

Village of Hermon
Dissolution Implementation Committee
(Post Study Phase)

Meeting #5 – 4/21/2016 @ 6:00 p.m. @ the Hermon Town Hall

Minutes

Attendees: Nicole Bacon-Ward, Jane Doiron, Dave Doiron, Jeff Foster, Connie Green, Cathy Race, Robert Reed, Chris Stransky

Consultants: Bob Guminiak (C2AE), Star Carter (DANC), Carrie Tuttle (DANC)

1. Status of DOS Implementation Grants – Town and Village DOS contracts have been received. 1st disbursement requests are in-process.
2. Implementation Tasks – more information on the tasks identified during the Dissolution Study can be found at in the Report located on the web. See page 97 of the PDF document for the summary table of costs and tasks.
http://www.danc.org/files/public/hermon/Final_Dissolution_Study_and_Plan.pdf

A summary of the status of each item was provided.

- a. Asset Management Plan (budget of \$16,555)
 - i. Agreement in place with DANC to complete the Asset Management Plan (AMP).
 - ii. DANC schedule to complete AMP that coordinates field work that is part of GIS into schedule (see below).

Scope of Work for Asset Management Plan

<u>Tasks</u>	<u>Assigned To:</u>	<u>Completed By:</u>
Research and Review		
GIS fieldwork for water and wastewater infrastructure	DANC - S. Carter	May 2016
GIS fieldwork for sidewalks, curbs, and pavement condition assessment	DANC - S. Carter DANC - M. Burt	May 2016
Village-owned building condition assessment and photos	DANC - M. Burt	June 2016
Village-owned equipment inventory and assessment and photos	DANC - M. Burt	June 2016
Village park and recreation equipment assessment and photos	DANC - M. Burt	June 2016
Assess old water tower and determine demo costs	DANC - M. Burt	July 2016
List Village-owned real property and value	DANC - S. Carter	July 2016
Draft Plan		
Draft AMP for Village Board Review	DANC - S. Carter DANC - M. Burt	August 2016
Update draft with comments and corrections	DANC - S. Carter DANC - M. Burt	September 2016

Present Final Plan		
Present AMP to Village	DANC - C. Tuttle DANC - M. Burt	September 2016

- b. District Formation (budget of \$12,000)
 - i. Town executed agreement with C2AE at Feb. meeting to complete district formation process for Water, Sewer and Lighting. C. Tuttle mentioned that C2AE will compare billing records, provided by Village Clerk, to maps to ensure boundaries are set properly to include water/sewer customers.
 - ii. C2AE plans to have draft Map, Plan and Reports for water, sewer and lighting completed by the end of May.

- c. Real Property Disposition –The Village has a list of properties that they would like to sell and has provided that list to Pease & Gustafson (i.e., Eric Gustafson). The Village decided at their 4/19 meeting to sell the old Village office. Pease & Gustafson has provided a proposal to the Village to assist with disposing of Village property for a NTE cost of \$3,000 (vs. budget of \$10,000). R. Roeckle provided comments, noted that the contract was acceptable to meet requirements of the DOS grant, and recommended that the Village and Town have their counsel review. The Committee recommended the Village and Town board proceed with formal resolutions to accept proposal.

- d. Records Management (budget \$10,000 for Village; \$10,000 for Town; plus \$5,000 for scanner) – Table below is an updated summary of the tasks and schedule that will be followed to complete the records management tasks associated with implementation. Scanning has been removed from the scope of services per recommendations from the NYS Archives, and the RFP will only include a detailed records inventory; relocation of records in old Village and Town offices to the new municipal office; and recommendations for an electronic content management system and a document scanner. The committee approved the draft RFP and it will be issued on April 25 to qualified consultants.

Comment [CT1]: Star – can you please provide a summary of what was discussed at last week's meeting?

Comment [SRC2]: Updated this and the table below

Scope of Work for Records Management Project Village and Town of Hermon

<u>Tasks</u>	<u>Assigned To:</u>	<u>Completed By:</u>
Site Visit		
Determine general scope of work	DANC - S. Carter	March 1, 2016
Site Visit by NYS Archives Regional Advisor for Records Inspection/Survey and Recommendations for Project	Village/Town Clerks DANC - S. Carter	April 8, 2016
RFP for Records Management Services		
Draft RFP for Records Management Project for Village and Town Board review. RFP to include Records Relocation, Records Inventory, and Records Management Recommendations	DANC - S. Carter DANC - C. Tuttle	April 21, 2016
Village Issues RFP for Records Management Project and selects contractor	Village/Town	April 25-May 13, 2016

<u>Project Management</u>		
Assist with Contractor Management	DANC - C. Tuttle DANC - S. Carter	May-July 2016
Assist with QC and deliverable inspection	DANC - S. Carter	May-July 2016
Review of Records Management Recommendations and develop plan for implementation	Village/Town DANC - C. Tuttle DANC - S. Carter	July 2016
Implementation of Applicable Recommendations	Village/Town	August-September 2016

- e. Local Law Review (\$7,000 budgeted for Village; \$8,000 budgeted for Town) – The Committee agreed that they would establish a sub-committee to work on the review of local laws. Pease & Gustafson provided an agreement with a scope of work and NTE price of \$7,500 with provisions to split costs proportionally between the Village and Town to match ratio of grant funds. R. Roeckle provided comments, noted that the contract was acceptable to meet requirements of the DOS grant, and recommended that the Village and Town have their counsel review. The Committee recommended the Village and Town board proceed with formal resolutions to accept proposal.

- f. Comprehensive Planning Process (\$25,555 budgeted) – The first step in the process was completed on March 17, 2016 which was a Strengths, Weaknesses, Opportunities, and Threats (SWOT) brainstorming session facilitated by SLC Planning. The County is compiling the results of the SWOT and working on the next steps in the process. They will provide additional information at the May meeting.

- g. IT Integration (\$5,000 budgeted) – will be addressed a little later; on hold for now.

3. Future Meeting Dates

- a. Next Meeting – May 19th at 6:00 p.m. at Village/Town Offices.