelopes containing Proposals shall be labeled as stated on cover page and must be presented so that they may be easily identified as containing a Proposal. The Town will not accept fax proposals or proposals sent via e-mail. All faxed or e-mailed proposals will be rejected and returned. Qualified bidders interested in responding to this RFP should fill out the attached forms completely; attach copies of all documents requested therein, and return the same in a sealed envelope, labeled "Town Architectural and Engineering Services Proposal" to:

**Rachael Rancourt, Town Clerk
Town of Beekman
4 Main Street
Poughquag, NY 12570**

Proposals must be submitted in duplicate, including one original. (Oral or telephone modifications will not be considered.)

The bidder assumes full responsibility for the timely delivery of the proposal to the designated location. Proposals delivered to any other office or location will not be considered.

All proposals **must be received at the above address no later than 12:00pm (EDST) on Wednesday, November 14, 2018**, at which time the RFPs will be opened by the Town Supervisor. No proposals will be accepted after that date and time.

The Town of Beekman will not be responsible for any expenses incurred by a firm in preparing and submitting a proposal. All proposals shall provide a straightforward, concise delineation of the firm's capabilities to satisfy the requirements of this request. Emphasis should be on completeness and clarity of content.

IX. Selection, Award and Deliverables.

1. In seeking the Services, the Town Board, which is the appointing authority, is not bound by any constraints apart from sound judgment. This process is being used to communicate the desired qualifications for providing the Services and to solicit information in an orderly fashion for rough comparative purposes. Interviews of prospective appointee(s) may be conducted by the Town Supervisor and Appointed Committee between November 26, 2018 and December 10, 2018. The Town Board will award the contract at a duly posted and scheduled Town Board meeting within thirty (30) days following the opening of all RFPs. Consequently, the Town of Beekman reserves the right to waive any irregularities in the RFP process and to accept or reject any or all proposals.
2. The Town will select Consultant(s) whose professional qualifications and proposed services are deemed most meritorious by the Town.
3. The Town will then consider the selected Consultant's generic rate proposals, after which, negotiations may be conducted with selected offerors, if, and as, needed.
4. If an agreement deemed satisfactory and advantageous to the Town can be reached with a selected Consultant at prices, terms and conditions considered fair and reasonable by the Town, an award will be made to that Consultant by the Town Board.
5. Initial agreement(s) will remain in place through December 31, 2019. The Town of Beekman reserves the right to renew agreements for two (2) additional one (1) year periods, one (1) year at a time, contingent upon satisfactory annual performance by the contractor and fiscal appropriation.
6. The Town reserves the right to reject any or all proposals in part or in full and to waive any technicalities or informalities as may best serve the interests of the Town.
7. Potential Required Project Deliverables.

In the event of an award, and for the rates agreed upon, selected Consultant(s) should anticipate being responsible for deliverables to include, but not be limited to, the following, where applicable:

- Designs, drawings, plans, as-builts, estimates, project reports, specifications, construction documents/sketches and project reviews.
- Details of improvements that can be made to various projects (e.g.- safety, sound, lighting, drainage, environmental, aesthetic improvements, etc.).

- Design alternatives as needs arise, to include an analysis of the various alternatives.
- Budget and construction cost estimates
- Design and construction schedules.
- Design exhibits and presentations.
- Outlines and schedules of various, applicable processes, as well as, industry applicable reports.
- Written technical matrices for comparing design plans, specifications, and cost estimates of viable alternatives.
- Drawings containing parcel delineations, right of way maps, title searches, etc.
- Reproducible construction specifications and comprehensive engineering design drawings suitable for public bidding by a government entity.
- Final construction documents shall be permit ready.
- Digital formats of reports and/or graphics (e.g. – HTML, Microsoft Word, PDF, reproduction on thumb drives or other storage medium, etc.).
- Copies of preliminary draft plans for staff review.
- Copies of the draft plans for public hearings suitable for public distribution including PDF files for web page placement.
- Color copies of the final reports suitable for public distribution.
- Graphic documents printed or plotted on paper, when completed these documents may also need to be delivered in a CD-ROM or other various formats.
- Reproducible and unbound copies of written documents printed on paper in various formats. These documents may also need to be digitally stored in various computer formats, and may also need to be provided to the City in a CD-ROM or other various formats. Documents may also need to be converted into a read-only format (*.pdf), using a commonly used freeware program (e.g. - Adobe Acrobat Reader).

By this signature, the Bidder certifies that:

- (i) *The information contained in this RFP and submitted Documents is complete and accurate, to the best of my knowledge and belief.***

- (ii) *I am the duly authorized member of the bidder for the execution of this RFP.***

Signed: _____

Name and Title: _____

Date: _____

**REQUEST FOR PROPOSALS #2019-1
FOR PROFESSIONAL ARCHITECTURAL AND ENGINEERING SERVICES.
Attachment A. Additional Information.**

Please provide the following additional information along with your Proposal.

- **Firm Experience and Capabilities** Provide the Town with a description of your firm and examples of your firm's commitment to the Services set forth in this RFP and/or government clients in general, as well as, a statement of qualifications demonstrating a minimum of five (5) years of experience performing similar design work. Please address the following:
 - a) Summarize the organizational structure, ownership and size of your firm plus its date of organization and current principal place of business.
 - b) Provide a list of all other governmental entities for which your firm has previously provided equivalent services.
 - c) Specifically address your firm's experience with the type of Services listed in the category for which your firm is submitting.
 - d) Describe in detail your firm's experience with similar projects to include, but not limited to the following as they relate to the services required:
 - i) A list of four (4) projects completed within the past five (5) years that best illustrate your firm's capabilities as they relate to the Services, including description, scope, project and cost. These projects should also demonstrate local work experience, as well as, knowledge of local regulations and conditions.
 - ii) Information on delivery of projects on time and within budget to include design cost (estimated vs. actual), execution time (contract vs. actual), construction cost (estimated vs. actual), as well as, any problems encountered and the solutions devised.

Note: The Town reserves the right to contact the customers referenced in these projects to verify/confirm the details provided by your firm.

- Describe any prior and/or ongoing specific experience or familiarity with the Town of Beekman.
- Provide any additional information you wish to call to the Town's attention with respect to your firm's qualifications.
- Please specify similar qualifications for all proposed subcontractors.
- Firm's overall current workload, and anticipated workload if awarded a contract for this need to include current production capability.
- Explain the Firm's philosophy and approach to managing workload and assigning resources.
- Firm's professional registrations, affiliations and memberships.

The Town reserves the right to make such additional investigations as it may deem necessary to establish the competency and financial stability of any firm submitting a proposal. If, after the investigation, the evidence of competency and financial stability is not satisfactory in the sole opinion of the Town, the Town reserves the right to reject the proposal.

Maximum of Four (4) Pages for Overall Description of Firm's Experience and Capabilities Plus a Maximum of One (1) Page for Each of the Four (4) Specific Project Descriptions.

- **Project Team Qualifications and Experience**

This section must include a general staffing plan, shown in organization chart format, and the qualifications of the staff that you will assign to this account in the event your firm is selected. At a minimum, this section should include:

- Name of the designated manager(s)
- Organization's name (e.g. – managers department, unit, division, etc.), functional discipline, and responsibilities of all staff assigned to the account, as well as, staff size and availability.
- Complete resumes or description of all assigned managers and key staff including, but not limited to, education, professional experience, certifications/licenses, length of time employed by your firm and/or whether or not the team member is a subcontractor. Resumes are also to include any project experience with the Town of Beekman.
- Portfolios for all managers to include projects related to the Category offered, which are similar in size and scope to the needs of the Town.
- Project manager(s) current workload, and anticipated workload if awarded a contract for this need.

Note: The Town has the right of reasonable rejection and/or approval of staff or sub-contractors assigned to the project by the Contractor. The staff named in the proposal shall remain assigned to the project throughout the period of the contract. If the Town rejects staff or sub-contractors, the Contractor must provide replacement staff or sub-contractor satisfactory to the Town in a timely manner and at no additional cost to the Town.

Note: The Contractor may make no diversion or replacement of staff without submission of a resume of the proposed replacement with final approval by the Town.

- **Sub-Contractors.** List any sub-contracting disciplines needed to provide any and all requirements of this RFP and identify all Sub-Contractors and/or other proposed members of the Project Team not mentioned to this point, and describe what portions of the requirements they would perform along with their experience, qualifications and capabilities to provide the specified services.
 - a) Bidders shall clearly state whether or not they intend to sub-contract any portion of the work herein. The names of all sub-contractors together with a description and anticipated percentage of the potential work being sub-contracted are to be provided. The Consultant assumes full liability for the performance of all subcontractors.
 - b) The Town of Beekman reserves the right to require Consultant and any third party (sub) contractors to also indemnify and hold harmless other federal, state and local governmental entities, and where required at no additional cost.
 - c) All sub-contractors assigned to this project shall adhere to and deliver required Certificates of Insurance.
 - d) In the event an unforeseen need arises to utilize a subcontractor after an award has been made, the Contractor shall notify the **Town** in advance. Any and all subcontractors shall conform to all terms, conditions and specifications of the contract.

- **Price Proposal.** It is the intent of the Town of Beekman to enter into a contractual agreement with one (1) or more selected consultants based upon the category of services and requirements outlined within this RFP and the subsequent revision (if necessary) at a fixed fee rate for an open ended, as needed contract.
 - a) Provide a detailed fee schedule (Attachment A-1) listing hourly rates inclusive of all profit, fees, travel expenses, costs and other personnel expenditures for each category of employee to be used to provide services. Provide an hourly rate on Attachment A-1 for the applicable, generic representative personnel categories provided below:
 - i) **Principal/Associate (Corporate Officer or Partner)** This Principal/Associate (corporate officer or partner) will contribute about 5% of effort on individual projects.
 - ii) **Project Manager** The Project Manager must have greater than 10 years of experience, be a licensed professional (if applicable to the category for which your firm is proposing), and will contribute about 20% of effort on individual projects.

- iii) **Senior Professional** A senior professional has greater than 5 years of experience and must possess a professional license in his/her related field (i.e. professional engineer, certified planner, professional land surveyor). Personnel in this category will contribute about 25% of effort on individual projects.
- iv) **Junior Professional** A junior professional has less than 5 years of experience, may or may not be licensed in his/her field, and will contribute about 20% of effort on individual projects.
- v) **Technician** This category of personnel includes staff such as construction inspector, field technician, plat technician, survey technician (field and/or office), draftsman, CADD operator and GIS specialist. Personnel in this category will contribute about 30% of effort on individual projects.

Note: Failure to provide pricing in the format listed within this Section may be grounds for the disqualification of a proposal, as determined by the Town of Beekman.

- Any non-labor costs, which the Town agrees cannot be factored into the generic rates above, (e.g. express courier rates, equipment rental fees, duplication of plans and drawings, etc.) will be provided at cost, with no additional mark-up or cost plus fees. The Town reserves the right to require firms to attach receipts to invoices.
- No additional payment will be made for travel related expenses (e.g. airfare, meals, mileage, lodging, per-diem, etc.), or miscellaneous non-labor costs (e.g. administrative services, data entry, fax transmissions, telephone calls, etc.).
- At no time shall costs associated with subcontracting be marked up or provided for cost plus fees, nor shall any subcontractor be required to provide any form of compensation to a Contractor for being selected or recommended for work associated with this RFP. The Town reserves the right to require the Contractor to solicit price proposals from three (3) or more subcontractors, deemed qualified by the **Town** to perform the work, whenever more than 25% of the cost associated with a project or task must be subcontracted.
- **Other Relevant Information.** Provide any additional information you wish to call to the **Town's** attention with respect to your firm's qualifications and how it can add value to the projects of the Town.
- **References.** Provide a list or describe representative clients currently or recently served focusing on clients similar in size and complexity to the Town of Beekman. Provide the current name, address, telephone number, contact person, scope of services and/or project description and cost of at least four (4) specific references (preferably local governments your firm has served; preferably those in which the members of your proposed project team provided the same or similar services as requested herein.

- o Three (3) of these references are to be for current, unfinished projects.
- o Three (3) of these references are to be for completed projects not to exceed three (3) years in age.
- o One (1) of these references is to be for a completed project not to exceed one year in age.

Additionally, provide the current name, address, telephone number, and contact person.

RESOLUTION NO. 10:24:18 –6

RE: Authorize Entertainment for the Snowflake Spectacular

offers the following and moves for its adoption:

WHEREAS, the annual Snowflake Spectacular, organized by the Recreation Department, will be held on December 1, 2018; and

WHEREAS, funds for entertainment at the Snowflake Spectacular were included in the 2018 budget; now therefore be it

RESOLVED, that the Town Board hereby authorizes the Supervisor to enter into an agreement with TUMBLEBUS, with a fee not to exceed \$400 for the 2018 Snowflake Spectacular.

Seconded:

ROLL CALL VOTE:

Councilman Stiegler
Councilman Swartz
Councilman Battaglini
Councilwoman Woehrman
Supervisor Covucci

Dated: October 24, 2018

RESOLUTION NO. 10:24:18 – 7

**RE: Accept Community Development Block Grant (CDBG) for ADA Compliant
Town Hall Access**

offers the following and moves for its adoption:

WHEREAS, the Town of Beekman participated in the Dutchess County Community Development Block Grant for ADA Compliant Town Hall Access; and

WHEREAS, Dutchess County did announce preliminary funding for the 2018 Community Development Block Grant (CDBG) program; and

WHEREAS, Beekman has been awarded a \$50,000 grant for ADA Compliant Town Hall Access;

NOW, THEREFORE,

BE IT RESOLVED, that the Town Board of the Town of Beekman hereby accept the grant of \$50,000 for the

Seconded:

ROLL CALL VOTE:

Councilman Stiegler

Councilman Swartz

Councilman Battaglini

Councilwoman Woehrman

Supervisor Covucci

Dated: October 24, 2018

RESOLUTON NO. 10:24:16 – 8

RE: Allow Overflow Parking From Fire Department

offers the following and moves for its adoption:

WHEREAS, the Beekman Fire Department is holding 'Cookies with Santa' on December 2, 2018 from 11:00am – 3:00pm; and

WHEREAS, additional parking is requested to accommodate the many anticipated visitors for this event; now therefore be it

RESOLVED, that the Town Board allows the use of Beekman Town Hall parking lot for the Beekman Fire Department to accommodate the overflow parking on December 2, 2018.

Seconded:

ROLL CALL VOTE:

Councilman Stiegler

Councilman Swartz

Councilman Battaglini

Councilwoman Wohrman

Supervisor Covucci

Dated: October 24, 2018

RESOLUTION NO. 10:24:18 – 9

RE: Approve Settlement of Pending Tax Certiorari Proceeding with Jamie Schmidt

offers the following and moves for its adoption:

WHEREAS, there are now pending in Dutchess County Supreme Court tax review proceedings commenced for the years 2016/2017, and 2017/2018 seeking a reduction in the tax assessment of property owned by Jamie Schmidt for those tax rolls and property located at Lookout Pass and known as Tax Map No.: 6757-00-307095; and

WHEREAS, the Town Attorney has negotiated a settlement of these tax review proceedings;

NOW, THEREFORE,

BE IT RESOLVED, as follows:

1. The Town Board of the Town of Beekman hereby approves the settlement on behalf of the Town of Beekman of the tax review proceedings brought by Jamie Schmidt in accordance with the Stipulation of Settlement attached hereto; and
2. The Supervisor, the Town Assessor and the Town Attorney are hereby authorized to take all action necessary and appropriate to effectuate the terms of this Resolution and Stipulation of Settlement, including, but not limited to, the execution of this Stipulation embodying the above settlement, the obtaining of an Order from the Dutchess County Supreme Court embodying the above settlement and a refund or crediting of tax payments, without interest, if paid within sixty (60) days after service of the Order with Notice of Entry, all in accordance with the above authorized settlement.

Seconded:

ROLL CALL VOTE:

Councilman Stiegler

Councilman Swartz

Councilman Battaglini

Councilwoman Wohrman

Supervisor Covucci

Dated: October 24, 2018

RESOLUTION NO. 10:24:18 – 10

RE: APPOINTMENT OF SARAH DAVIS AS BUILDING RESEARCH ANALYST

offers the following and moves for its adoption:

WHEREAS, the Town Board is desirous of retaining Sarah Davis as Building Research Analyst to assist in the Building Department; and

WHEREAS, this resolution will not have a financial impact on the 2018 approved budget; and

NOW, THEREFORE, BE IT

RESOLVED, that the Town Board hereby appoints Sarah Davis to the position of Building Research Analyst to serve at the pleasure of the Town Board at the rate of \$25.00 an hour and not to exceed 12 hours per week.

Seconded:

ROLL CALL VOTE:

Councilman Stiegler
Councilman Swartz
Councilman Battaglini
Councilwoman Woehrman
Supervisor Covucci

Dated: October 24, 2018

RESOLUTION NO. 10:24:18 – 11

RE: ADOPT SEXUAL HARASSMENT POLICY STATEMENT AND PROCEDURE, ESTABLISHING COMPLAINT FORM AND SEXUAL HARASSMENT OFFICERS

offers the following and moves for its adoption:

WHEREAS, pursuant to Section 296 of the New York State Executive Law the Town of Beekman must formulate a Sexual Harassment Policy and complaint form which is in compliance with the New York State Model Policy; and

NOW, THEREFORE,

BE IT RESOLVED, that the Town Board of the Town of Beekman adopts the Town of Beekman Policy Statement and Procedure Against Sexual Harassment and other Forms of Harassment as attached hereto and made a part hereof as the official policy of the Town; and be it further

RESOLVED, that the Town shall provide a copy of this policy along with the attached complaint form within five (5) days of its adoption by the Town Board; and be it further

RESOLVED, that the Town's Sexual Harassment Officers are designated as:

Linda Bloomer
Efrem Citarella
Peggy Matsuzawa

Seconded:

ROLL CALL VOTE:

Councilman Stiegler
Councilman Swartz
Councilman Battaglini
Councilwoman Wohrman
Supervisor Covucci

Dated: October 24, 2018

RESOLUTION NO. 10:24:18 – 12

RE: THE TOWN BOARD OF THE TOWN OF BEEKMAN APPOINTING CONFLICT COUNSEL

offers the following and moves for its adoption:

WHEREAS, there currently is pending in Dutchess County Supreme Court a matter entitled “The Town of Beekman v. Morris Associates, et al” bearing index no.: 3415/2015; and

WHEREAS, the Town of Beekman had previously engaged former Town Attorney Michael Varble to represent the Town; and

WHEREAS, Michael Varble is unable to continue his representation of the Town and the current Town Attorney has a conflict and is unable to represent the Town in this matter; and

WHEREAS, the Town is desirous of retaining conflict counsel; and now therefore be it

RESOLVED, that the Town of Beekman authorizes the retaining of Howard Protter, Esq. of Jacobowitz and Gubits, LLP to represent the Town of Beekman in the matter of the Town of Beekman v. Morris Associates; and be it further

RESOLVED, that the Supervisor shall take all steps necessary to effectuate this resolution including but not limited to signing a Consent to Change Attorney and a Retainer Agreement.

Seconded:

ROLL CALL VOTE:

Councilman Stiegler

Councilman Swartz

Councilman Battaglini

Councilwoman Wohrman

Supervisor Covucci

Dated: October 24, 2018

RESOLUTION NO. 10:24:18 – 13
RE: Payment of Claims

offers the following and moves for its adoption:

WHEREAS, the Bookkeeper has audited and approved claims pursuant to Sect. 119 of Town Law as set forth in the attached abstracts; be it

RESOLVED, that the payment, therefore, is hereby authorized as follows:

Claims to be paid from the A-General Fund	\$ 122,477.66
Claims to be paid from the DA-Highway Fund	\$ 276,119.03
Claims to be paid from the SS – Dover Ridge Sewer	\$ 101,353.19
Claims to be paid from the SW – Dover Ridge Water	\$ 14,725.85
Claims to be paid from the T-Trust & Agency Fund	\$ 34,248.00
Claims to be paid from the H-Capital Fund	<u>\$ 76,675.00</u>
	<u>\$ 625,598.73</u>
Payroll Paid on 10/18/18	
General Fund	\$ 33,363.93
Highway Fund	<u>\$ 22,133.00</u>
	<u>\$ 55,496.93</u>

Seconded:

ROLL CALL VOTE:

Councilman Stiegler

Councilman Swartz

Councilman Battaglini

Councilwoman Wohrman

Supervisor Covucci

Dated: October 24, 2018