



Cornell University
Cooperative Extension
Dutchess County



**Cost and Energy Saving Opportunities for Municipalities:
How NYSERDA's Clean Energy Communities Program can benefit your community**

Wednesday, November 1st, 2017

6:30pm – 8:30pm

AGENDA

- 6:30pm – 6:35pm Welcome and Introduction - *Carolyn Klocker, CCEDC*
- 6:35pm – 7:00pm An overview of the Clean Energy Communities Program - *Europa McGovern, HVRC*
- 7:00pm – 7:15pm Energize NY Finance (Property Assessed Clean Energy – PACE) - *Mark Thielking, Energize New York*
- 7:15pm – 7:30pm LED Street Lights - *Carla Castillo, HVRC*
- 7:30pm – 7:45pm Opportunity to engage with LED agencies
- 7:45pm – 8:25pm Implementing High Impact Action Items: A Community Panel
 - *City of Beacon – Jeffrey Domanski, CAC*
 - *Town of Dover – Katie Palmer-House, Town Clerk*
 - *Town of Red Hook – Robert McKeon, Supervisor*
 - *Village of Wappinger Falls – Matt Alexander, Mayor*
- 8:25pm- 8:30pm Wrap-up and Next Steps
- 8:30pm – 8:50pm Optional opportunity to stay and continue discussions with LED agencies

*talked about
Clean Smart
Communities
Program*

Katie Palmer-House

Help to Town of
Philipstown

From: Katie Palmer-House
Sent: Wednesday, March 14, 2018 3:36 PM
To: Roberto Muller
Subject: RE: Philipstown_Climate Smart Communities
Attachments: Town of Dover RFP CSC_06_30_FINAL.docx

Dear Roberto,

Thanks for your call! Attached please find the Request for Proposal we issued last summer for the Govt. Operations Greenhouse Gas Inventory, Target Reduction Plan and Govt. Operations Climate Action Plan.

At your convenience, please take a look and let me know if you have any questions.

Here's a weblink to our new Climate Smart Dover webpage on our Town website:

<http://townofdoverny.us/ClimateSmart.cfm>

Take care and hope we can meet sometime soon,

Katie

Katie Palmer-House, Ed.D, CMC
Town Clerk



Town of Dover
126 East Duncan Hill Rd.
Dover Plains, NY 12522
(845) 832-6111 Ext. 112

From: Roberto Muller [mailto:rafaelsanluissan@gmail.com]
Sent: Wednesday, March 14, 2018 3:26 PM
To: Katie Palmer-House <TownClerk@townofdoverny.us>
Subject: Philipstown_Climate Smart Communities

Hi Katie,

Thanks for taking my call! I've attached the proposed Ulster Working Group document that Europa shared with me. Looking forward to meeting someday soon!

Until next time,

Roberto Muller
Philipstown Climate Smart Communities Coordinator
845.764.1865

Katie Palmer-House

From: Katie Palmer-House
Sent: Tuesday, April 24, 2018 10:44 AM
To: Roberto Muller
Subject: RE: Philipstown_Climate Smart Communities

Hi Roberto,

Thanks for your email. The answer to your questions isn't so easy because you describe doing some of the work yourself. We contracted for all the work to be done by consultants and of course, Climate Smart Communities grants provide only 50% of funding so you have to show where your matching funds are coming from.

Why don't you give me a call because I think it's better if I can some questions instead of committing to simple budget amounts by phone.

Thanks,
Katie

Katie Palmer-House, Ed.D, CMC
Town Clerk



Town of Dover
126 East Duncan Hill Rd.
Dover Plains, NY 12522
(845) 832-6111 Ext. 112

From: Roberto Muller [mailto:rafaelsanluissan@gmail.com]
Sent: Saturday, April 21, 2018 3:24 PM
To: Katie Palmer-House <TownClerk@townofdoveryny.us>
Subject: Re: Philipstown_Climate Smart Communities

Hi Katie!

Greetings again from Roberto Muller of Philipstown!

We are starting to prepare our grant application for funding to complete priority actions towards CSC certification and I am wondering if you would be willing to share some budget numbers from your DEC grant? Specifically, we're trying to calculate how many hours it will take to develop the Government Operations GHG Inventory, Reduction Targets, and Climate Action Plan, as well as the other three priority actions for which you received funding - Natural Resources Inventory, Vulnerability Assessment, and Review of Existing Policies.Procedures and Publications. We will try to do as much of the work in-house or with the help of volunteers on our Task Force and Green Team, but might need to subcontract some of the work to a consulting firm.

If this is something that your are allowed to share, I would greatly appreciate it!

Katie Palmer-House

From: Katie Palmer-House
Sent: Friday, June 1, 2018 4:07 PM
To: Katie Palmer-House
Subject: FW: Interest in meeting to talk about Climate Smart Communities certification

From: Katie Palmer-House
Sent: Friday, June 1, 2018 4:07 PM
To: Linda French (supervisor@townofdoveryny.us) <supervisor@townofdoveryny.us>; 'Michael Jastremski' <MJ.HVA@outlook.com>; 'cjkennan@townofnortheastny.gov' <cjkennan@townofnortheastny.gov>; 'Shannon Fatum' <sfatum@gmail.com>; 'vperotti@ameniany.gov' <vperotti@ameniany.gov>
Subject: Interest in meeting to talk about Climate Smart Communities certification

Dear Supervisor Perotti, Councilman Kennan, Beekman CAC member Fatum, Supervisor French and Mike,

I'm writing to ask if you'd like to meet sometime in June to talk more about Climate Smart Certification and if there is interest in submitting a modest Climate Smart Communities grant to help with your community's certification activities.

At your convenience, if you can check your calendar and let me know dates and times that you might be available (after June 9th), I'll be glad to create a Doodle survey and we can plan to meet.

Thanks and hope you have a lovely weekend,

Katie

Katie Palmer-House, Ed.D, CMC
Town Clerk



Town of Dover
126 East Duncan Hill Rd.
Dover Plains, NY 12522
(845) 832-6111 Ext. 112

Help to bring together

Eastern Dutchess

Communities

or

Climate Smart

Katie Palmer-House

From: Katie Palmer-House
Sent: Wednesday, June 6, 2018 7:10 PM
To: cjkennan@townofnortheastny.gov; vperotti@ameniany.gov
Subject: Copy of our 2016 Climate Smart Communities grant proposal
Attachments: Town of Dover CSC Certification CFA Grant Application_07_29_16 (003).pdf

Dear Supervisor Perotti and Councilman Kennan,

Attached please find a copy of the 2016 NYS DEC CFA grant proposal that Dover received funding for in early 2017 to pursue some priority actions of Climate Smart certification. Please feel free to use it internally however I would ask that you don't share it publicly since it belongs to the Town of Dover.

I hope it may be to see the activities that we are working on at this time in our CSC certification process.

Thanks so much,
Katie

Katie Palmer-House, Ed.D, CMC
Town Clerk



Town of Dover
126 East Duncan Hill Rd.
Dover Plains, NY 12522
(845) 832-6111 Ext. 112



**Climate Smart
Communities**

Dutchess County Climate Smart Registered Communities Conversation

Tuesday, June 12, 2018

11 a.m. to 1 p.m.

Dover Town Hall, Dover Plains

(Lunch during meeting)

Tentative Agenda

Introductions

**Information from Each Municipality about their Climate Smart
Communities Participation and Goals**

Possible Interest in Periodic Meetings to Share CSC Certification Progress

Share copy of 2016 Town of Dover CSC Certification Grant Proposal

**Discuss Possible Interest in Preparing a NYS CSC Certification Grant Proposal
(distribute NYS CFA DEC Climate Smart Certification grant application
guidelines for review- deadline for submission- 4 p.m., Friday, July 27, 2018)**



Climate Smart
Communities

Dutchess County Climate Smart Registered Communities Conversation

Tuesday, June 12, 2018

11 a.m. to 1 p.m.

Dover Town Hall, Dover Plains

Name

Municipality

Email Address

Linda Shenk	Dover	Supervisor@TownofDoverNY.us
Jack Campisi	Milan	
John	Dover	townclerk@townofdovery.us
Maria Grace	HVA	mgrace.hva@gmail.com
MIKE JASTREMSKI	HVA	mj.hva@outlook.com
George Kay	North East	nesuperervisor@te.comic.us
Dawn M. Fatum	Beekman	Sfatum@gmail.com
Chris Kennan	North East	cjkennan@mac.com
Vito Perotti	Town of Amenia	Vperotti@ameniany.gov



See
next
page

For Release: Thursday, December 27, 2018

DEC Announces \$7.3 Million Awarded to 'Climate Smart' Municipalities

Supports Governor Cuomo's Goal to Reduce Greenhouse Gas Emissions 40 percent by 2030

Climate Smart Grants Part of State's REDC Awards

New York State Department of Environmental Conservation (DEC) Commissioner Basil Seggos announced today that DEC's Climate Smart Communities Grants Program has awarded \$7.3 million to municipalities across the state as part of the \$763 million in Regional Economic Development Council (REDC) Awards announced on Dec. 18. Established in 2016, this 50/50 matching grant program for municipalities supports climate change adaptation and the local reduction of greenhouse gas emissions. The grants also provide support for communities seeking to become State-certified Climate Smart Communities. The Climate Smart Community Grant Program is one of 21 programs included in the REDC awards.

Commissioner Seggos said, "Thanks to Governor Cuomo, New York's \$300 million Environmental Protection Fund is providing much-needed resources to local governments across the state to accelerate actions to combat climate change. These Climate Smart Community awards empower municipalities to become more resilient and adapt to the potentially devastating effects of climate change."

Two-hundred-and-forty-five New York State municipalities have adopted the Climate Smart Communities Pledge to become registered [Climate Smart Communities](#) and engage in programs to increase energy efficiency, reduce greenhouse gas emissions, and promote renewable energy and a green economy. These registered Climate Smart Communities can also work toward Climate Smart Community Certification by documenting completion of specific, local actions. Each registered Climate Smart Community may choose to undertake those actions most appropriate for its particular objectives, capacity, and other circumstances. Completion of these actions allows the community to earn points toward designation as a Certified Climate Smart Community. The Climate Smart Community Certification Grants support communities undertaking certification actions.

Beyond supporting Climate Smart Community certification, the Climate Smart Community grants support projects that advance Governor Cuomo's climate change and clean energy goals by reducing greenhouse gas emissions, mitigating flood risk, and preparing for extreme heat and weather events. [Information on the Climate Smart Communities](#) program is available on their website. The 2018 Climate Smart Community Awards are listed on the Office of [Climate Change funding page](#); the 2018 REDC Awards Booklet is posted on the [REDC](#) site.

2018 Climate Smart Communities Awards

Western New York

- Erie County received \$79,968 for Climate Smart Communities Certification Actions. The county will complete the following Climate Smart Community certification actions: community climate action plan, bicycle master plan, fleet inventory, and update/adopt policy's regarding fleet efficiency, complete streets, and construction waste. Each action will help to reduce the county's greenhouse gas emissions.
- The village of Sherman received \$18,000 for its Climate Smart Comprehensive Plan. The Village of Sherman will complete a Climate Smart Comprehensive Plan, which will incorporate policies and actions the village can undertake to mitigate the effects of extreme weather events, reduce greenhouse gas emissions, revitalize its business corridor, protect wastewater and stormwater infrastructure, and maintain its connection to nature, while stimulating sustainable economic development and improving quality of life.

Southern Tier

- The city of Ithaca received \$460,397 for the Downtown Ithaca Transportation Demand Management Association. The city will transition its transportation demand management pilot project to full implementation by creating an association that is working with local employers, transportation providers, and commuters to reduce reliance on single occupancy vehicle use and thereby reduce traffic congestion, parking garage demand, and greenhouse gas emissions. The association will work to change the commuting habits of at least 600 additional individuals by 2022.
- The town of Kirkwood received \$91,000 for the Highway Department Drainage Improvement Project. The town will replace an underground drainage system at the highway garage with a larger capacity system to drain excess water from the site during increasingly heavy rain events.
- The village of Montour Falls was awarded \$8,998 for Climate Smart Community Actions. The village will complete Climate Smart Communities certification actions related to planning, analysis, and policy development that focus on three objectives: reducing greenhouse gas emissions in both government operations and in the community, assessing climate vulnerability, and producing educational materials that will assist other Schuyler County communities with climate change preparedness.

Mohawk Valley

- Montgomery County received \$2 million for its Montgomery County Facilities Relocation project. The county is relocating its Business Development Center and Department of Public Works out of the Mohawk River floodplain to the Industrial Development Authority Glen Canal Business Park. Consolidating several satellite offices outside of the flood inundation area will increase efficiency of emergency service operations during storm events by eliminating the need to move equipment prior to each storm and eliminating trips between facilities.

Mid-Hudson

- The city of Kingston was awarded \$60,000 for its Pedestrian and Bicycle Master Plan. The city is preparing a comprehensive city-wide pedestrian and bicycle master plan that will inventory and assess all existing sidewalks and bike paths and perform an equity-demand analysis and a gap analysis to identify a cohesive non-motorized transportation network that, when completed, will link neighborhoods and business areas together, as well as to the Kingston Greenline and the Empire State Trail.
- The city of Kingston received \$772,752 for its Safe and Accessible Flatbush and Foxhall Avenues project. The city of Kingston is enhancing bicycle and pedestrian facilities along portions of Flatbush and Foxhall Avenues. Sidewalks, railroad crossing facilities, sidewalk ramps, painted crosswalks, driveway aprons, pedestrian waiting stations, and 56 street trees are included in the improvements. The project will increase safety along the corridor and at the railroad crossings, support an increase in non-motorized transportation and connect low-income neighborhoods to commercial centers.
- Sullivan County's Department of Public Works was awarded \$934,084 for its Hamlet of Kohlerstown Flood Risk Reduction Project. The county will construct an overflow pipeline to alleviate repetitive flooding in the hamlet of Kohlerstown. Excessive storm water flow to a tributary of the East Branch of the Callicoon Creek causes flooding of residences, businesses, and several roads in the in the area.
- The town of Amenia received \$17,208 for Climate Smart Community Certification Actions. The town will pursue certification through the completion of two CSC actions. Completion of a road-stream crossing vulnerability assessment will determine climate vulnerabilities associated with bridges and culverts. Completion of climate resiliency planning will identify gaps in the town's policies regarding climate vulnerability and adaptation, which will help guide future policy and project direction.
- The town of Dover was awarded \$14,723 for its Climate Smart Sustainability Update to Comprehensive Plan. The town will amend its comprehensive plan to include a sustainability chapter. The sustainability chapter will articulate a vision, guiding principles, action plan, and sustainability evaluation measures to promote economic growth while protecting the town's environmental assets.
- The town of Fallsburg received \$168,713 for its Mongaup Road Culvert Right Sizing project. The town is replacing an undersized culvert with two aluminum box culverts to reduce flood risk along a tributary to the East Mongaup River in Hurleyville.
- The town of North East was awarded \$29,708 for its Climate Smart Community Certification Actions. The town of North East and the village of Millerton will join forces to work toward Climate Smart Community Certification and will inventory government greenhouse gas emissions and create climate action plans, evaluate bridges and culverts for flooding vulnerability, and perform climate resiliency planning analysis that will identify gaps in climate vulnerability and adaptation policies.
- The town of Ossining received \$100,000 to complete Climate Smart Communities Certification Actions. The town will complete a comprehensive plan with sustainability elements and a plan for bicycling and walking. The bicycling and walking plan will be a chapter in the comprehensive plan and will build on the very successful Millwood-Ossining Go! Trail Plan.
- The town of Philipstown was awarded \$6,000 for its Climate Smart Communities Campaign. The town will complete several certification actions, including climate smart resiliency planning, as part of moving toward designation as a Certified Climate Smart Community. The goal of the project is to gather information about the best strategies for mitigating the town's contribution to climate change and for adapting the community to the inevitable effects of a changing climate.
- In addition, the town of Philipstown received \$9,670 to inventory greenhouse gas (GHG) emissions through a consumption-based inventory. Consumption-based GHG inventories trace goods and services to their source and provide a higher level of detail than standard GHG inventories. The town will use these data and analysis to set emission reduction targets in its climate action plan.
- The town of Poughkeepsie was awarded \$45,000 for its Comprehensive Plan Update with Sustainability Elements. The town will update its 2007 comprehensive plan, which successfully introduced mixed-use zoning and greenspace preservation strategies. Drawing on recent pedestrian infrastructure planning for Dutchess County, Poughkeepsie's comprehensive plan update will include a complete streets policy, bicycle and walking infrastructure planning, and a natural resource inventory.
- The village of Port Chester received \$50,000 to develop its Climate Change Vulnerability Assessment and Adaptation Plan, a climate adaptation strategy for sea-level rise along the Byram River, which connects to Long Island Sound. A large portion of the Village lies within the river's 100-year floodplain; therefore, the focus of the strategy will be on retrofit and flood proofing of existing structures.

Long Island

- The town of Brookhaven was awarded \$375,000 for Mastic Beach Wetlands Restoration. The town will remove abandoned homes and antiquated infrastructure from tidal wetlands in Mastic Beach to re-establish wetland systems and natural floodplains in this area, which is vulnerable to sea-level rise and coastal storms.
- The town of Hempstead received \$80,000 to update its Energy & Sustainability Master Plan. The town will update its Energy & Sustainability Master Plan. Work will include updating the town's energy, fleet, and greenhouse gas inventory data and an assessment of all energy and sustainability related policies. The analysis will aim to show where the town has made progress and uncover opportunities for improvement, addition of new policies or programs, or expansion of existing programs.
- The town of Huntington was awarded \$62,500 to update its Climate Action Plan. The town will complete government operations and community greenhouse gas (GHG) inventories, a renewable energy feasibility study, and capital phase-in plan. These studies will inform the update of the climate action plan to incorporate a GHG reduction target, set a renewable energy goal for the town, and provide a list of projects that can be undertaken to achieve those goals.
- The town of Southampton received \$410,000 for Alewife Creek Culvert Right Sizing. The town will right-size a culvert under Noyac Road at North Sea Road to restore proper water flow through Alewife Creek. This work will allow for the passage of additional water during storm events and as sea level rises. It will also allow for the migration of alewife, a fish species important to the local economy.

Finger Lakes

Katie Palmer-House

From: Christopher Kennan <cjkennan@mac.com>
Sent: Thursday, June 14, 2018 4:04 PM
To: Katie Palmer-House
Cc: Dianne Engleke; George Kaye
Subject: Meet with Town of North East CAC?

Hi Katie,

Once again, many thanks for organizing that good meeting on Tuesday of the various Towns that might work together on Climate Smart activities.

Would there be any possibility of you meeting with our CAC this coming Monday evening, June 18?? I will unfortunately be out of town, but Dianne Engleke, Chair of the CAC, and copied here, would be delighted to meet you and for the CAC to get the benefit of your experience in moving forward on Climate Smart elements. We in the Town of North East do want to submit a grant application in this cycle, and could use all the help and advice we can get!

The CAC meets on Monday evening, at our Town Hall, at 7:00pm. The address is 19 North Maple Ave., Millerton, NY

If this short notice does not work for you, we will understand, but we do still hope to be able to work closely with you going forward, on our grant proposal.

Best regards,

Chris

Christopher Kennan
Councilman
Town of North East
Millerton, NY 12546

Met with North East
and provided binder
with copies of our
CSC Task force work
and grant information

Katie Palmer-House

From: Katie Palmer-House
Sent: Monday, March 4, 2019 10:56 AM
To: Christopher Kennan
Subject: Copy of Govt. Operations GHG studies and Climate Action Plan RFP
Attachments: draft Town of Dover RFP CSC_06_20_17 _for final.docx

Hi Chris,

Attached please find a draft RFP for our Climate Smart grant to prepare a Govt. Operations GHG inventory and Climate Action Plan.

Did you participate in the Climate Smart grantee webinar on Feb. 1st?

At that webinar, it was mentioned that RFPs have to be reviewed and approved by the Office of Climate Change for this grant cycle.

Depending on your purchasing policy, you may have to advertise the RFP in the official newspaper of the Town and on Empire State Bidnet.

We advertised our RFP locally and online and received two proposals. We selected First Environment of Boonton, NJ.

Thanks,
Katie

Katie Palmer-House, Ed.D, CMC
Town Clerk



Town of Dover
126 East Duncan Hill Rd.

Sent from my iPhone

On Feb 27, 2019, at 4:11 PM, Christopher Kennan <cjkennan@mac.com> wrote:

Hi Katie,

I'm wondering what organization Dover contracted with to do your government operations GHG assessment. Did you have to issue an RFP for that? And if you did, is that something you could share with me?

Many thanks, we are getting moving on all this now.

Hope to see you soon, your help has been so important.

Chris

Christopher Kennan
PO Box 543
Millerton, NY 12546
914-519-8955 (mobile)

Katie Palmer-House

From: Katie Palmer-House
Sent: Friday, March 8, 2019 11:22 AM
To: Christopher Kennan; katchow@mac.com
Subject: Thanks for a great meeting yesterday and some documents to assist you in follow up
Attachments: draft HVA report to Town of Dover on Policy Review Recommendations_12.18_MJ edits.pdf; 2019 Adopted Govt. Operations Climate Action Plan.pdf; Dover GHG Inventory PPT.pdf; Spreadsheet from HVA for Review of Policies_.pdf

Hi Chris and Kathy,

So nice to see you yesterday, Chris, and a pleasure to meet with you, Kathy.

Thanks for such an uplifting meeting yesterday and attached please find items that I mentioned I would share:

- Copy of Town's adopted Govt. Operations Climate Action Plan (adopted Jan. 30, 2019)
- Copy of First Environment's PPT presentation to the Town back last August about the GHG inventory and climate action plan (the GHG report is long and pretty technical so this is more informative)
- Draft HVA report about outcome of the review of town policies, etc... (and draft spreadsheet that Climate Smart wants as a Pledge Element action deliverable).

At your convenience, you might want to share these with your CAC colleagues and it will inspire them to think about ways they can participate in other CSC tasks.

Starting this year, our CAC/Climate Smart Dover Task Force members agree that each member would try to lead an effort on a CSC certification action of their choice.

One member has agreed to make weekly posts to our Climate Smart Dover FB page; another member is working development of Town website resources about recycling information, medication disposal, thrift and scrap opportunities and energy efficiency.

And I think you have heard from Evan, our CAC chair and Climate Smart co-coordinator, and the idea for an intermunicipal Harlem Valley Climate Smart initiative for an art/photo/media exhibit to raise awareness about the impact of climate change.

Below is a link to the ICLEI website:

<https://iclei.org/>

Lastly, you saw the draft road-stream crossing inventory yesterday but since the Town hasn't adopted it yet, so I won't attach that just yet.

That's all for now. Please keep in touch and I would be glad to meet periodically. Our grant is to develop a Sustainability Element (chapter) for our Comprehensive Plan Update currently in development.

As it unfolds, I can share our progress if you are interested.

Thanks again and have a nice weekend,

Katie

Katie Palmer-House, Ed.D, CMC

Katie Palmer-House

From: Kathy Chow <katchow@mac.com>
Sent: Friday, March 8, 2019 6:41 PM
To: Katie Palmer-House
Cc: Christopher Kennan
Subject: Re: Thanks for a great meeting yesterday and some documents to assist you in follow up

WOW Katie!!!!

This is so helpful. I'm particularly impressed with the public-friendly clarity you have brought to the whole CSC project. We also need this kind of messaging to inspire and engage the many collaborating departments and the citizens. Thank you!!!

I can't begin to tell you how helpful and INSPIRING it was to meet with you yesterday. Thank you for being so generous with your wisdom and experience.

You've set a very high bar! We're lucky to be able to follow in your footsteps.

Ever grateful

CHOW

Kathy Chow
845-233-1355

On Mar 8, 2019, at 11:22 AM, Katie Palmer-House <TownClerk@townofdoveryny.us> wrote:

Hi Chris and Kathy,

So nice to see you yesterday, Chris, and a pleasure to meet with you, Kathy.

Thanks for such an uplifting meeting yesterday and attached please find items that I mentioned I would share:

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At your convenience, you might want to share these with your CAC colleagues and it will inspire them to think about ways they can participate in other CSC tasks.

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One member has agreed to make weekly posts to our Climate Smart Dover FB page; another member is working development of Town website resources about recycling information, medication disposal, thrift and scrap opportunities and energy efficiency.

And I think you have heard from Evan, our CAC chair and Climate Smart co-coordinator, and the idea for an intermunicipal Harlem Valley Climate Smart initiative for an art/photo/media exhibit to raise awareness about the impact of climate change.

Below is a link to the ICLEI website:

>
> Katie
>
> -----Original Message-----
> From: Christopher Kennan <cjkennan@mac.com>
> Sent: Wednesday, November 13, 2019 12:16 PM
> To: Katie Palmer-House <TownClerk@townofdovery.us>
> Cc: Kathy Chow <katchow@mac.com>; Andrew Stayman <andrew.b.stayman@snet.net>
> Subject: more CSC questions!
>
> CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.
>
>
> Hi Katie,
> Lots to chat about recent election results, but not right now.
>
> 1. We are struggling with what sort of contract we need to have with NY DEC. I assume Dover has a CSC contract with DEC. Is that something I can find on Dover's website, or could you share a copy of it with us?
>
> 2. On your GHG RFP, under Administrative Requirements, there are various deadlines. How did you determine what the tentative project schedule should be, and what the timeframe should be for each of the various tasks.
>
> 3. You kindly gave us a copy of your Quarterly Report Template. Was that a NY DEC template or did you create it yourself?
>
> 4. We have (finally) set up a CSC Task Force, and happily, Kathy Chow is heading it. And we have been fortunate to have a smart and detail-oriented volunteer, Andrew Stayman, as one of its initial members. If you would have the time for us, we would love to make another visit down to Dover to pick your brain!
>
> THANK YOU!
>
> Chris
>
>
> <Quarterly Report CSC.docx><Town of Dover CSC Grant Report_2019 1st Qtr. Report_.pdf><Attachment C - Work Plan Template.pdf>

Katie Palmer-House

From: Christopher Kennan <cjkennan@mac.com>
Sent: Thursday, November 14, 2019 12:16 PM
To: Katie Palmer-House
Subject: Re: more CSC questions- Let me help with answers!

Hi Katie,

Thanks for all this HELPFUL information. We so much appreciate your continued willingness to share Dover's experience and CSC success with the Town of North East.

I'll get back to you with some suggested dates to get together. Are there any particular days of the week that are better than others?

Thanks,

Chris

> On Nov 13, 2019, at 2:59 PM, Katie Palmer-House <TownClerk@townofdovery.us> wrote:

>

> Hi Chris (Supervisor-Elect!),

>

> Congratulations! Yes, I'm glad to help any way and we can arrange to meet with any colleague you'd like to include.

>

> Have you entered information on the Grants Gateway to enter your final work plan to John Wimbush to generate a contract?

> If not, that's where you begin the process. The contract will be a boilerplate contract however, you have to use the grant application to prepare a Work Plan (basically the same information you entered for the grant application).

>

> I think North East and Dover have the same climate analyst (John Wimbush)- however, we are working on our second grant with him (for a Sustainability Element project) and we have a different analyst for the first grant (the GHG inventory and climate action plan).

>

> The Administrative Requirements are simply proposed timeframes for the vendor and aren't hard dates. The GHG inventory and climate action plan took us about a year to do and I found it more helpful to have for the Town's benefit in case vendors want early payments or they get lax in keeping to deadlines. I didn't have that issue with this project but I have had it with other projects.

>

> The quarterly template is a DEC document that you need to submit to John Wimbush each quarter (once you have your contract with DEC in place).

> For an example, I'll attach our 2019 1st quarter report for our new grant. Even though you included a "draft" work plan with your grant application, you need to submit a "final" work plan (approved by John Wimbush) that will be included in the contract.

>

> To help get you started, I'll attach an "Attachment C" form for you to develop your draft work plan to submit to John.

>

> Lastly, let me know a good day and time to come visit!

>

> Thanks and take care,