

NEW YORK STATE - DEPARTMENT OF STATE

CONTRACT MODIFICATION FORM


Recipient: Village of Philmont  
Contract #: C1001662  
Region: CR  
Type of Modification: Budget and Work Plan Modification

Budget Category Changes:

- A. Salaries
- B. Travel
- C. Supplies
- D. Equipment
- E. **Contractual**
- F. Other

Reason and Justification for changes: \*\*See attached\*\*

RECIPIENT APPROVAL:

  
\_\_\_\_\_  
Signature of Authorized Official  
Brian T. Johnson  
\_\_\_\_\_  
Name of Authorized Official

August 16, 2022  
\_\_\_\_\_  
Date  
Mayor  
\_\_\_\_\_  
Title of Authorized Official

FOR DOS USE ONLY:

*MS* Program Representative Action:  
margaret bowers  
\_\_\_\_\_  
Signature of Program Representative

Approved       Disapproved  
8/18/2022  
\_\_\_\_\_  
Date

**Budget Justification:**

A budget amendment is needed to make changes to the contractual services line items.

The contractual services line for branding, marketing and graphic design and production is being removed as a separate line item as the Town will include these services in their RFP to hire a consultant to develop the watershed management plan.

The line item for consultant planning services to prepare and conduct the site-specific Natural Resources Inventory analysis and report is being combined with the line item for consultant services provided by Philmont Beautification, Inc. since this subcontractor has an agreement with the Town to directly reimburse the consultant for these services. The total has been reduced slightly to cover extra required legal costs.

The amount of legal services is being increased as additional work for the analysis of local laws will be done by the attorney.

**Workplan Justification:**

The work plan is being revised to adjust the description for Task 10 to accurately reflect the work that was done. As the project got underway, the municipalities determined that there was a need to focus on the development of a biological survey and report, which will be utilized as an outreach tool on the watershed.

**BUDGET COMPARISON SUMMARY**

**Contractor Name**                      Philmont (V)  
**Contract Number**                     C1001662

<b>Category</b>	<b>Current Budget</b>	<b>Change +/-</b>	<b>Amended Budget</b>
A. Salaries	\$8,090.00	\$0.00	\$8,090.00
B. Travel	\$0.00	\$0.00	\$0.00
C. Supplies	\$500.00	\$0.00	\$500.00
D. Equipment	\$0.00	\$0.00	\$0.00
E. Contractual	\$189,454.00	\$0.00	\$189,454.00
F. Other	\$26,750.00	\$0.00	\$26,750.00
<b>TOTAL PROJECT COST</b>	<b>\$224,794.00</b>	<b>\$0.00</b>	<b>\$224,794.00</b>
Total State Share	\$168,595.50		\$168,595.50
Total Local Share	\$56,198.50		\$56,198.50

**ATTACHMENT B-1 - EXPENDITURE BASED BUDGET**

<b>Budget Summary:</b>	<b>Local Match</b> 25%	<b>State Funds</b> 75%	<b>Total Budget</b>
A. Salaries	\$ 5,875.00	\$ 2,215.00	\$ 8,090.00
B. Travel	\$ 0.00	\$ 0.00	\$ 0.00
C. Supplies	\$ 500.00	\$ 0.00	\$ 500.00
D. Equipment	\$ 0.00	\$ 0.00	\$ 0.00
E. Contractual Services	\$ 23,074.00	\$ 166,380.00	\$ 189,454.00
F. Other	\$ 26,750.00	\$ 0.00	\$ 26,750.00
<b>Totals:</b>	\$ 56,199.00	\$ 168,595.00	\$ 224,794.00

<b>MWBE Goals:</b>		
State funds subject to MWBE goals		\$ 166,380.00
MBE Goal	15%	\$ 24,957.00
WBE Goal	15%	\$ 24,957.00

<b>A. SALARIES (including fringe benefits)</b>	<b>Local Match</b>	<b>State Funds</b>	<b>Total Budget</b>
Codes Officer (Annual Salary: \$14,300.00)	\$ 715.00	\$ 715.00	\$ 1,430.00
DPW Foreman (Annual Salary: \$66,100.00)	\$ 1,500.00	\$ 1,500.00	\$ 3,000.00
Village Clerk/Treasurer (Annual Salary: \$49,600.00)	\$ 2,480.00	\$ 0.00	\$ 2,480.00
Deputy Clerk/Treasurer (Annual Salary: \$27,700.00)	\$ 1,180.00	\$ 0.00	\$ 1,180.00
	<b>\$ 5,875.00</b>	<b>\$ 2,215.00</b>	<b>\$ 8,090.00</b>

<b>B. TRAVEL</b>	<b>Local Match</b>	<b>State Funds</b>	<b>Total Budget</b>
	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>

<b>C. SUPPLIES</b>	<b>Local Match</b>	<b>State Funds</b>	<b>Total Budget</b>
Supplies for copying and printing of the watershed plan documents, public meeting notices, and draft reports	\$ 500.00	\$ 0.00	\$ 500.00
	<b>\$ 500.00</b>	<b>\$ 0.00</b>	<b>\$ 500.00</b>

<b>D. EQUIPMENT</b>	<b>Local Match</b>	<b>State Funds</b>	<b>Total Budget</b>
	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>

<b>E. CONTRACTUAL SERVICES</b>	<b>Local Match</b>	<b>State Funds</b>	<b>Total Budget</b>
Professional services for watershed characterization assessment and analysis, water quality data analysis, invasive species identification, and Watershed Management Plan development. Subcontractor: To be determined	\$ 0.00	\$ 118,310.00	\$ 118,310.00
Legal services to assess existing local laws, land use policies and regulations, and draft local laws for the Watershed Plan, and provide assistance with the procurement process. Subcontractor: Fitzsimmons and Mills, 44 Broad Street, Kinderhook, NY 12106	\$ 6,000.00	\$ 11,070.00	\$ 17,070.00
Consultant services for project management, coordinating public participation outreach workshops, grant administration, preparing and conducting the site-specific Biological Study report. Consultant planning services to prepare and conduct the site-specific biological survey report. Subcontractor: Philmont Beautification, Inc., PO Box 1072	\$ 17,074.00	\$ 37,000.00	\$ 54,074.00
	<b>\$ 23,074.00</b>	<b>\$ 166,380.00</b>	<b>\$ 189,454.00</b>

<b>F. OTHER</b>	<b>Local Match</b>	<b>State Funds</b>	<b>Total Budget</b>
Volunteer services to develop a water quality protocol, incorporate the pilot field work (data monitoring and collection, flora and fauna monitoring, biological surveys, and mapping invasive species), and community feedback surveys related to the Watershed Management Plan - \$15 per hour	\$ 3,750.00	\$ 0.00	\$ 3,750.00
Volunteer services of the Watershed Advisory Committee including project oversight, public outreach, reviewing the watershed plan and project-related deliverables and participating in meetings - \$15 per hour	\$ 10,000.00	\$ 0.00	\$ 10,000.00
Volunteer services provided by community members for graphic design and development of lake shoreline renderings to be used in the Watershed Management Plan - \$15 per hour	\$ 3,000.00	\$ 0.00	\$ 3,000.00
Donated professional services for photography to be incorporated into watershed plan - \$45 per hour	\$ 1,000.00	\$ 0.00	\$ 1,000.00
Donated professional services for graphic design and layout for watershed plan - \$60 per hour.	\$ 3,000.00	\$ 0.00	\$ 3,000.00
Volunteer services for Local Law Advisory Committee's oversight - \$15 per hour.	\$ 6,000.00	\$ 0.00	\$ 6,000.00
	<b>\$ 26,750.00</b>	<b>\$ 0.00</b>	<b>\$ 26,750.00</b>