

**CITY OF WATERTOWN, NEW YORK
AGENDA**

This shall serve as notice that the next regularly scheduled meeting of the City Council will be held on Monday, April 16, 2012, at 7:00 p.m. in the City Council Chambers, 245 Washington Street, Watertown, New York.

MOMENT OF SILENCE

PLEDGE OF ALLEGIANCE

ROLL CALL

ADOPTION OF MINUTES

COMMUNICATIONS

PRESENTATION

PRIVILEGE OF THE FLOOR

RESOLUTIONS

- Resolution No. 1 - Appointment to the Board of Assessment Review, Dean Gillan
- Resolution No. 2 - Appointment to the Transportation Commission – JoAnna Fassett
- Resolution No. 3 - Appointment to the Transportation Commission – Robert Freeman III
- Resolution No. 4 - Reappointment to the Transportation Commission – Jennie Adsit
- Resolution No. 5 - Adopting Revised Guidelines and Administrative Procedures for the Rental Rehabilitation Program
- Resolution No. 6 - Establishing Standard Work Day and Reporting For Mayor of City of Watertown
- Resolution No. 7 - Accepting Bid for the Purchase of a New and Unused Lift Pump for the Waste Water Treatment Plant, K.J. Electric

Resolution No. 8 - Accepting Bid for the Purchase of Press Plates and Cloths for the Waste Water Treatment Plant, Universal Filtration and Pumping Solutions, Inc.

Resolution No. 9 - Approving Agreement for Professional Services for Western Outfall Trunk Sewer Upgrade, GYMO P.C.

ORDINANCES

Ordinance No. 1 - Amending City Municipal Code § A320, Fees

Ordinance No. 2 - Changing the Approved Zoning Classification of 703 through 719 Washington Street, Parcels 11-12-126, 11-12-125, 11-12-124, and 11-12-123, from Limited Business District to Neighborhood Business District

LOCAL LAW

PUBLIC HEARING

7:30 p.m. Public Hearing Authorizing Spending From the Duffy Fairgrounds Stadium Reserve Fund

OLD BUSINESS

STAFF REPORTS

1. Public Hearings for 2012-13 Operating Budgets and 2012-13 through 2016-17 Capital Budget
2. Boards and Commissions
3. Sales Tax Revenue – March 2012, Third Quarter Results
4. April 9, 2012 Letter From Holly White, Jefferson County Office for the Aging

NEW BUSINESS

EXECUTIVE SESSION

WORK SESSION

FISCAL YEAR 2012-2013 PROPOSED BUDGET PRESENTATION

ADJOURNMENT

NEXT REGULARLY SCHEDULED CITY COUNCIL MEETING IS MONDAY, MAY 7, 2012.

Res No. 1

April 4, 2012

To: The Honorable Mayor and City Council

From: Mary M. Corriveau, City Manager

Subject: Appointment to the Board of Assessment Review,
Dean Gillan

The City Charter sets forth the date upon which the Board of Assessment Review convenes to hold hearings on complaints received regarding the upcoming year's assessed values. This hearing was held February 14, 2012. When three members were unable to attend, previous Board Member David L. Bush agreed to serve and was appointed by the City Council when Dean Gillen submitted his resignation.

Now that the meeting has taken place, David L. Bush has submitted his resignation. Attached for Council consideration is a resolution reappointing Dean Gillan to fill his unexpired term, such term expiring on September 30, 2015.

RESOLUTION

Page 1 of 1

Appointment to the Board of Assessment Review,
Dean Gillan

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member MACALUSO, Teresa R.
 Council Member SMITH, Jeffrey M.
 Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

Introduced by

RESOLVED that the following individual is appointed to the Board of Assessment Review effective immediately to fill the unexpired term of David L. Bush, such term expiring on September 30, 2015:

Dean Gillan
 112 South Indiana Avenue
 Watertown, New York 13601

Seconded by

Res Nos. 2, 3, 4

April 10, 2012

To: The Honorable Mayor and City Council
From: Mary M. Corriveau, City Manager
Subject: Appointments and Reappointment to the Transportation Commission

The following individuals have been recommended to be appointed to the Transportation Commission:

JoAnna Fassett
Robert Freeman, III

The term of the following individual on the Transportation Commission expired on April 1, 2012 and has expressed an interest in being reappointed:

Jennie Adsit

Attached for City Council consideration are resolutions appointing the two new members, as well as reappointing Ms. Adsit, to 3-year terms, such terms expiring on April 1, 2015.

RESOLUTION

Page 1 of 1

Appointment to the Transportation
Commission – JoAnna Fassett

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member MACALUSO, Teresa R.
 Council Member SMITH, Jeffrey M.
 Mayor GRAHAM, Jeffrey E.
 Total

YEA	NAY

Introduced by

RESOLVED that the following individual is appointed to the Transportation Commission for a three-year term, such term expiring on April 1, 2015:

JoAnna Fassett
247 Factory Street
Watertown, New York 13601

Seconded by

RESOLUTION

Page 1 of 1

Appointment to the Transportation
Commission – Robert Freeman III

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member MACALUSO, Teresa R.
 Council Member SMITH, Jeffrey M.
 Mayor GRAHAM, Jeffrey E.
 Total

YEA	NAY

Introduced by

RESOLVED that the following individual is appointed to the Transportation Commission for a three-year term, such term expiring on April 1, 2015:

Robert Freeman III
1067 Marble Street
Watertown, New York 13601

Seconded by

RESOLUTION

Page 1 of 1

Reappointment to the Transportation
Commission – Jennie Adsit

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member MACALUSO, Teresa R.
 Council Member SMITH, Jeffrey M.
 Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

Introduced by

RESOLVED that the following individual is reappointed to the Transportation Commission for a three-year term, such term expiring on April 1, 2015:

Jennie Adsit
 421 Tilden Street
 Watertown, New York 13601

Seconded by

Res No. 5

April 11, 2009

To: The Honorable Mayor and City Council

From: Kenneth A. Mix, Planning and Community Development Coordinator

Subject: Adopting Revised Guidelines and Administrative Procedures for the Rental Rehabilitation Program

On January 17, 2012, the City Council approved the Agreement with the New York State Housing Trust Fund Corporation for the 2011 Small Cities Community Development Block Grant. This grant will provide funds to continue the city-wide rental rehabilitation program with priority given to upper floors in the downtown area. This program was started with the 2008 and 2009 grants. Guidelines and Administrative Procedures were adopted for it on January 20, 2009 and revised on December 21, 2009 and July 1, 2010.

Relatively minor changes are proposed in the Guidelines and Administrative Procedures for this year's grant. Several changes have been made to the forms to improve documentation of compliance with the lead paint regulations. The Disposition of Funds Report (Form 116) has been modified to include a list of documents that must be delivered to the property owner. Attachments to Form 115 have been condensed to be more appropriate for the Rental Rehabilitation Program, rather than multiple programs.

Enclosed with each City Council Member's agenda package is a copy of the proposed revised Guidelines and Administrative Procedures.

A resolution has been prepared for City Council consideration that adopts the revised Guidelines and Administrative Procedures for the City's Rental Rehabilitation Program.

RESOLUTION

Page 1 of 1

Adopting Revised Guidelines and Administrative Procedures for the Rental Rehabilitation Program

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr
 Council Member MACALUSO, Teresa R.
 Council Member SMITH, Jeffrey M.
 Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

Introduced by

WHEREAS the City of Watertown has received Small Cities Community Development Block Grant funding from the New York State Office of Community Renewal (OCR) to implement a local rental rehabilitation program, and

WHEREAS the City has agreed to administer that program in compliance with rules and regulations established by the U.S. Department of Housing and Urban Development and published in the Code of Federal Regulations at 24 CFR Part 570, and

WHEREAS local Guidelines and Administrative Procedures were adopted by the City Council on January 20, 2009 when initial funding was received for this program, and revisions were approved by the City Council on December 21, 2009 and July 1, 2010, and

WHEREAS revisions have been made to the Guidelines and Administrative Procedures for the additional funding that has been received from OCR in 2011,

NOW THEREFORE BE IT RESOLVED that the revisions to the Guidelines and Administrative Procedures for the City of Watertown’s Rental Rehabilitation Program are hereby adopted and shall become effective immediately for all rental rehabilitation activities conducted with Small Cities Community Development Block Grant funding in the City of Watertown.

Seconded by

**CITY OF WATERTOWN
RENTAL REHABILITATION PROGRAM**

GUIDELINES

AND

ADMINISTRATIVE PROCEDURES

ADOPTED BY THE CITY COUNCIL

January 20, 2009

* Revised December 21, 2009 *

** Revised April 16, 2012 **

**JEFFREY E. GRAHAM
MAYOR**

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Funding for this program has been provided by a grant from the New York State Office of Community Renewal under the Community Development Block Grant Program. These guidelines and procedures have been prepared in compliance with regulations established by the U.S. Department of Housing and Urban Development (HUD) and published at 24 CFR Part 570. The city of Watertown acknowledges and understands that these guidelines and procedures and the forms provided for this program are and shall remain the sole property of Avalon Associates, Inc. for the exclusive use of that company while administering the Rental Rehabilitation Program under contract to the city. Any other use of these materials without the express written consent of Avalon Associates is illegal and unauthorized.

CITY OF WATERTOWN

RENTAL REHABILITATION PROGRAM

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* Revisions approved by the City Council December 21, 2009

** Revisions approved by the City Council April 16, 2012

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RENTAL REHABILITATION PROGRAM

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* Revisions approved by the City Council December 21, 2009

** Revisions approved by the City Council April 16, 2012

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CITY OF WATERTOWN

RENTAL REHABILITATION PROGRAM

PROGRAM GUIDELINES

1.0 GENERAL PROVISIONS

1.1 Statement of Purpose **

The purpose of this program is to expand and preserve the supply of affordable housing in Watertown by promoting rehabilitation of existing substandard apartments throughout the city. When that is accomplished with federal assistance, the rehabilitated apartments must be reserved for occupancy by Low and Moderate income households; and those apartments will be protected from the market pressure that is created by the recent expansion at nearby Fort Drum.

Technical assistance will be provided to help property owners identify eligible improvements in their properties, to help determine the best way to complete the necessary improvements, to help find local contractors who can perform that work, and to assure that all rehabilitation activities are completed in a satisfactory manner in compliance with applicable federal, state and local regulations.

Financial assistance will be available to help qualified applicants pay the cost of eligible improvements that are completed under this program. Federal funding will be used to provide grant and loan financing for improvements in absentee-owned rental properties. Grants will not be repaid if the property owner complies with all program requirements during a prescribed regulatory period after all work is completed. Loans will be repaid in monthly installments to the city. Other restrictions, including sale and rent limitations, will also apply during the regulatory period.

1.2 Project Area

The entire city of Watertown has been designated as the project area for this program; and applications will be accepted for rehabilitation of existing rental apartments from anywhere in the city. However, priority for assistance will be given to properties in the downtown area where significant investment has been made in the existing public facilities and additional financing is available under the New York Main Street program, which is presently administered by Neighbors of Watertown.

1.3 **Organization and Authority**

The Rental Rehabilitation Program has been organized to assure that available federal and state funds are used in a cost-effective manner to accomplish the objectives of the program within the guidelines and procedures established by the city of Watertown and in compliance with applicable federal, state and local regulations. Overall program organization is detailed in this section with an outline of the responsibilities and authority delegated at each level.

a. City Council

The city of Watertown has accepted federal funding to support the Rental Rehabilitation Program and agreed to comply with all rules and regulations that are imposed by the U.S. Department of Housing & Urban Development and/or the NYS Office of Community Renewal. Specific responsibility and authority for administration of the program has been delegated in these guidelines; but the city retains overall responsibility for the program, including the actions of individual employees and consultants who may be involved in these activities. All questions or decisions for which authority has not been specifically delegated in these guidelines must be referred to the City Council for official action.

b. Project Review Committee

A Project Review Committee shall be established to include not fewer than three nor more than five members who will be named by and serve at the pleasure of the City Manager.

The Project Review Committee is authorized to interpret these guidelines and determine how they will be applied in special cases, provided that no such interpretation or decision conflicts with another section of the guidelines or violates any federal, state or local regulation that applies to these activities.

All questions regarding eligibility for assistance under this program shall be decided by a majority vote of the Project Review Committee with the recommendation of the Program Administrator.

All financial assistance and any modification of the CDBG financing (eg: for necessary Change Orders permitted under Section 12.6) must be approved by a majority vote of the Project Review Committee with a specific request from the property owner and the recommendation of the Program Administrator.

c. Program Administrator

The Program Administrator is responsible for day-to-day administration of the program including collection of all documentation, determination of eligible improvements, preparation of work writeups, review of contractor proposals and inspection of work in progress. This broad responsibility is offset by strict limitations of authority, as outlined below:

i. Control of the Work:

The Program Administrator does not decide which items of work will be done or which contractor will be hired for that purpose. Those decisions and all others related to the rehabilitation improvements must be made by each property owner. However, the Program Administrator must work with the property owner to assure that such decisions will comply with the local program guidelines; and no activities will be permitted without the approval of the Program Administrator.

ii. Funding Decisions:

The Program Administrator cannot approve grants or loans or modify the awards made by the Project Review Committee. However, all such decisions must be reviewed by the Program Administrator to assure that they will comply with the local program guidelines; and no such decisions will be made without the recommendation of the Program Administrator.

iii. Payments:

The Program Administrator cannot authorize payments for any of the work completed under this program. All payments must be authorized by the property owner and approved by the Community Development Office. However, all such payments must be reviewed by the Program Administrator to assure that they are proper, that the work has been satisfactorily completed, and that payment will not violate the local program guidelines. No payment will be considered by the Community Development Office without review and recommendation by the Program Administrator.

2.0 DEFINITIONS *

This section provides definitions for various terms used in connection with the Rental Rehabilitation Program in Watertown. When these terms are capitalized in the text of this document, they shall have the meaning and definition detailed here.

- a. * **Affordable Rent** - the maximum rent that can be charged for a rental apartment after assistance is provided under this program. Rent limits are listed in APPENDIX A based on the HUD Section 8 Housing Choice Voucher Program.
- b. **Building Codes** - standards established in the New York State Uniform Fire Prevention Code, the New York State Building Code and local building codes for existing construction.
- c. **CDBG** - the HUD Community Development Block Grant Program, the source of federal funding for this program.
- d. **Community Development Office** - the office in the city of Watertown that is charged with overall responsibility for supervising the administration of the Rental Rehabilitation Program.
- e. **Elderly Household** - a household where the head (or spouse) is 62 years of age or older.
- f. **Eligible Cost** - the total cost of eligible improvements minus any Excess Cost as defined in this Section.
- g. **Eligible Improvements** - rehabilitation activities that are necessary to eliminate code violations and other health and safety problems, appropriate energy-related improvements and other work that is required to address problems in a Residential Property.
- h. **Excess Cost** - rehabilitation cost that cannot be considered for assistance under this program, including:
 - (1) the cost of ineligible improvements (see Section 4.5);
 - (2) the cost of improvements in the non-residential portions of eligible properties, incl: garages, sheds or other outbuildings;
 - (3) the cost of required improvements in apartments occupied by households that are not Low or Moderate Income; and
 - (4) the difference between the cost of a proposal accepted by the property owner and the lowest acceptable proposal received for that work.

- i. **Historic Preservation Standards** - guidelines for rehabilitation of historic properties based on "The Secretary of the Interior's Standards for Rehabilitation" (see APPENDIX E).
- j. **Household Income** - the total annual income for all members of the household (including salary or wages, interest, dividends, alimony, social security, pensions, annuities, unemployment or disability benefits, net business or rental income, etc.).
- k. **HUD** - the U.S. Department of Housing and Urban Development, the federal agency providing funding for this program.
- l. * **Income Limits** - the maximum Household Income that qualifies for assistance under this program (see APPENDIX A). Income Limits are adjusted by family size within the following categories:
 - Low Income** - Household Income that is not more than 60% of the statewide non-metropolitan median.
 - Moderate Income** - Household Income that is more than 60% but not more than 80% of the statewide non-metropolitan median.
- m. **Lead-Based Paint Regulations** - the rules established by HUD and published in the Code of Federal Regulations at 24 CFR Part 35 detailing special procedures to ensure that housing receiving federal assistance for rehabilitation activities does not pose lead-based paint hazards to young children (see APPENDIX B).
- n. **Minimum Owner Contribution** - funds that must be contributed by the applicant to cover any Excess Cost, as defined in this section.
- o. **Mixed-Use Property** - a building with business(es) and residential unit(s).
- p. **Model Rehabilitation Standards** - standards for rehabilitation produced by the National Center for Healthy Housing to eliminate neighborhood blight while providing lower income families with safe, secure and affordable homes (see APPENDIX C).
- q. **NYMS** - the New York Main Street program administered by the NYS Office of Community Renewal. NYMS funding may be available for projects that involve creation of new apartments on the upper floors of commercial buildings in the downtown area.
- r. **Program Administrator** - the individual or organization who has been authorized by the city to handle administration of the Rental Rehabilitation Program and provide technical assistance to eligible property owners who will be assisted under the program.

- s. **Project Area** - the area where assistance may be provided under this program as detailed in Section 1.2 and APPENDIX A.
- t. **Project File** - the file maintained by the city including all forms and documentation for each case that is processed through the Rental Rehabilitation Program.
- u. **Project Review Committee** - designated representatives of the city who, acting as a committee, will review all applications for assistance under this program. The Project Review Committee will interpret these guidelines and approve all financial assistance provided under the program.
- v. **Rental Property** - a Residential Property that is not occupied by the property owner.
- w. **Rent Limit** - the maximum rent that can be charged for apartments that are rehabilitated with assistance under this program. That rent (including an allowance for the cost of utilities paid by the tenant) cannot exceed the limits established by HUD for the Section 8 Housing Choice Voucher Program (see rent limits in APPENDIX A).
- x. **Residential Property** - a building with at least one residential unit. Mixed-Use Property is considered Residential Property.
- y. **SHPO** - the State Historic Preservation Office, which identifies properties that are eligible for inclusion on the National Register of Historic Places for which Historic Preservation Standards must be followed (see APPENDIX E).

3.0 ELIGIBILITY FOR ASSISTANCE

3.1 General Eligibility

Assistance is available under this program for eligible improvements in any substandard Rental Property located in the city of Watertown. All applications for assistance must be filed by the property owner with the following documentation:

- a. Proof of ownership in the form of a deed or land contract or life tenancy agreement recorded in the office of the County Clerk;
- b. Proof of income for each household occupying the property;
- c. Proof of payment of real estate taxes and any local service charges (eg: water & sewer) that are currently due for all properties owned by the applicant in the city of Watertown; and
- d. Proof of adequate insurance (incl. flood insurance if applicable).

Note: Income documentation need not be provided for any housing unit where no work will be done or no financial assistance is being requested.

3.2 Eligibility for CDBG Assistance

CDBG financing is available to help pay the cost of eligible improvements in substandard rental apartments that are occupied by households who qualify as Low or Moderate Income (see Income Limits in APPENDIX A).

Vacant apartments are eligible for assistance if the property owner agrees to rent those units to households that qualify as Low or Moderate Income with rents that do not exceed the limits for existing apartments under the HUD Section 8 Housing Choice Voucher Program.

Financial assistance cannot be provided for improvements in apartments that are occupied by households that are not Low or Moderate Income.

3.3 Other Federal or State Assistance *

Assistance may be received from other federal or state sources without affecting eligibility for assistance under this program. The assistance that is provided under this program may be used as the required match for other funding, unless that use is prohibited by the applicable regulations.

4.0 ELIGIBLE IMPROVEMENTS

4.1 Priority 1: Health and Safety Improvements *

Generally, Priority 1 improvements are those work items necessary to make the property safe and bring it into compliance with applicable Building Codes. When any financial assistance is provided under this program, the scope of work for that project must include all Priority 1 improvements needed in the property. Those items include the following:

- a. **Code Compliance** - any work items required to comply with the New York State Uniform Fire Prevention Code, the New York State Building Code and all local codes for existing construction.
- b. **Model Rehabilitation Standards** - any work items required to comply with the model standards produced by the National Center for Healthy Housing as detailed in APPENDIX C of these guidelines.
- c. **Plumbing Systems** - any work items required to comply with the New York State Uniform Fire Prevention and Building Codes.
- d. **Electrical Wiring** - any work items required to comply with the model standards produced by the National Center for Healthy Housing as detailed in APPENDIX C of these guidelines.
- e. **Heating Systems** - installation or upgrading of heating systems to maintain a temperature of 68° F. (75° F. for Elderly).
- f. * **Structural** - repair or replacement of any defective structural elements, including porches, foundations, support columns, bearing walls, roofs, subflooring, masonry, etc.
- g. **Windows & Doors** - repair or replacement of damaged windows or doors as required to assure comfort and safety and security.
- h. **Stairs and Platforms** - repair or replacement of any elements of stairs or platforms that might create hazardous conditions.
- i. **Lead-Based Paint** - appropriate treatment of lead-based paint hazards to comply with HUD regulations at 24 CFR Part 35.
- j. * **Radon Gas** - work required to eliminate hazardous concentrations of radon gas in the structure.
- k. **Warning Systems** - all residential units must be equipped with adequate smoke detectors and carbon monoxide detectors.

4.2 **Priority 2: Energy Related Improvements ***

Energy conservation and weatherization improvements are eligible for assistance only if all conditions that might lead to health or safety problems (Priority 1) are being corrected, or if none exist. Some of this work can be financed through the local Weatherization Program or by EmPower New York; and all cases should be referred to those agencies in order to maximize the funding available for each project and to avoid duplication of efforts. Any energy related improvements that cannot be funded through the Weatherization Program or by EmPower can be considered as Priority 2 improvements under this program.

a. * **Weatherization Referral:**

The Weatherization Program in Watertown is administered by the Community Action Planning Council of Jefferson County (CAPC). That agency will accept referrals and place them on its waiting list. Priority is given to lower income home owners who are elderly or handicapped and families with small children. Special consideration can also be given to applicants who are without heat and to other referrals from the Department of Social Services.

b. * **EmPower New York Referral:**

The EmPower New YorkSM program is administered by private contractors with funding through the New York State Energy Research and Development Authority (NYSERDA) under an agreement with the Public Service Commission. Those contractors can provide energy-related services and improvements at no cost for income-qualified households, including attic and/or wall insulation, draft reduction measures, replacement of old inefficient appliances, installation of high-efficiency lighting and tips on how to save energy.

c. * **Energy Audit:**

An energy audit should be conducted on each property where improvements are to be completed with HOME financing under this program. When assistance is also being provided through the Weatherization Program, staff from CAPC will perform an energy audit using the TIPS protocol detailed in Chapter 5 of the Weatherization Assistance Program Policies and Procedures Manual (see APPENDIX D). The EmPower contractor may use the results of that energy audit or perform his own tests to identify energy related improvements that are needed in the property.

4.3 Priority 3: Other Necessary Improvements

The following improvements are eligible for assistance only if all conditions that may lead to health and safety problems (Priority 1) and any energy conservation or weatherization deficiencies (Priority 2) are being corrected, or if none exist.

- a. **Exterior Protection** - repair of and painting or covering of exterior surfaces, except existing wood siding and trim may not be covered with aluminum or vinyl unless no cost-effective alternative exists.
- b. **Exterior Wood Surfaces** - repair of damaged or deteriorated exterior wood surfaces, including siding, trim around windows and doors, roof fascia and cornices, porches (including supports, decks, steps and railings), etc. All rotted or broken materials should be replaced with similar materials milled and shaped to match the existing.
- c. **Interior Walls and Ceilings** - repair or covering of interior walls and ceilings that are damaged or deteriorated. Use of vapor barrier paints is encouraged to prevent moisture condensation within walls and ceilings adjacent to unheated spaces.
- d. **Floors** - repair of damaged or deteriorated floors and replacement of floor coverings that have worn out and cannot be maintained.
- e. **Kitchen Equipment** - repair or replacement of cooking equipment, refrigeration equipment and work and storage areas if the existing facilities are missing, inadequate or inoperable.
- f. **Bathroom Fixtures** - repair or replacement of bathroom fixtures, including bathtub (or shower), toilet, sink and medicine cabinet and waterproof surfaces to prevent water damage to adjacent areas.
- g. **Exterior Walkways** - repair or replacement of existing paved walkways between the structure and the street, driveway or a public sidewalk adjacent to the property. The sidewalk may be repaired or replaced if necessary to eliminate existing hazardous conditions.
- h. **Utility Laterals** - repair or replacement of existing water, sewer or gas laterals provided that such work is limited to the section of lateral that is the responsibility of the property owner.
- i. **Additions** - expansion into existing unfinished space (eg: in attics or porches) that is required to eliminate overcrowding or address special needs of the occupants in an eligible housing unit, with specific approval by the Project Review Committee.

4.4 **Applicable Standards ***

The following standards will apply to all properties where work is to be done with assistance under the Rental Rehabilitation Program.

- a. **Code Compliance** - when the rehabilitation work is completed, each property must comply with all applicable codes, including the New York State Uniform Fire Prevention Code, the New York State Building Code and all local codes and ordinances.
- b. **Lead-Based Paint** - any activities that disturb painted surfaces must comply with the regulations at 24 CFR Part 35, Requirements for Notification, Evaluation and Reduction of Lead-Based Paint Hazards, unless the work qualifies under the de minimis limitations detailed in §35.1350 of those regulations (see APPENDIX B).
- c. **Model Rehabilitation Standards** - the guidelines in the Model Rehabilitation Standards produced by the National Center for Healthy Housing are the minimum standards for all improvements to be completed with assistance under this program (see APPENDIX D).
- d. * **Energy Conservation** - the results of an energy audit conducted by the local Weatherization Office or by EmPower New York may be used to qualify work as Priority 2 improvements under this program.
- d. **Historic Preservation** - properties identified by the State Historic Preservation Office as having historic, architectural or cultural significance will be rehabilitated in accordance with the Secretary of Interior's "Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings" (see APPENDIX E).

4.5 **Ineligible Improvements ***

The following improvements are not eligible for financial assistance under this program. They may be included in a project only if the property owner contributes cash to pay the full cost of this work.

- a. Replacement of any building systems, fixtures or equipment that are determined by the Program Administrator to be adequate.
- b. Expansion of or addition to existing structures (including expansion into non-living space) unless required to eliminate overcrowding.
- c. * Subdivision of existing space into additional dwelling units, except for new apartments to be created on the upper floors of commercial buildings in the downtown area.

4.6 Contract Method

Generally, rehabilitation activities will be completed by local tradesmen working under contract to the property owner based on a detailed work writeup that has been prepared by the Program Administrator and approved by the property owner, as follows:

- a. All contractors, and any subcontractors who they retain for this work, must be approved by the Program Administrator as qualified to participate in this program.
- b. A statement of Contractor Qualifications (Form 117) must be filed for each contractor or subcontractor before any contract is made for work to be completed under this program.
- c. Each contractor or subcontractor must provide proof of adequate insurance coverage and must maintain such coverage as long as any work is being performed under this program.
- d. The property owner will decide which contractors are invited to submit proposals and may select any qualified contractor for the work to be performed under this program. However, financial assistance will be calculated based on the lowest cost from all acceptable proposals received for that work.

4.7 Self-Help Method

The property owner may provide the labor for some or all of the improvements to be made with assistance under this program subject to the following conditions:

- a. The Program Administrator must be satisfied that the owner can complete the work in a competent manner and on a timely basis.
- b. The Eligible Cost will be limited to the actual cost of materials used in the job with no allowance for labor by the owner or others.

4.8 Combination Self-Help & Contract Method

The property owner may choose to combine the self-help and contract methods with some work items performed by contractors and others by the owner. In that case, however, all self-help work must be completed before any CDBG funds are advanced and before any contractor is permitted to begin working in the property.

5.0 FINANCIAL ASSISTANCE *

CDBG financing will be available to support the creation of new apartments in the downtown area and to help pay the cost of eligible improvements in existing rental apartments that have been identified as substandard. A portion of this financing will be provided as a grant, which will not be repaid as long as the property owner complies with all of the requirements of the program during a prescribed regulatory period. The balance will be available as a loan to be repaid in monthly installments over the term of that regulatory period.

Applications will be considered when all of the required eligibility documentation is provided. However, preference will be given to projects that involve creation of new apartments on the upper floors of commercial buildings in the downtown area. Rehabilitation projects will be selected for assistance based on criteria that gives priority to those applicants with the greatest need.

CDBG financing may not be provided for improvements in apartments that are occupied by households that are not Low or Moderate Income or the non-residential portions of eligible properties, including garages, storage sheds or other outbuildings. Improvements may be needed in those areas to satisfy the requirements of Section 4.1 or 4.4; and that work must be completed if any assistance is provided under this program. But the cost of ineligible work will be Excess Cost which is included in the Minimum Owner Contribution required by Section 5.5 of these guidelines.

5.1 Grant and Loan Financing *

CDBG funds will be advanced during the course of each project to cover progress payments to the contractor who is completing the work on the property. If an owner contribution is required, those funds must be delivered to the city before the contractor is allowed to begin working; and the owner's funds will be used first before any CDBG funds are advanced for that project. If the project financing includes HOME or NYMS funds, the CDBG funds may be advanced for progress payments before those other public funds are used; and in all cases, the CDBG loan funds will be disbursed before grant funds are used for the project.

- a. **Repayment** - the CDBG loan will be repaid to the city in monthly installments beginning 30 days after all rehabilitation improvements are completed.
- b. **Security** - the property owner will sign a note and mortgage to secure repayment of the CDBG loan and assure that all other program requirements will be satisfied. Those documents will be recorded in the office of the Jefferson County Clerk creating a lien on the property that will be released at the end of the applicable regulatory period if the CDBG loan has been repaid in full.

5.2 **Financing for Rehabilitation of Rental Properties ***

For rehabilitation of existing substandard apartments in absentee-owned Rental Properties, CDBG financing will be available to pay the full cost of eligible improvements up to a maximum of \$20,000 for each housing unit that is occupied by a tenant who qualifies as Low or Moderate Income. Vacant apartments will qualify for assistance if the property owner agrees to rent those units to tenants who qualify as Low or Moderate Income with the rent not to exceed the current Rent Limit (see APPENDIX A).

Grants will be calculated as 50% of the Eligible Cost of improvements in rental apartments that qualify for assistance; and CDBG loans will be available to cover the balance of that cost at the option of the property owner.

a. CDBG Loan Terms **

CDBG loans will be repaid to the city in monthly installments over a term of not less than five years and not more than ten years beginning 30 days after all work is completed. Monthly payments are calculated as the amount that is required to repay the full amount of the loan without interest over the term of the loan. Payments may be accelerated without penalty at the option of the property owner. A \$10.00 service charge will be added for any payment that is more than 10 days late; and the city may declare the loan in default and demand immediate repayment of the outstanding balance if any payment is more than 30 days late.

b. Minimum Owner Contribution

The property owner may be required to contribute cash to the project to pay for any Excess Cost, including:

- i.** the cost of ineligible improvements, which may not be paid with CDBG grant or loan funds;
- ii.** the cost of improvements in the non-residential portions of eligible properties, incl: garages, sheds or other outbuildings;
- iii.** the cost of required improvements in apartments occupied by households that are not Low or Moderate Income; and
- iv.** the extra cost incurred when the property owner does not select the contractor who submitted the lowest proposal.

The Minimum Owner Contribution may not be reduced by any financing from other federal or state programs.

5.3 **Financing for Development of New Rental Apartments ***

CDBG financing may be combined with HOME funds and New York Main Street funds that are available through Neighbors of Watertown to support projects that will create new apartments on the upper floors of commercial buildings in the downtown area. In those projects, the CDBG funds will be available up to a maximum of \$30,000 per housing unit to fill any gap that is left after the maximum amount of HOME funds are committed to the project. Half of the CDBG financing will be a grant; half will be structured as a loan.

a. **CDBG Loan Terms ****

CDBG loans will be repaid to the city in monthly installments over a term of not less than five years and not more than twenty years. Monthly payments are calculated as the amount required to repay the full amount of the loan without interest over the term of the loan. Payments may be accelerated without penalty at the option of the property owner. A \$10.00 service charge will be added for any payment that is more than 10 days late; and the city may declare the borrower in default and demand repayment of the outstanding balance of the loan if any payment is more than 30 days late.

- a. **Income Eligibility** - each apartment that is created with this financing must be rented to a tenant who qualifies as Low Income. Moderate Income tenants will not qualify for the HOME financing that is required for these projects.
- b. **Rent Limitation** - the gross rent for each apartment that is created with this financing (including an allowance for the cost of utilities that are paid by the tenant) cannot exceed the Rent Limit that is established by HUD for the Section 8 Housing Choice Voucher Program (see current limits in APPENDIX A).
- c. **Regulatory Period** - the property owner must agree to comply with all program requirements, including the income and rent limits outlined above, for a period of ten years after the work is completed under this program.
- d. **Restrictive Covenant** - the HOME financing that is required for each project includes a restrictive covenant that will be recorded in the office of the Jefferson County Clerk. That deed restriction will be attached to the land and will survive sale of the property or bankruptcy of the property owner. Accordingly, the requirement to rent all apartments in the property to tenants who qualify as Low Income with the rent not to exceed the current Rent Limits will remain with the property for the full ten year regulatory period even if the CDBG and HOME financing are repaid earlier.

5.4 Selection Criteria *

Properties that are located in the downtown area will get first priority for assistance under this program. Other properties will be considered for rehabilitation assistance when all eligibility documentation has been provided; and preference will be given to those cases where special needs are demonstrated, as follows:

- a. Properties with owners or renters whose Household Income is at the Public Assistance level (30% of median) will be given preference over those who are Low Income (up to 60% of median).
- b. Properties with renters who qualify as Low Income (60% of median) will be given preference over those who qualify as Moderate Income (up to 80% of median).
- c. Properties with renters whose Household Income is fixed (eg: social security, retirement, disability) will be given preference over those with income that could increase in the future.
- d. Preference may be given to properties that need emergency repairs to eliminate problems that are an immediate threat to the structural integrity of the building or the health and safety of the occupants.
- e. Preference may be given to properties with serious code violations if they are a threat to the integrity of the structure or the safety of the occupants. In those cases, all code violations must be addressed and other needed improvements should be included in the project.

5.5 Imminent Threat Situations

If unforeseen circumstances occur after rehabilitation work has commenced that are hazardous to the health or safety of the occupants or threatening to the structure, an increase in the CDBG financing may be authorized by the City Manager on the recommendation of the Program Administrator. In those cases, the CDBG financing may exceed the limits established in Section 5.2 or Section 5.3 of these guidelines if required to eliminate the conditions that threaten the occupants or the structure. A change order, signed by the City Manager, must be included in the Project File with complete documentation of the special circumstances that justify this action.

6.0 SPECIAL CONDITIONS

The following Special Conditions apply in all cases where CDBG assistance is provided under this program.

6.1 Property Taxes

Before any assistance is approved under this program, all property taxes and other local charges (eg: water & sewer) must be paid for every property owned by the applicant in the city of Watertown.

6.2 Insurance

All properties assisted through this program must be insured. The applicant must provide proof of adequate liability and hazard insurance before any assistance can be approved. Flood insurance will also be required if the property is located within a 100 year flood plain.

6.3 Sale Limitation **

For all properties where assistance is approved under this program, applicants must agree not to sell those properties during a regulatory period that begins when all construction work is completed and continues for the term of the CDBG loan or the prescribed regulatory period (whichever is shorter). The regulatory period will not be less than five years for rehabilitation of rental properties; it will be ten years for projects that involve creation of new apartments on the upper floors of downtown commercial buildings. If the property is sold during the applicable regulatory period, the seller must immediately repay the outstanding balance of the CDBG loan plus a portion of the CDBG grant, as follows:

- a. 100% of the grant must be repaid if the property is sold within one year after work on the project is completed;
- b. that repayment obligation is reduced by an equal amount for each year that the applicant maintains ownership of the property and complies with all other requirements of the program during the applicable regulatory period; and
- c. no repayment will be required at the end of the applicable regulatory period if the property owner maintains ownership of the property during that time and has satisfied all other requirements of these guidelines and the terms of their Project Agreement.

6.4 Rent Limitation *

For all properties where assistance is approved under this program, the owner must agree to rent each apartment to a tenant who qualifies as Low or Moderate Income (as applicable) and limit rents to a level that is considered affordable during the applicable regulatory period. The current Rent Limits are listed in APPENDIX A. Those limits are established by HUD for the Section 8 Housing Choice Voucher Program and revised annually to reflect the fair market rents for existing apartments in Jefferson County.

This requirement will be detailed in the Project Agreement and a note and mortgage that will be recorded in the office of the Jefferson County Clerk establishing a lien on the property that will be in effect during the applicable regulatory period.

If an apartment is vacant when the project is approved, the property owner must agree to rent that apartment to a tenant who qualifies as Low or Moderate Income (as applicable). When an apartment becomes vacant during the regulatory period after rehabilitation work is completed, that apartment must be rented to a tenant who qualifies under the same Income Limits.

This special condition will not be violated when a tenant's household income increases beyond the applicable Income Limit if that tenant qualified as Low or Moderate Income (as applicable) at the time the CDBG financing was approved or at the time they moved into the apartment (whichever is later).

If any apartment is rented to a tenant who does not qualify as Low or Moderate Income (as applicable) or the rent for any apartment (including an allowance for utilities paid by the tenant) exceeds the applicable Rent Limit, the property owner must repay the outstanding balance of the CDBG loan plus a portion of the CDBG grant, as follows:

- a. 100% of the grant must be repaid if this rent limitation is violated during the first year after the rehabilitation work is completed;
- b. that repayment obligation is reduced by an equal amount for each year that the rent limitations are satisfied during the applicable regulatory period; and
- c. this rent limitation expires at the end of the regulatory period and no repayment will be required if the property owner has satisfied all other terms and conditions of the Project Agreement.

6.5 Other Federal or State Assistance *

[Section Deleted]

CITY OF WATERTOWN
RENTAL REHABILITATION PROGRAM
ADMINISTRATIVE PROCEDURES

7.0 APPLICATION PROCESSING

Following is an outline of the procedures used for the Rental Rehabilitation Program with reference to applicable sections of the guidelines at each step:

Function	Reference Section
Explain the program to interested applicants.	Section 1.0 - 6.0
Complete the Preapplication form.	APPENDIX F, Form 101
Collect eligibility documentation from the owner.	Section 8.0
Inspect the property to identify problems and outline required work on the Inspection Report.	Section 9.1 APPENDIX F, Form 102
Prepare Work Writeup and cost estimate for review and approval by the owner.	Section 9.2 APPENDIX F, Form 103
Distribute Writeup to qualified contractors and collect Proposals.	Section 9.3 APPENDIX F, Form 104
Owner selects contractor & decides on work.	APPENDIX F, Form 105
Present Application for Assistance to Project Review Committee for approval.	Section 10.1 APPENDIX F, Form 106
Prepare Project Agreement and loan documents (if applicable) for signature.	Section 10.2 APPENDIX F, Form 107
Prepare Construction Contract and collect insurance certificates from contractor(s).	Section 11.0 APPENDIX F, Form 108
Periodic inspection of work in progress and payments to contractor for completed work.	Section 12.1 - 12.5 APPENDIX F, Form 111,112
Certify completion of construction and authorize final payment.	Section 12.7 APPENDIX F, Form 114-116

8.0 VERIFICATION OF ELIGIBILITY

Following is a description of the documentation that must be collected from each applicant to determine eligibility for assistance under the Rental Rehabilitation Program. This documentation must be maintained in each Project File.

8.1 Ownership

The Program Administrator must verify that the applicant is the owner of the property to be improved before CDBG financing can be considered. Applicants may apply for assistance before obtaining clear title, but must prove ownership before any financial assistance can be approved.

A copy of the property deed may be acceptable as proof of ownership. The deed must be recorded in the office of the County Clerk; and, if there is any question, the applicant may be required to submit a title report.

Land contracts or life tenancy agreements are acceptable proof of ownership if those documents are recorded in the office of the County Clerk.

8.2 Income *

The Program Administrator must verify the current annual Household Income of each tenant to determine eligibility for CDBG financing. Household Income must include all income from all sources for each adult member of the household (includes all persons aged 18 or older). A complete, signed copy of the latest federal tax return with all schedules and attachments (W-2, 1099, etc.) will always be requested as basic income documentation. However, the tax return does not document current income; and it might not include some income sources that are not taxable, but which must be considered as part of the Household Income for this program. The following paragraphs detail the additional documentation that must be collected and maintained in the Project File for different types of income.

a. Salary or Wages

Copies of current payroll stubs, statements from employers or other documentation as required to project the current annual income for each adult member of the household.

b. Social Security

A statement of benefits for the preceding year and the current year with copies of current checks to establish the gross benefit for each household (including amounts withheld for Medicare).

c. Pensions

Statement(s) detailing the payments received during the preceding calendar year and current payments for pensions, IRA's, annuities and other retirement benefits for each household.

d. Unemployment or Disability

Statement(s) detailing the payments received during the preceding calendar year and copies of checks received for unemployment, disability or worker's compensation. Adjustments may be made by the Project Review Committee to reflect temporary conditions that are not an accurate reflection of the Household Income.

e. Personal Assets

Details of all personal assets including documentation of current values and income generated during the previous year. Income will be projected for the current year and imputed for those assets that do not generate current interest or dividends.

f. Income from Real Estate

Details of all income from other rental properties (not including apartments in the property to be rehabilitated). The net amount of such income after deducting actual cash expenses related to those properties must be included in the Household Income.

g. Business Income

Net income from all business activities must be included in the Household Income. Schedule C of the federal tax return will be used to document business income. Any non-cash expenses that have been deducted (eg: depreciation or amortization deductions) and personal or household expenses that have been paid by the business will be added to the net business income.

h. Other Income

The Project Review Committee must decide whether adequate documentation has been provided for other sources of income that may have been received by any member of the household during the current year.

The current Income Limits are detailed in APPENDIX A. These limits are revised annually based on the median incomes established by HUD.

8.3 Insurance and Taxes

Each applicant must provide documentation to show that adequate insurance is in force for the property to be rehabilitated and that all real estate taxes and other local service charges have been paid for all properties owned by the applicant in the city of Watertown, as follows:

a. Hazard Insurance

A copy of the current insurance binder must be maintained in the Project File. The Program Administrator must be satisfied that the insurance coverage is adequate for the property and the improvements to be made with assistance under this program.

b. Flood Insurance

If the property is located in a 100 Year Flood Plain, adequate flood insurance must be secured and a copy of the insurance binder must be maintained in the Project File.

c. Real Estate Taxes

The Project File must include copies of the latest tax bills (including city, county and school taxes) stamped to show receipt of payment in full. As an alternative, the Program Administrator may accept a written statement from each jurisdiction to document current payment of all taxes.

d. Water and Sewer Charges

The Project File must include copies of the latest water and sewer bills stamped to show receipt of payment in full. Alternatively, the Program Administrator may accept a written statement from the City Comptroller to document current payment of these charges.

9.0 INSPECTION, WORK WRITEUP AND CONTRACTOR SELECTION

The following paragraphs outline the process that will be used to identify eligible improvements and secure proposals from qualified local contractors who will perform the work under this program. It should be clearly understood that all decisions in this process will be made by the property owner. The Program Administrator will offer assistance and explain the requirements of the Rental Rehabilitation Program to help the applicant qualify for grant and loan assistance. However, neither the Program Administrator nor the city assumes any responsibility or liability for decisions made by the property owner or for work that is completed with assistance under this program.

9.1 Property Inspection

The Program Administrator will inspect the property with the owner and prepare an Inspection Report (Form 102) identifying all problems that should be addressed if assistance is to be provided under the program. All conditions that violate local codes and defects that might become health or safety hazards must be included (see Priority 1 Improvements - Section 4.1). The Inspection Report should also detail all energy conservation problems (see Priority 2 Improvements - Section 4.2) and other problems or defects (see Priority 3 Improvements - Section 4.3) that the property owner wants to address with assistance under this program.

9.2 Work Writeup

Based on the Inspection Report, the Program Administrator will prepare a Work Writeup detailing the improvements needed to eliminate all of the problems identified in the property. Form 103 outlines the general requirements and basic terms for all projects to be completed with assistance under this program. A written description will be added which lists each work item and specifies materials, equipment, construction methods, quantities, dimensions and other details for the proposed improvements. The Work Writeup should contain sufficient detail to allow contractors to submit competitive proposals.

For properties identified as having historic or architectural significance, the improvements detailed in the Work Writeup must correspond to the Secretary of Interior's "Standards for Rehabilitation" (see APPENDIX E). Those Writeups must be approved by the State Historic Preservation Office (SHPO) before being released for contractor proposals.

The Program Administrator will prepare an estimate of the cost of all improvements in the Work Writeup for review with the property owner.

9.3 Energy Audits

An energy audit should be conducted on each property that is being considered for rehabilitation with CDBG financing under this program. That audit should include interviews with the occupants of the property and special diagnostic tests to determine where excessive energy use can be eliminated and what improvements can be made that will increase the energy efficiency of the property and reduce energy costs for the lower income occupants.

a. Referral to Weatherization and EmPower:

Before the Work Writeup is finalized, the property should be referred to the Community Action Planning Council, which administers the local Weatherization Program, and to EmPower for a determination of eligibility under those programs.

b. Rehabilitation with an Energy Audit:

When assistance is being provided through the Weatherization Program or by EmPower, their staff will perform an energy audit to identify work that is eligible for their funding. Any energy related improvements that cannot be funded through the Weatherization Program or by EmPower can be included in the Work Writeup that is prepared for this program.

Energy audits may be secured from other sources, including private companies working for a fee, which will be an eligible project cost under this program. In that case, any energy related improvements that are identified in the audit can be included in the Work Writeup that is prepared for this program.

c. Rehabilitation without an Energy Audit:

It might not be possible to obtain an energy audit within a reasonable period of time from the Weatherization Program or private sources. In that case, the Program Administrator may proceed with the project using the recommendations provided by *The Energy Efficient Rehab Advisor* at <http://rehabadvisor.pathnet.org/> to determine what energy related improvements should be included in the Work Writeup that is prepared for this program.

Any eligible or appropriate repairs that meet the standards for the Rental Rehabilitation Program but are not funded under the Weatherization Program or EmPower New York will be included in the Work Writeup prepared by the Program Administrator.

9.4 Lead-Based Paint - Compliance with Part 35 Regulations

Federal regulations at 24 CFR Part 35 require that special procedures be used for rehabilitation work on properties built before 1978. If that work is financed with federal funds, painted surfaces must be tested to determine whether lead-based paint is present (or lead-based paint may be presumed without testing); and any work that disturbs those painted surfaces must be performed by contractors who are trained to use “safe work practices” that will not create a hazard for young children in the property. When all work is completed, the work site must be inspected by a “certified” inspector to assure that no dust is present that is contaminated with lead-based paint.

- a. Certain types of properties and kinds of improvements are exempt under §35.115 of the regulations and do not require lead-based paint inspections or the use of trained contractors for rehabilitation activities. Following is a selected list of those exemptions:
 - (1) any dwelling unit with zero bedrooms (includes SRO units);
 - (2) elderly housing (unless a child younger than 6 lives there);
 - (3) residential property that has been inspected and found to have no lead-based paint;
 - (4) residential property in which lead-based paint has been identified and removed and clearance has been achieved;
 - (5) non-residential property or portions of a mixed use property that are not used for human residential habitation; and
 - (6) rehabilitation work that does not disturb a painted surface.

- b. The Part 35 regulations do not apply for rehabilitation activities that disturb small areas of painted surfaces within the *de minimis* limits detailed in §35.1350(d) of the regulations, as follows:
 - (1) 20 square feet (2 square meters) on exterior surfaces;
 - (2) 2 square feet (0.2 square meters) on interior surfaces in any one room or space; or
 - (3) 10 percent of the total surface area of any interior or exterior building component with a small surface area.

In these cases, the Work Writeup must detail how all improvements are to be completed without exceeding the *de minimis* limits specified above (see materials in APPENDIX B).

9.5 Green Rehabilitation Practices

Green rehabilitation practices will be required to the maximum extent possible for all rehabilitation activities that are conducted under this program. The Green Rehabilitation Plan that is attached in APPENDIX C outlines the details that should be included in the scope of work for each project to improve the environment for the people who occupy those properties and to minimize the adverse affect of this work on the environment, including:

- a. Whenever appliances or equipment are to be replaced or installed, the new units should be Energy Star labeled to minimize energy use and the cost of energy for the lower income owners of these properties.
- b. Wall, floor and joint penetrations should be sealed to reduce heat loss and prevent pest entry into the house.
- c. Adequate ventilation should be provided to avoid moisture problems especially in bathrooms and laundry rooms, which must be provided with mechanical ventilation directly to the outdoors. Materials in those rooms should be specified with smooth, durable, cleanable surfaces that discourage the growth of mold.
- d. Hot water pipes in basements or unconditioned spaces should be insulated to minimize heat loss and reduce energy consumption. Exposed cold water pipes in conditioned spaces should also be insulated to minimize moisture condensation.
- e. Energy Star labeled low flow fixtures should be specified when water fixtures are to be installed or replaced.
- f. To the extent possible, building materials that are used in these projects should be Green Seal certified to contain low or no volatile organic compounds (VOC) that might be hazardous to the residents or the workers. That includes paints, adhesives and sealants that are used on each project. It could also include particleboard or medium density fiberboard and carpet materials.
- g. Appropriate radon reduction measures must be included in any property where testing reveals radon levels above 4 pCi/L.
- h. Contractors should minimize construction waste and maximize the use of materials with recycled content in all activities that are financed under this program.

When the work is completed, each property owner should be given a copy of the "Healthy Homes Maintenance Checklist" (see APPENDIX C) to use as a guide for periodic inspection and maintenance of their property.

9.6 Solicitation of Proposals

The Program Administrator will meet with the property owner and review all materials prepared to solicit proposals for work on the property, including an analysis of the grant and loan assistance that might be available based on the proposed scope of work and cost estimate. If these details are acceptable to the property owner, the Program Administrator will be authorized to prepare a package for distribution to contractors who are qualified to complete the work. The property owner may pre-select those contractors who will be asked to submit proposals from a list of qualified contractors provided by the Program Administrator.

Written proposals will be received at the office of the Program Administrator on forms that are prepared for each project (Form 104). All proposals will be opened at a specified date and time and reviewed by the Program Administrator for completeness and acceptability under these guidelines. Proposals that are incomplete or irregular may be rejected by the Program Administrator or the property owner.

All acceptable proposals from qualified contractors will be listed on a Proposal Tabulation (Form 105) for review by the property owner. The property owner must decide which work items will be included in the contract for his or her property. However, it should be understood that all Priority 1 items (see Section 4.1 of these guidelines) must be included if any grant or loan assistance is to be provided under this program.

9.7 Selection of Contractor

The property owner may select any qualified contractor who submits an acceptable proposal for the activities detailed in the Work Writeup. However, it should be understood that the grant and loan assistance will be calculated on the basis of the lowest acceptable proposal received from a qualified contractor in this process. If another proposal is accepted, the property owner will be required to pay the difference between the amount of the accepted proposal and the lowest acceptable proposal received. This Excess Cost will be included in the minimum owner contribution.

9.8 Contractor Qualifications

All contractors performing work under this program must be approved by the Program Administrator based on their comparable work, credit checks and other references. The contractor must carry sufficient liability and builder's risk insurance (minimum \$1,000,000 coverage) and worker's compensation and disability insurance as required by New York State law.

10.0 PROJECT FILE

When a contractor has been selected by the property owner, the Program Administrator will assemble a Project File for review by the Project Review Committee. The contents of that file are detailed below.

10.1 Application For Assistance

The following materials will constitute a complete Application for Assistance under this program:

- a. The Preapplication (Form 101) with documentation of income, ownership, insurance and payment of taxes and other charges.
- b. The Inspection Report (Form 102) listing all code violations and other problems identified in the property.
- c. The Work Writeup (Form 103) detailing all improvements needed to eliminate the problems identified in the property.
- d. Copies of all Proposals (Form 104) received from qualified contractors for this work.
- e. The Proposal Tabulation (Form 105) listing the contractor selected and those work items accepted by the property owner.
- f. The Application for Assistance (Form 106) detailing the sources of all funds for the proposed project.

10.2 Project Agreement

After review of the Application, the Project Review Committee may approve grant and loan assistance for the project. The Program Administrator will then prepare a Project Agreement (Form 107) specifying the amount of grant and loan awarded and any required owner contribution and detailing all program requirements that must be met during the course of the project and for a period of five years after all work is completed.

10.3 Note and Mortgage

A note and mortgage will be required if any CDBG loan assistance is awarded under this program. Those documents are recorded in the County Clerk's Office and repayments begin 30 days after all work is completed.

11.0 CONSTRUCTION CONTRACT

Following approval of the grant and loan by the Project Review Committee, the Program Administrator will prepare a Construction Contract (Form 108) for review and execution by the property owner and the contractor. The following steps will be completed before the contract is executed and work is begun:

11.1 Escrow Account

In all cases where the property owner is required to contribute to the cost of rehabilitation activities, the full amount of that contribution must be delivered to the Program Administrator for deposit in a special escrow account to be controlled by the city. Those funds will be used for payments to the contractor before any grant or loan funds are advanced.

11.2 Subcontractor Approval

Subcontractors must submit Contractor Qualifications (Form 117) and proof of insurance and be approved by the Program Administrator and the property owner (Form 109) before they may work on the project.

11.3 Self-Help Method

In those cases where work will be performed by the self-help Method, the owner will provide the Program Administrator with a list of materials and equipment required for that work and the estimated cost to be incurred. The Program Administrator will review this list and help establish a schedule of activities before any work can proceed.

11.4 Pre-Construction Conference

A conference will be held including the Program Administrator, contractor and property owner. The construction contract may be signed after all parties have reviewed the scope of work and contract provisions.

11.5 Notice to Proceed

After all insurance binders are in the Project File and the owner contribution is deposited in escrow (if applicable), a Notice to Proceed (Form 110) will be given to the contractor specifying a start date and a maximum time period for completion of all construction activities.

12.0 INSPECTION AND PAYMENTS

The following paragraphs detail the procedures to be used for inspection of the work and payments to the contractor during the construction process. It should be understood that all decisions regarding the work and all payment requests will be made by the property owner. Neither the Program Administrator nor the city are party to the construction contract. The city assumes no responsibility or liability for the progress or quality of the work or for any payments to the contractor.

When each phase of the construction work is completed and the property owner is satisfied with the work, payment will be made from the escrow account (owner contribution) or from grant and loan funds that have been approved for each project. The Program Administrator will work with the property owner during the course of the project to help assure that all requirements of these Guidelines are satisfied and payments can be made when the work is completed.

12.1 Construction Inspections

The Program Administrator will make periodic inspections of the work in progress as required by the type of activities involved in each project. These inspections should be documented in the Project File to provide a record of the work and any problems that are identified during the inspections. Those reports should also be reviewed with the property owner to assure that there are no problems that have been overlooked during the periodic inspections.

12.2 Payment Inspections

An inspection of the work in place will be required before any progress payment or final payment can be considered. The property owner and the contractor should be present at all payment inspections. An Inspection Report (Form 111) will be prepared for each progress payment and for the final payment. That report will be reviewed with the property owner and the contractor to assure that both parties agree about the items of work that have been completed and for which payment is being requested. The Program Administrator will sign the Inspection Report indicating compliance with the program Guidelines. The property owner will sign the Inspection Report indicating acceptance of the work and authorization for the payment being requested. A Payment Authorization (Form 112-P) must be completed and signed by the property owner and the Program Administrator before any payment is approved by the city.

12.3 Payments

Progress payments may be made when significant portions of the work are completed. Each progress payment will be considered after receipt of a detailed invoice from the contractor. A payment inspection will be conducted to verify that the work is satisfactorily completed.

Ten percent of each progress payment will be withheld until all work is satisfactorily completed; and this withheld amount will be included in the final payment. Progress payments may be considered only for work that is completed in place - there will be no payment for materials stored on site or elsewhere.

In those cases where the property owner is required to contribute to the cost of this work, the owner's funds will be used for progress payments before any grant or loan funds are used. After approval of each payment by the Community Development Office, a check will be made out to both the property owner and contractor and must be endorsed by the property owner prior to release to the contractor.

Before final payment, the contractor will supply the property owner with a copy of all equipment manuals and manufacturer's warranties and sign a Release of Liens and Warranty (Form 114).

12.4 Pre-Payments

There will be no pre-payments to contractors or to property owners for materials or labor. All work must be completed and materials installed on the site before any payment request will be considered with grant or loan funds or funds supplied by the property owner.

12.5 Self-Help

The Program Administrator will inspect all work that the property owner completes by the self-help method to assure that the work is properly done and all requirements of these guidelines are satisfied. An Inspection Report (Form 111) will be completed and signed by the Program Administrator and the property owner for each payment.

Payments for work completed by the self-help method will be made based on the original supplier's invoices for materials used on work items actually completed and in place. All invoices should be clearly labeled with the address of the property being rehabilitated, a detailed listing of all materials and the date the materials were purchased or delivered.

12.6 Change Orders

Change Orders will be considered only for unforeseen problems that are found during the course of the work. However, no Change Order will be considered unless the change is necessary to complete the activities that were included in the approved scope of work for which grant and loan assistance was awarded.

The property owner or the contractor must advise the Program Administrator when problems are identified that require a Change Order. An inspection will be conducted and an Inspection Report prepared to document the problem, outline the work required and detail the cost proposed by the contractor to resolve the problem.

If all parties agree with the proposed change, the Program Administrator will prepare a Change Order (Form 113) for consideration at the next meeting of the Project Review Committee. Any increase in the project cost must be approved by the Project Review Committee before grant or loan funds can be used for a Change Order. If additional owner contribution is required, that amount must be deposited in the escrow account before the contractor is permitted to work on those activities covered by the Change Order.

12.7 Final Payment

A request for final payment will be considered only after all work included in the construction contract has been completed to the satisfaction of the property owner. A final inspection will be conducted with the property owner and the contractor; and an Inspection Report (Form 111) will be prepared documenting the status of all activities. The Program Administrator will sign the Inspection Report indicating compliance with the program guidelines. The property owner will sign the Inspection Report indicating acceptance of the work and authorization for payment. A Payment Authorization (Form 112-F) must be signed by the owner and the Program Administrator before the final payment is approved.

Before the final payment is released, the property owner will sign a Certificate of Completion (Form 115); and the Program Administrator will prepare a Disposition of Funds Report (Form 116).

The final payment will include all amounts withheld from progress payments during the course of the work. The final check will be made out to the property owner and the contractor and must be endorsed by the owner before delivery to the contractor. The contractor must deliver a Release of Liens and Warranty (Form 114) before that check is released.

CITY OF WATERTOWN

RENTAL REHABILITATION PROGRAM

HOUSEHOLD INCOME LIMITS FOR CDBG FINANCING ELIGIBILITY

Applicable to non-metropolitan areas in New York State

(Effective December 1, 2011)

<u>Family Size</u>	<u>80% of Median</u> (Rehabilitation)	<u>60% of Median</u> (New Apts.)
1 Person	\$31,850	\$23,940
2 Person	\$36,400	\$27,360
3 Person	\$40,950	\$30,780
4 Person	\$45,500	\$34,140
5 Person	\$49,150	\$36,900
6 Person	\$52,800	\$39,660
7 Person	\$56,450	\$42,360
8 Person	\$60,100	\$45,120

Income Limits for Households larger than Eight Persons are determined by adding \$3,650 (80% of Median) or \$2,730 (60% of Median) for each additional person in the household. These figures are adjusted annually to match the Income Limits established by the U.S. Department of Housing and Urban Development for the Section 8 Rental Assistance Program.

Source: HUD NOTICE PDR-2012-02 dated December 1, 2012
 From: Carol J. Galante
 Acting Federal Housing Commissioner
 Re: Fiscal Year 2012 Income Limits
 for Public Housing and Section 8 Programs

CITY OF WATERTOWN

RENTAL REHABILITATION PROGRAM

HUD SECTION 8 EXISTING HOUSING FAIR MARKET RENTS

RENT LIMITS FOR APARTMENTS WITH CDBG ASSISTANCE

Applicable to Jefferson County in New York State

(Effective October 1, 2011)

<u>Unit Size</u>	<u>Fair Market Rent</u>
0 Bedroom	\$696 / month
1 Bedroom	\$697 / month
2 Bedroom	\$838 / month
3 Bedroom	\$1,080 / month
4 Bedroom	\$1,135 / month

The Rent Limits listed above are 100% of the Fair Market Rents (FMR) established by the U.S. Department of Housing and Urban Development for the Section 8 Housing Choice Voucher Program. They apply to gross rents, including shelter rent and the cost of utilities (except telephone) that are paid by the tenant in qualified apartments. These figures are adjusted annually based on Census data updated by random digit dialing (RDD) telephone surveys and set at the 40th percentile of standard quality rental housing in Jefferson County in New York State.

For apartments with more than 4 bedrooms, the Rent Limits are calculated by adding 15% to the 4 bedroom Rent Limit for each extra bedroom.

Source: Federal Register, Volume 76, Number 190, September 30, 2011

CITY OF WATERTOWN

RENTAL REHABILITATION PROGRAM

Original Forms

(4/16/2012)

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**CITY OF WATERTOWN
RENTAL REHABILITATION PROGRAM**

PROJECT FILE CHECKLIST

Project Location:	Case No:	
Property Owner:		
Date	Description	(Form No.)
	Preapplication Received	(Form 101)
	Eligibility documentation: <input type="checkbox"/> Ownership <input type="checkbox"/> Income <input type="checkbox"/> Insurance <input type="checkbox"/> Taxes/W&S	
	Interagency referral form mailed to Weatherization Assistance Program	
	Energy services application mailed to EmPower New York	
	Energy audit completed (results in project file; copy to owner)	
	Lead-based paint testing & risk assessment completed (results in project file; copy to owner)	
	Lead-based paint notifications signed by property owner and tenants	
	Lead-based paint brochures and information materials delivered to property owner	
	Radon gas information materials delivered to property owner	
	Radon test kit retrieved from property and mailed to testing laboratory	
	Inspection Report completed (HUD Form 52580 in project file)	(Form 102)
	Work Write-up approved by property owner	(Form 103)
	Proposal package distributed to contractors	
	Contractor Proposals Received	(Form 104)
	Contractor selected by property owner	(Form 105)
	Application for Assistance submitted by property owner	(Form 106)
	CDBG financing approved by Project Review Committee	(Form 106)
	Notification of Rent Limitations distributed to tenant(s)	
	Project Agreement executed	(Form 107)
	Note & Mortgage signed by property owner (hold in file until work is completed)	
	Owner contribution deposited in escrow account	
	Construction Contract executed	(Form 108)
	Subcontractor(s) approved by property owner	(Form 109)
	Contractor / subcontractor Certification of Compliance with 24 CFR Part 35 in project file	
	Contractor / subcontractor insurance binders in project file	
	Notice to Proceed issued by property owner	(Form 110)
	Progress Inspection and Payment Authorization	(Form 111, 112-P)
	Progress Inspection and Payment Authorization	(Form 111, 112-P)
	Change Order and funding adjustment	(Form 113)
	Final Inspection and Payment Authorization	(Form 111, 112-F)
	Release of Liens and Warranty signed by contractor	(Form 114)
	Certificate of Completion signed by property owner	(Form 115)
	Sale and Occupancy Limitation signed by property owner	(Form 115)
	Rent Limitation signed by property owner	(Form 115)
	Lead clearance achieved (results in project file; copy to property owner)	
	Final Payment to contractor	
	Disposition of Funds Report to property owner	(Form 116)
	Note & Mortgage recorded in County Clerk's office	

**CITY OF WATERTOWN
RENTAL REHABILITATION PROGRAM**

LEAD-BASED PAINT CHECKLIST

LBP Compliance Item	Complies: Yes/No	Notes
Project commitment after 1/10/02	Yes	
Project Exemption Documentation (if applicable)	n/a	
LBP Pamphlet given	Yes	Delivered by the Rehabilitation Coordinator at Initial Inspection
Disclosure given to buyer/occupant	Yes	Delivered by Rehabilitation Coordinator at Initial Inspection
Visual assessment or risk assessment conducted & in file	Yes	Risk Assessment in the File
Risk Assessment Disclosure to owner	Yes	Copy of the Risk Assessment delivered to the Property Owner
Scope of work addressed LBP hazards	Yes	Work Writeup in the File
Contractor qualifications/certification	Yes	Attached to Construction Contract
Occupant protections implemented	Yes	Required by "Safe Work Practices"
Clearance report	Yes	Clearance Report in the File
Clearance Disclosure to Owner	Yes	Copy of the Clearance Report delivered to the Property Owner
If rental, ongoing maintenance procedures	n/a	

CITY OF WATERTOWN

RENTAL REHABILITATION PROGRAM

PROGRAM OUTLINE

The purpose of this program is to improve living conditions in Watertown by promoting repair and rehabilitation of the local housing stock. The primary objective is to eliminate conditions that might become hazardous to the health or safety of local residents. Energy conservation improvements, historic preservation and other necessary repairs will also be encouraged whenever work is completed with assistance under this program.

Neighbors of Watertown has been contracted as Program Administrator to help you identify eligible improvements in your residential property and determine the best way to complete that work. Staff from that organization will also help find qualified local contractors who can complete the improvements needed on your property. Federal regulations and local program guidelines limit eligible improvements to those work items needed to address problems and eliminate code violations or other health and safety threats. Public funds are provided to support those activities; and they cannot be used for general remodeling, additions or other work that is not necessary to address problems in the property. The Program Administrator will explain the guidelines and identify eligible improvements. However, you will make all decisions about that work. Neither the Program Administrator nor the city will assume responsibility or liability for the work on your property.

Financial assistance will be available to qualified applicants to help pay the cost of eligible improvements that are completed under this program. Half of that financing will be in the form of grants that will not be repaid as long as you comply with all program guidelines. Low interest loans will be available to help pay the owner's share of the improvement cost if needed.

Assistance will be available for absentee-owned rental properties located anywhere in the city with tenants who qualify as low or moderate income (household income below 80% of the median); but preference will be given to commercial properties in the downtown area. You can get on the list for assistance by filing the attached Preapplication with Neighbors of Watertown. The following materials must also be submitted to document your eligibility:

- A copy of the recorded deed for the property to be rehabilitated.
- Proof of income for all adult members of each household occupying the property (see documentation requirements on reverse).
- Proof of payment of all real estate taxes and other local service charges (water & sewer) for all properties owned by the applicant in Watertown.
- Proof of insurance for the property (homeowner's policy).

The Program Administrator may request additional information in order to determine your eligibility for assistance under this program. All of the information that you supply will remain strictly confidential.

INCOME DOCUMENTATION

Eligibility for grant and loan assistance under the Rental Rehabilitation Program is determined on the basis of the household size and income of the tenants in the property. Complete income documentation must therefore be provided for every adult member of each household in the property to be rehabilitated. The Program Administrator can work directly with each tenant to assure confidentiality of their income information.

A complete, signed copy of the latest federal tax return with all schedules and attachments (W-2, 1099, etc.) should be provided as basic income documentation. However, the tax return does not document current income; and it might not include some income sources that are not taxable, but which must be considered as part of the household income for this program. Following is an outline of the additional documentation that should be provided for different types and sources of income:

SALARY or WAGES - copies of current payroll stubs, statements from employers or other documentation as required to establish the current income for each adult member of the household.

SOCIAL SECURITY - a statement of benefits for the preceding year and the current year with copies of current checks to establish the gross benefit (before deductions for Medicare insurance).

PENSIONS - statements detailing the payments received during the preceding calendar year and current payments for pensions, IRA's, annuities and any other retirement benefits.

UNEMPLOYMENT or DISABILITY - statements detailing the payments received during the preceding calendar year and copies of checks received for unemployment, disability or worker's compensation. Adjustments may be required to reflect temporary conditions that are not an accurate reflection of the current or potential household income.

PERSONAL ASSETS - details of all personal assets including documentation of current values and income generated during the previous year. Income will be projected for the current year and may be imputed for those assets that do not generate current interest or dividends.

INCOME FROM REAL ESTATE - details of all income from rental properties owned by the tenant in Watertown or elsewhere. The net amount of that income after deducting actual cash expenses related to each property must be included in the household income.

BUSINESS INCOME - details of all income from business activities, including documentation of revenues and expenses must be provided. Net business income will be calculated on a cash basis without deductions for non-cash expenses including depreciation, amortization, etc. Adjustments may be made to offset personal or household expenses charged to the business.

OTHER INCOME - details of all income from any other source (eg: alimony, child support, rent supplements, education benefits, lottery payments, etc.) received by or on behalf of any adult member of the household during the preceding calendar year and projected for the current year.

The Program Administrator will review all income documentation and make a preliminary determination of eligibility for assistance. Additional information may be requested during this review; and updated documentation may be required in order to assure that the correct household income is being used at the time financial assistance is considered. If there is any question about income documentation, the Project Review Committee may request additional information or reject the Application for Assistance.

**CITY OF WATERTOWN
RENTAL REHABILITATION PROGRAM**

PREAPPLICATION

APPLICANT INFORMATION		Date:	Case No:
Name:		Phone:	
Address:			
PROPERTY INFORMATION			
Address:			
Number of Housing Units:		Occupied:	Vacant:
Section/Block/Lot No:		Current Assessment:	
Equalization Rate:		Calculated Full Value:	
TENANT INFORMATION			
List the names of all tenants who occupy apartments in this property and provide documentation of Tenant Eligibility for each household. Attached? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Name:	Apt. No:	Phone:	
Name:	Apt. No:	Phone:	
Name:	Apt. No:	Phone:	
Name:	Apt. No:	Phone:	
Name:	Apt. No:	Phone:	
Name:	Apt. No:	Phone:	
Name:	Apt. No:	Phone:	
CURRENT MORTGAGE FINANCING			
The financing that is available under this program will include a loan that will be secured by a lien on this property. Please list all current mortgage loans that are secured by this property.			
Bank:		Amount:	
Bank:		Amount:	
Bank:		Amount:	
This Preapplication is being submitted to establish eligibility for assistance under the Rental Rehabilitation Program in Watertown. I understand that additional documentation will be required and give permission for representatives of the city to contact the tenants listed above to verify this information.		Signed: _____	

CITY OF WATERTOWN

RENTAL REHABILITATION PROGRAM

TENANT ELIGIBILITY

TENANT INFORMATION	Date:	Case No:
Name:	Phone:	Family Size:
Address:	Apartment #:	# of Bedrooms:
HOUSEHOLD INFORMATION		
Please provide the following information about ethnicity and race for your household. This information is required for reports to the U.S. Department of Housing and Urban Development (HUD), the federal agency providing funding for this program. It will be used only for those reports.		
Ethnicity: (select only one) <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino	Race: (select one or more) <input type="checkbox"/> White <input type="checkbox"/> Black or African American <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian or other Pacific Islander	
List the names of all adults in your household who are over the age of eighteen and provide Income Certifications for each of these people. Attached? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Employer:		
Employer:		
Employer:		
List the names of all children in your household who are under the age of seven. Have any of them been diagnosed with elevated blood level (EBL) for lead? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Age:	EBL:	
Age:	EBL:	
Age:	EBL:	
HOUSING EXPENSE INFORMATION		
List your current rent and your best estimate of what you pay for utilities in this apartment:		
Rent	\$ / month	\$ / year
Heat (Gas/Oil/Wood/Electric/Other)	\$ / month	\$ / year
Power & Lights (National Grid bills)	\$ / month	\$ / year
Water & Sewer (if you pay for this service)	\$ / month	\$ / year
Total Rent & Utilities Paid by Tenant	\$ / month	\$ / year
This information is being submitted to support an application for assistance under the Rental Rehabilitation Program in Watertown. I understand that additional documentation will be required and give permission for representatives of the city to contact the property owner and/or the employers listed above to verify this information.	Signed: _____	

CITY OF WATERTOWN
RENTAL REHABILITATION PROGRAM

INCOME CERTIFICATION

Name:	Case No:
Address:	Phone:

This form (including schedules on Page 2) must be completed by each adult (age 18 or older) in any household applying for assistance under the Rental Rehabilitation Program in Watertown.

INCOME SUMMARY	Income from Prior Year	Current Amounts	Projected Income
Salary or Wages, Tips, etc.	\$	\$ / (wk/mo/yr)	\$
Social Security (incl. Medicare)	\$	\$ / (wk/mo/yr)	\$
Pensions or Annuities	\$	\$ / (wk/mo/yr)	\$
Unemployment Compensation	\$	\$ / (wk/mo/yr)	\$
Disability Compensation	\$	\$ / (wk/mo/yr)	\$
Child Support Payments	\$	\$ / (wk/mo/yr)	\$
Other _____	\$	\$ / (wk/mo/yr)	\$
Other _____	\$	\$ / (wk/mo/yr)	\$
Other _____	\$	\$ / (wk/mo/yr)	\$
Personal Assets (Schedule A)	\$		\$
Real Estate Income (Schedule B)	\$		\$
Business Income (Schedule C)	\$		\$
Totals	\$		\$

CERTIFICATION

I certify that all of the information on this form and the attached documentation are complete and accurate to the best of my knowledge and belief.

Signed: _____ Date: _____

NOTE: U.S. Law provides a penalty of \$10,000 fine and 5 years imprisonment for false, fraudulent or misleading statements under this program (U.S.C. Title 18, Section 1001).

Schedule A - Personal Assets

	Current Value	Income from Prior Year	Current Amounts	Projected Income *
Bank Accounts & CD's	\$	\$	\$(mo/yr)	\$
Stocks/Bonds	\$	\$	\$(mo/yr)	\$
Real Estate	\$	\$	\$(mo/yr)	\$
Retirement Accounts	\$	\$	\$(mo/yr)	\$
Insurance Policies	\$	\$	\$(mo/yr)	\$
	\$	\$	\$(mo/yr)	\$
	\$	\$	\$(mo/yr)	\$

* Projected Income may be imputed at the current passbook rate for assets that generate no current income.

Schedule B - Real Estate Income

Property Address	Gross Rent	Cash Expenses	Net Income
	\$/month	\$/month	\$

Schedule C - Business Income

Income from Business Activities	(Line 3, Schedule C, Form 1040)	\$
Cost of Goods Sold	(Line 4, Schedule C, Form 1040)	\$
Advert., Bad Debts, Car/Truck, Fees	(Lines 8-11 Schedule C, Form 1040)	\$
Benefits, Insurance, Interest	(Lines 14-16, Schedule C, Form 1040)	\$
Legal, Professional, Office	(Lines 17-18, Schedule C, Form 1040)	\$
Rent or Lease Expenses	(Line 20, Schedule C, Form 1040)	\$
Repairs, Supplies, Taxes, Entertain.	(Lines 21-24, Schedule C, Form 1040)	\$
Utilities	(Line 25, Schedule C, Form 1040)	\$
Wages	(Line 26, Schedule C, Form 1040)	\$
Other Expenses	(Line 27, Schedule C, Form 1040)	\$
Total Cash Expenses related to Business Activities		\$
Net Business Income		\$

Non-cash expenses (ie: depreciation or amortization) will not be included here; and expenses that are not justified or not directly related to the business activity (eg: personal or household expenses) will be deducted from the amounts listed on the federal tax return.

**CITY OF WATERTOWN
RENTAL REHABILITATION PROGRAM**

INSPECTION REPORT

Project Location:	Case No:
Property Owner:	Date:
Address:	Inspector:
<i>PRIORITY 1 - HEALTH & SAFETY (Code Compliance)</i> <i>(Cost Estimate)</i>	
<i>PRIORITY 2 - ENERGY CONSERVATION & WEATHERIZATION</i> <i>(Cost Estimate)</i>	
<i>PRIORITY 3 - OTHER NECESSARY IMPROVEMENTS</i> <i>(Cost Estimate)</i>	

Inspection Checklist

Housing Choice Voucher Program

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0169
(Exp. 8/31/2007)

Public reporting burden for this collection of information is estimated to average 0.50 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number. This collection of information is authorized under Section 8 of the U.S. Housing Act of 1937 (42 U.S.C. 1437f). The information is used to determine if a unit meets the housing quality standards of the section 8 rental assistance program.

Name of Family	Tenant ID Number	Date of Request (mm/dd/yyyy)
Inspector	Neighborhood/Census Tract	Date of Inspection (mm/dd/yyyy)
Type of Inspection <input type="checkbox"/> Initial <input type="checkbox"/> Special <input type="checkbox"/> Reinspection.	Date of Last Inspection (mm/dd/yyyy)	PHA

A. General Information		Housing Type (check as appropriate) <input type="checkbox"/> Single Family Detached <input type="checkbox"/> Duplex or Two Family <input type="checkbox"/> Row House or Town House <input type="checkbox"/> Low Rise: 3, 4 Stories, Including Garden Apartment <input type="checkbox"/> High Rise: 5 or More Stories <input type="checkbox"/> Manufactured Home <input type="checkbox"/> Congregate <input type="checkbox"/> Cooperative <input type="checkbox"/> Independent Group Residence <input type="checkbox"/> Single Room Occupancy <input type="checkbox"/> Shared Housing <input type="checkbox"/> Other
Inspected Unit	Year Constructed (yyyy)	
Full Address (including Street, City, County, State, Zip)		
Number of Children in Family Under 6		
Owner		
Name of Owner or Agent Authorized to Lease Unit Inspected	Phone Number	
Address of Owner or Agent		

B. Summary Decision On Unit (To be completed after form has been filled out)		
<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> Inconclusive	Number of Bedrooms for Purposes of the FMR or Payment Standard	Number of Sleeping Rooms

Inspection Checklist		Yes Pass	No Fail	In-Conc.	Comment	Final Approval Date (mm/dd/yyyy)
Item No.	1. Living Room					
1.1	Living Room Present					
1.2	Electricity					
1.3	Electrical Hazards					
1.4	Security					
1.5	Window Condition					
1.6	Ceiling Condition					
1.7	Wall Condition					
1.8	Floor Condition					

* Room Codes: 1 = Bedroom or Any Other Room Used for Sleeping (regardless of type of room); 2 = Dining Room or Dining Area; 3 = Second Living Room, Family Room, Den, Playroom, TV Room; 4 = Entrance Halls, Corridors, Halls, Staircases; 5 = Additional Bathroom; 6 = Other

Item No.	1. Living Room (Continued)	Yes Pass	No Fail	In-Conc.	Comment	Final Approval Date (mm/dd/yyyy)
1.9	Lead-Based Paint Are all painted surfaces free of deteriorated paint? If not, do deteriorated surfaces exceed two square feet per room and/or is more than 10% of a component?				<input type="checkbox"/> Not Applicable	

2. Kitchen

2.1	Kitchen Area Present					
2.2	Electricity					
2.3	Electrical Hazards					
2.4	Security					
2.5	Window Condition					
2.6	Ceiling Condition					
2.7	Wall Condition					
2.8	Floor Condition					
2.9	Lead-Based Paint Are all painted surfaces free of deteriorated paint? If not, do deteriorated surfaces exceed two square feet per room and/or is more than 10% of a component?				<input type="checkbox"/> Not Applicable	
2.10	Stove or Range with Oven					
2.11	Refrigerator					
2.12	Sink					
2.13	Space for Storage, Preparation, and Serving of Food					

3. Bathroom

3.1	Bathroom Present					
3.2	Electricity					
3.3	Electrical Hazards					
3.4	Security					
3.5	Window Condition					
3.6	Ceiling Condition					
3.7	Wall Condition					
3.8	Floor Condition					
3.9	Lead-Based Paint Are all painted surfaces free of deteriorated paint? If not, do deteriorated surfaces exceed two square feet per room and/or is more than 10% of a component?				<input type="checkbox"/> Not Applicable	
3.10	Flush Toilet in Enclosed Room in Unit					
3.11	Fixed Wash Basin or Lavatory in Unit					
3.12	Tub or Shower in Unit					
3.13	Ventilation					

4. Other Rooms Used For Living and Halls		Yes Pass	No Fail	In- Conc.	Comment	Final Approval Date (mm/dd/yyyy)
4.1	Room Code* and Room Location <input type="checkbox"/>	(Circle One) Right/Center/Left		(Circle One) Front/Center/Rear	____ Floor Level	
4.2	Electricity/Illumination					
4.3	Electrical Hazards					
4.4	Security					
4.5	Window Condition					
4.6	Ceiling Condition					
4.7	Wall Condition					
4.8	Floor Condition					
4.9	Lead-Based Paint Are all painted surfaces free of deteriorated paint? If not, do deteriorated surfaces exceed two square feet per room and/or is more than 10% of a component?				<input type="checkbox"/> Not Applicable	
4.10	Smoke Detectors					
4.1	Room Code* and Room Location <input type="checkbox"/>	(Circle One) Right/Center/L		(Circle One) Front/Center/Rear	____ Floor Level	
4.2	Electricity/Illumination					
4.3	Electrical Hazards					
4.4	Security					
4.5	Window Condition					
4.6	Ceiling Condition					
4.7	Wall Condition					
4.8	Floor Condition					
4.9	Lead-Based Paint Are all painted surfaces free of deteriorated paint? If not, do deteriorated surfaces exceed two square feet per room and/or is more than 10% of a component?				<input type="checkbox"/> Not Applicable	
4.10	Smoke Detectors					
4.1	Room Code* and Room Location <input type="checkbox"/>	(Circle One) Right/Center/Left		(Circle One) Front/Center/Rear	____ Floor Level	
4.2	Electricity/Illumination					
4.3	Electrical Hazards					
4.4	Security					
4.5	Window Condition					
4.6	Ceiling Condition					
4.7	Wall Condition					
4.8	Floor Condition					
4.9	Lead-Based Paint Are all painted surfaces free of deteriorated paint? If not, do deteriorated surfaces exceed two square feet per room and/or is more than 10% of a component?				<input type="checkbox"/> Not Applicable	
4.10	Smoke Detectors					

Item No.	4. Other Rooms Used For Living and Halls	Yes	No	In-	Comment	Final Approval Date (mm/dd/yyyy)
		Pass	Fail	Conc.		
4.1	Room Code* and Room Location <input type="checkbox"/>				(Circle One) Right/Center/Left (Circle One) Front/Center/Rear ___ Floor Level	
4.2	Electricity/Illumination					
4.3	Electrical Hazards					
4.4	Security					
4.5	Window Condition					
4.6	Ceiling Condition					
4.7	Wall Condition					
4.8	Floor Condition					
4.9	Lead-Based Paint				<input type="checkbox"/> Not Applicable	
	Are all painted surfaces free of deteriorated paint?					
	If not, do deteriorated surfaces exceed two square feet per room and/or is more than 10% of a component?					
4.10	Smoke Detectors					
4.1	Room Code* and Room Location <input type="checkbox"/>				(Circle One) Right/Center/Left (Circle One) Front/Center/Rear ___ Floor Level	
4.2	Electricity/Illumination					
4.3	Electrical Hazards					
4.4	Security					
4.5	Window Condition					
4.6	Ceiling Condition					
4.7	Wall Condition					
4.8	Floor Condition					
4.9	Lead-Based Paint				<input type="checkbox"/> Not Applicable	
	Are all painted surfaces free of deteriorated paint?					
	If not, do deteriorated surfaces exceed two square feet per room and/or is more than 10% of a component?					
4.10	Smoke Detectors					
5. All Secondary Rooms (Rooms not used for living)						
5.1	None Go to Part 6					
5.2	Security					
5.3	Electrical Hazards					
5.4	Other Potentially Hazardous Features in these Rooms					

Item No.	6. Building Exterior	Yes Pass	No Fail	In-Conc.	Comment	Final Approval Date (mm/dd/yyyy)
6.1	Condition of Foundation					
6.2	Condition of Stairs, Rails, and Porches					
6.3	Condition of Roof/Gutters					
6.4	Condition of Exterior Surfaces					
6.5	Condition of Chimney					
6.6	Lead Paint: Exterior Surfaces Are all painted surfaces free of deteriorated paint? If not, do deteriorated surfaces exceed 20 square feet of total exterior surface area?				<input type="checkbox"/> Not Applicable	
6.7	Manufactured Home: Tie Downs					
7. Heating and Plumbing						
7.1	Adequacy of Heating Equipment					
7.2	Safety of Heating Equipment					
7.3	Ventilation/Cooling					
7.4	Water Heater					
7.5	Approvable Water Supply					
7.6	Plumbing					
7.7	Sewer Connection					
8. General Health and Safety						
8.1	Access to Unit					
8.2	Fire Exits					
8.3	Evidence of Infestation					
8.4	Garbage and Debris					
8.5	Refuse Disposal					
8.6	Interior Stairs and Common Halls					
8.7	Other Interior Hazards					
8.8	Elevators					
8.9	Interior Air Quality					
8.10	Site and Neighborhood Conditions					
8.11	Lead-Based Paint: Owner's Certification				<input type="checkbox"/> Not Applicable	

If the owner is required to correct any lead-based paint hazards at the property including deteriorated paint or other hazards identified by a visual assessor, a certified lead-based paint risk assessor, or certified lead-based paint inspector, the PHA must obtain certification that the work has been done in accordance with all applicable requirements of 24 CFR Part 35. The Lead-Based Paint Owner Certification must be received by the PHA before the execution of the HAP contract or within the time period stated by the PHA in the owner HQS violation notice. Receipt of the completed and signed Lead-Based Paint Owner Certification signifies that all HQS lead-based paint requirements have been met and no re-inspection by the HQS inspector is required.

C. Special Amenities (Optional)

This Section is for optional use of the HA. It is designed to collect additional information about other positive features of the unit that may be present. Although the features listed below are not included in the Housing Quality Standards, the tenant and HA may wish to take them into consideration in decisions about renting the unit and the reasonableness of the rent.
Check/list any positive features found in relation to the unit.

1. Living Room

- High quality floors or wall coverings
- Working fireplace or stove
- Balcony, patio, deck, porch
- Special windows or doors
- Exceptional size relative to needs of family
- Other: (Specify)

2. Kitchen

- Dishwasher
- Separate freezer
- Garbage disposal
- Eating counter/breakfast nook
- Pantry or abundant shelving or cabinets
- Double oven/self cleaning oven, microwave
- Double sink
- High quality cabinets
- Abundant counter-top space
- Modern appliance(s)
- Exceptional size relative to needs of family
- Other: (Specify)

3. Other Rooms Used for Living

- High quality floors or wall coverings
- Working fireplace or stove
- Balcony, patio, deck, porch
- Special windows or doors
- Exceptional size relative to needs of family
- Other: (Specify)

4. Bath

- Special feature shower head
- Built-in heat lamp
- Large mirrors
- Glass door on shower/tub
- Separate dressing room
- Double sink or special lavatory
- Exceptional size relative to needs of family
- Other: (Specify)

5. Overall Characteristics

- Storm windows and doors
- Other forms of weatherization (e.g., insulation, weather stripping)
- Screen doors or windows
- Good upkeep of grounds (i.e., site cleanliness, landscaping, condition of lawn)
- Garage or parking facilities
- Driveway
- Large yard
- Good maintenance of building exterior
- Other: (Specify)

6. Disabled Accessibility

Unit is accessible to a particular disability. Yes No
Disability _____

D. Questions to ask the Tenant (Optional)

1. Does the owner make repairs when asked? Yes No
2. How many people live there? _____
3. How much money do you pay to the owner/agent for rent? \$ _____
4. Do you pay for anything else? (specify) _____
5. Who owns the range and refrigerator? (insert O = Owner or T = Tenant) Range _____ Refrigerator _____ Microwave _____
6. Is there anything else you want to tell us? (specify) Yes No

E. Inspection Summary/Comments (Optional)

Provide a summary description of each item which resulted in a rating of "Fail" or "Pass with Comments."

Tenant ID Number	Inspector	Date of Inspection (mm/dd/yyyy)	Address of Inspected Unit
Type of Inspection	Initial <input type="checkbox"/>	Special <input type="checkbox"/>	
Item Number	Reason for "Fail" or "Pass with Comments" Rating		

Continued on additional page Yes No

Previous editions are obsolete

CITY OF WATERTOWN
RENTAL REHABILITATION PROGRAM

LEAD-BASED PAINT NOTIFICATION TO PROPERTY OWNER

**This property was constructed before 1978. There is a possibility it contains lead-based paint.
Please read the following information concerning lead-based paint poisoning.**

Sources of Lead-Based Paint

The interiors of older homes and apartments often have layers of lead-based paint on the walls, ceilings, window sills, doors and door frames. Lead-based paint and primers may also have been used on outside porches, railings, garages, fire escapes and lamp posts. When the paint chips, flakes or peels off, there may be a real danger for babies and young children. Children may eat paint chips or chew on painted railings, window sills or other items when parents are not around. Children can also ingest lead even if they do not specifically eat paint chips. For example, when children play in an area where there are loose paint chips or dust particles containing lead, they may get these particles on their hands, put their hands into their mouths, and ingest a dangerous amount of lead.

Hazards of Lead-Based Paint

Lead poisoning is dangerous - especially to children under the age of seven. It can eventually cause mental retardation, blindness and even death.

Symptoms of Lead-Based Paint Poisoning

Ask your tenants if their children have been especially cranky or irritable? Are they eating normally? Do they have stomachaches and vomiting? Do they complain about headaches? Are they unwilling to play? These may be signs of lead poisoning. Many times though, there are no symptoms at all. Because there are no symptoms does not mean that you should not be concerned if you believe children in your property have been exposed to lead-based paint.

Advisability and Availability of Blood Lead Level Screening

If you suspect that children in your property have eaten chips of paint or someone told you this, those children should be taken to the doctor or clinic for testing. If the test shows that those children have an elevated blood lead level, treatment is available. Contact your local health department for help or more information. Lead screening and treatment are available through the Medicaid Program for those who are eligible. If any children are identified as having an elevated blood lead level, you should notify the City so the necessary steps can be taken to test your property for lead-based paint hazards. If your property does have lead-based paint, you may be eligible for assistance to eliminate that hazard.

Precautions to Prevent Lead-Based Paint Poisoning

You can avoid lead-based paint poisoning by performing some preventive maintenance. Look at the walls, ceilings, doors, door frames and window sills in your property. Are there places where the paint is peeling, flaking, chipping or powdering? If so, there are some things you can do immediately to protect the children in your property:

- (a) Cover all furniture and appliances.
- (b) Get a broom or stiff brush and remove all loose pieces of paint from walls, woodwork, window wells and ceilings.
- (c) Sweep up all pieces of paint and plaster and put them in a paper bag or wrap them in newspaper. Put these packages in the trash can. **DO NOT BURN THEM.**
- (d) Do not leave paint chips on the floor or in window wells. Damp mop floors and window sills in and around the work area to remove all dust and paint particles. Keeping those areas clear of paint chips, dust and dirt is easy and very important.
- (e) Do not allow loose paint to remain within reach of the children in your property since children may pick loose paint off the lower part of the walls.

Property Owner Maintenance and Treatment of Lead-Based Paint Hazards

As a property owner, you should take the necessary steps to keep your property in good shape. Water leaks from faulty plumbing, defective roofs and exterior holes or breaks may admit rain and dampness into the interior of your property. These conditions damage walls and ceilings and cause paint to peel, crack or flake. These conditions should be corrected immediately. Before repainting, all surfaces that are peeling, cracking, chipping or loose should be thoroughly cleaned by scraping or brushing the loose paint from the surface, then repainting with two coats of non-lead paint. Instead of scraping and repainting, the surface may be covered with other material such as wallboard, gypsum or paneling. Beware that when lead-based paint is removed by scraping or sanding, a dust is created that may be hazardous. The dust can enter the body either by breathing it or swallowing it. The use of heat or paint removers could create a vapor or fumes that may cause poisoning if inhaled over a long period of time. Whenever possible, the removal of lead-based paint should take place when there are no children or pregnant women on the premises. Simply painting over defective lead-based paint surfaces does not eliminate the hazard. Remember that you, as a property owner, play a major role in the prevention of lead poisoning. Your actions and awareness about the lead problem can make a big difference.

I have received a copy of this notice and the EPA brochure entitled "Protect Your Family From Lead In Your Home" (EPA747-K-99-001). I understand the danger of lead-based paint and agree to work with the city of Watertown to identify any lead-based paint hazards in my property.

Signature: _____

Date: _____

CITY OF WATERTOWN

RENTAL REHABILITATION PROGRAM

LEAD-BASED PAINT NOTIFICATION TO TENANT

This property was constructed before 1978. There is a possibility it contains lead-based paint. Please read the following information concerning lead-based paint poisoning.

Sources of Lead-Based Paint

The interiors of older homes and apartments often have layers of lead-based paint on the walls, ceilings, window sills, doors and door frames. Lead-based paint and primers may also have been used on outside porches, railings, garages, fire escapes and lamp posts. When the paint chips, flakes or peels off, there may be a real danger for babies and young children. Children may eat paint chips or chew on painted railings, window sills or other items when parents are not around. Children can also ingest lead even if they do not specifically eat paint chips. For example, when children play in an area where there are loose paint chips or dust particles containing lead, they may get these particles on their hands, put their hands into their mouths, and ingest a dangerous amount of lead.

Hazards of Lead-Based Paint

Lead poisoning is dangerous - especially to children under the age of seven. It can eventually cause mental retardation, blindness and even death.

Symptoms of Lead-Based Paint Poisoning

Has your child been especially cranky or irritable? Is he or she eating normally? Does your child have stomachaches and vomiting? Does he or she complain about headaches? Is your child unwilling to play? These may be signs of lead poisoning. Many times though, there are no symptoms at all. Because there are no symptoms does not mean that you should not be concerned if you believe your child has been exposed to lead-based paint.

Advisability and Availability of Blood Lead Level Screening

If you suspect that your child has eaten chips of paint or someone told you this, you should take your child to the doctor or clinic for testing. If the test shows that your child has an elevated blood lead level, treatment is available. Contact your doctor or local health department for help or more information. Lead screening and treatment are available through the Medicaid Program for those who are eligible. If your child is identified as having an elevated blood lead level, you should notify the City so the necessary steps can be taken to test your home for lead-based paint hazards. If your home does have lead-based paint, you may be eligible for assistance to eliminate that hazard.

Precautions to Prevent Lead-Based Paint Poisoning

You can avoid lead-based paint poisoning by performing some preventive maintenance. Look at your walls, ceilings, doors, door frames and window sills. Are there places where the paint is peeling, flaking, chipping or powdering? If so, there are some things you can do immediately to protect your child:

- (a) Cover all furniture and appliances.
- (b) Get a broom or stiff brush and remove all loose pieces of paint from walls, woodwork, window wells and ceilings.
- (c) Sweep up all pieces of paint and plaster and put them in a paper bag or wrap them in newspaper. Put these packages in the trash can. **DO NOT BURN THEM.**
- (d) Do not leave paint chips on the floor or in window wells. Damp mop floors and window sills in and around the work area to remove all dust and paint particles. Keeping those areas clear of paint chips, dust and dirt is easy and very important.
- (e) Do not allow loose paint to remain within your children's reach since children may pick loose paint off the lower part of the walls.

Tenant Maintenance and Treatment of Lead-Based Paint Hazards

As a tenant, you should take the necessary steps to keep your apartment in good shape. Water leaks from faulty plumbing, defective roofs and exterior holes or breaks may admit rain and dampness into the interior of your apartment. These conditions damage walls and ceilings and cause paint to peel, crack or flake. These conditions should be corrected immediately. Before repainting, all surfaces that are peeling, cracking, chipping or loose should be thoroughly cleaned by scraping or brushing the loose paint from the surface, then repainting with two coats of non-lead paint. Instead of scraping and repainting, the surface may be covered with other material such as wallboard, gypsum or paneling. Beware that when lead-based paint is removed by scraping or sanding, a dust is created that may be hazardous. The dust can enter the body either by breathing it or swallowing it. The use of heat or paint removers could create a vapor or fumes that may cause poisoning if inhaled over a long period of time. Whenever possible, the removal of lead-based paint should take place when there are no children or pregnant women on the premises. Simply painting over defective lead-based paint surfaces does not eliminate the hazard. Remember that you, as an adult, play a major role in the prevention of lead poisoning. Your actions and awareness about the lead problem can make a big difference.

I have received a copy of this notice and the EPA brochure entitled "Protect Your Family From Lead In Your Home" (EPA747-K-99-001). I understand the danger of lead-based paint and agree to work with the city of Watertown to identify any lead-based paint hazards in my apartment.

Signature: _____

Date: _____

CITY OF WATERTOWN
RENTAL REHABILITATION PROGRAM

WORK WRITEUP

Property Owner: _____	Case No: _____
Address: _____	
RETURN PROPOSALS TO _____ AT _____ NOT LATER THAN _____	
<p>The contractor shall submit a complete proposal on the attached form listing prices for all items included in the Work Writeup. Prices must include the cost of all materials, labor, permits and other expenses required to complete the work. The property owner may eliminate any item(s) from this scope of work before selecting a contractor for this project.</p> <p>If the contractor wishes to modify any item in the Work Writeup, that change should be detailed on a separate sheet and attached with the proposal. The proposal form must be completed with prices for each work item as specified in the Work Writeup. The property owner may choose either option before accepting a proposal for this project. After the construction contract is executed, change orders will be considered only if unforeseen problems arise and the change is necessary to complete activities included in the contract, to eliminate a hazardous condition or to protect the property from damage.</p> <p>The contractor will be responsible for securing all permits required to complete this work and for compliance with all local or state laws or regulations throughout the course of the project. The general contractor (and each subcontractor) must also provide proof of adequate insurance including builders risk, general liability, workers compensation and disability as required by law.</p> <p>This work is subject to the federal regulations at 24 CFR Part 35, which deal with lead-based paint hazards in residential properties where work is being done with funds from the U.S. Department of Housing and Urban Development. Any work that disturbs painted surfaces where lead hazards have been identified must be done by contractors who have been trained to use "safe work practices". A clearance test will be done when the project is completed to certify that the work area is free of lead dust that could be a hazard to the occupants.</p>	
I have reviewed the attached Work Writeup and agree with the scope of work proposed for my property. Contractors are asked to call and arrange a convenient time when they can inspect the property in order to prepare their proposals for this project.	
Property Owner: _____	Date: _____
_____	Phone: _____

CITY OF WATERTOWN

RENTAL REHABILITATION PROGRAM

GENERAL CONDITIONS

Contractors will be considered for participation in this program based on their capabilities and experience as detailed in a statement of Contractor Qualifications (Form 117), which must be submitted to the Program Administrator for review. The Program Administrator may request additional information and may contact references or visit prior jobs to determine the contractor's capabilities. Insurance must be carried at all times while work is in progress with at least \$1,000,000 liability coverage plus worker's compensation and disability coverage as required by state law. The contractor will provide a certificate of insurance issued by its insurance carrier naming the property owner as "additional insured" on the liability policy and indicating that the coverage provided for the owner is primary and covers both direct and vicarious liability.

The contractor shall indemnify and hold harmless the property owner, the city of Watertown, its employees, consultants and contractors from and against any and all claims, suits, actions, proceedings and any and all resulting damages, losses, costs and expenses of every nature, type and kind including reasonable attorney's fees which claims arise out of the work performed by the contractor, its subcontractors and others who are employed by the contractor or its subcontractors during the course of the project.

Any proposal submitted for this project must cover all items detailed in the Work Writeup. The Contractor Proposal (Form 104) must be completed with a separate price for each work item. Each price must include the cost of all materials, labor, permits and other expenses required to complete the work as detailed in the Writeup. The contractor is advised to inspect the site in order to become familiar with the existing conditions and the proposed work. Failure to visit the site will not relieve the contractor of this obligation to complete the work as specified.

The property owner may eliminate any item of work from this project before selecting a contractor. The property owner may select any contractor for this project provided the contractor qualifies for participation in the Rental Rehabilitation Program.

The contractor will be responsible for securing all permits required to complete this work and for compliance with all local or state laws or regulations throughout the course of the work. The contractor will remove all debris from the project site and dispose of those materials in a lawful manner.

The contractor will assure that all workmanship is equal to the best standard practice in the industry and that all materials and equipment are properly installed according to the supplier's specifications. All work must be done by qualified craftsmen working under a competent supervisor who is on the site at all times when the work is in progress. The contractor will guaranty all materials and workmanship for one year after the date of final payment for this work.

No portion of the work included in this project may be subcontracted without the written permission of the property owner subject to approval by the Program Administrator for participation in the Rental Rehabilitation Program.

Payment will be considered only for work items that are completed in place after inspection and approval by the property owner. Invoices and payment documentation should be submitted to the Program Administrator allowing adequate time for inspections and claims processing through the city auditing process. No payment will be considered for materials stored at the site of the project or elsewhere.

CITY OF WATERTOWN

RENTAL REHABILITATION PROGRAM

LEAD-SAFE WORK PRACTICES

All rehabilitation activities that are completed under the Rental Rehabilitation Program must comply with the lead-based paint rules established by the U.S. Department of Housing and Urban Development and published in the federal register at 24 CFR Part 35. The City has contracted with a licensed risk assessor to inspect this property and identify lead-based paint hazards that must be addressed in the Work Writeup.

Any work that includes lead-based paint hazard reduction activities must be performed by individuals who have been trained to use "safe work practices". The contractor must provide certificates showing that each person who will be performing this work has received that training.

Safe Work Practices:

Following is an outline of the "safe work practices" that are required to comply with §35.1350 of the federal regulations:

- a. Work site preparation - Before the work begins, the contractor must seal off the area where work will be done and arrange to have the occupant's belongings relocated outside the work area or covered with an impermeable covering with all seams and edges taped or otherwise sealed. A sign must be posted at each entry to the work area with a warning that the work may involve lead hazard reduction and prohibiting entry by unauthorized personnel.
- b. Prohibited methods - The following practices must not be used while completing this work: open-flame burning or torching; machine sanding or grinding without HEPA exhaust control; uncontained hydroblasting or high pressure wash; abrasive blasting or sandblasting without HEPA exhaust control; heat guns operating above 1100°F.; chemical paint strippers containing methylene chloride; dry scraping; or dry sanding.
- c. Daily cleaning - At the end of each work day, the work area must be thoroughly cleaned to remove any dust or debris that may be created by the work activities.
- d. Final cleaning - When the work is completed, the work area must be thoroughly cleaned to eliminate any lead dust hazards that were present before the work was done or may have been created during the course of the project. It is recommended that the work area be cleaned with a vacuum that is equipped with a high efficiency particulate air (HEPA) filter capable of capturing at least 99.97 percent of airborne particles of at least 0.3 micrometers in diameter.

Clearance:

The contractor will arrange for a final clearance examination, which must be conducted to certify that the work area is free of lead dust according to the standards detailed in §35.1320 of the federal regulations. That clearance examination must be conducted by a licensed inspector who has been approved by the city of Watertown for this work and their report must be submitted before a final payment authorization will be considered for this project. The contractor will pay for all clearance examinations and that cost must be included in the total price that is proposed for the work included in this project.

CITY OF WATERTOWN
RENTAL REHABILITATION PROGRAM

CONTRACTOR PROPOSAL

Project Location:		Case No:
Property Owner:		
Address:		
Item #	Description	Price
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
TOTAL PRICE FOR ALL ITEMS IN WORK WRITE-UP		\$
<p>The prices listed above include the cost of materials, labor, permits and all other expenses required to complete each Item as detailed in the Work Writeup. I understand that the owner may eliminate any of these items from the scope of work to be done on this project.</p>		
Contractor: _____		Date: _____
Signature: _____		Title: _____

CITY OF WATERTOWN
RENTAL REHABILITATION PROGRAM

PROPOSAL TABULATION

Project Location:			Case No:	
Property Owner:				
Address:				
Contractor	Base Bid	Alternates	Total Bid	Accepted
ESTIMATE BY PROGRAM ADMINISTRATOR				
LOWEST QUALIFIED BIDDER				
LOWEST QUALIFIED BID SUBMITTED			(for Accepted Work Items)	
I have reviewed the proposals tabulated above and selected the following contractor for the work to be done on my property:				
Contractor Selected: _____				
Total Price for eligible Work Items		(See Attachment)		
(-) Low bid for eligible Work Items		(See Attachment)		
Contract Adjustment to be included in EXCESS COST				
I agree to pay the Contract Adjustment above which will be included in the minimum owner contribution for this project.				
Signed: _____			Date: _____	
Property Owner				

**CITY OF WATERTOWN
RENTAL REHABILITATION PROGRAM**

CONTRACT ADJUSTMENT

Project Location:	Case No:
-------------------	----------

Property Owner:

Address:	Apartment No:
----------	---------------

Use this form to detail the cost of accepted improvements and calculate the required CONTRACT ADJUSTMENT if the contractor selected by the property owner is not the one who submitted the lowest acceptable proposal for that work. Complete a separate sheet for each housing unit; and enter the totals for all units on Form 105.

(List Accepted Work Items)		Accepted Proposal	Lowest Proposal	
Item #	Description			
TOTAL COST OF ACCEPTED ITEMS				
LOWEST QUALIFIED BID FOR ACCEPTED ITEMS				
CONTRACT ADJUSTMENT TO BE INCLUDED IN EXCESS COST				

**CITY OF WATERTOWN
RENTAL REHABILITATION PROGRAM**

APPLICATION FOR ASSISTANCE

APPLICANT INFORMATION	Date:	Case No:
Project Location:	Phone:	
Property Owner:		
Address:		
Number of residential units (apartments) at this location:		

HOUSEHOLD INFORMATION

Apt. #	Name of Occupant	Family Size	Household Income	Low/Mod Eligibility (Yes/No)	Female Headed Household	Race

GRANT AND LOAN SUMMARY

Total Cost of Improvements	(see Attachment, Line D.1)	\$
CDBG Grant Award	(see Attachment, Line D.4)	\$
CDBG Loan Authorization	(see Attachment, Line D.6)	\$
Property Owner Contribution	(see Attachment, Line D.8)	\$
Monthly Loan Payment	(see Attachment, Line D.9)	\$

APPLICANT CERTIFICATION

I certify that all of the information and documentation that has been submitted in support of this application is true and complete to the best of my knowledge and belief.

Signed: _____ Date: _____

NOTE: U.S. Law provides a penalty of \$10,000 fine and 5 years imprisonment for false, fraudulent or misleading statements under this Program (U.S.C. Title 18, Section 1001).

GRANT AND LOAN RECOMMENDATION

Review of this application and all supporting documents indicates that the applicant meets the requirements of the Rental Rehabilitation Program and is eligible for the grant and loan assistance detailed above. The applicant has selected a qualified contractor to complete all improvements to the subject property (except items to be completed by the self-help method) and has agreed to the owner contribution listed above. I therefore recommend that the CDBG grant and loan assistance requested in this application be approved.

Recommended: _____ Date: _____
Program Administrator

REVIEW CHECKLIST

	The property is a residential property located in the city of Watertown.
	The project file includes proof of ownership.
	The project file includes proof of income for each household.
	The project file includes proof of payment of taxes, water & sewer charges for all properties owned by the applicant in the city of Watertown.
	The project file includes proof of adequate hazard insurance.
	Lead-based paint notifications have been given to the property owner and tenant(s).
	Lead-based paint brochures have been given to the property owner and tenant(s).
	The project file includes a lead-based paint risk assessment and energy audit.
	The project file includes the results of a radon gas test conducted in the property
	The project file includes the Inspection Report
	The project file includes the Work Writeup and cost estimate.
	The Work Write-up is signed by the property owner.
	All contractor proposals are in the project file.
	The owner has selected a contractor who is approved for participation in this program.
	The CDBG financing is calculated separately for each housing unit (see Attachment).
	The owner contribution includes the contract adjustment (see Attachment).
	The owner contribution includes the cost of all ineligible work (see Attachment).

DECISION

After review of the project file and the recommendation of the Program Administrator, the requested grant and loan assistance is approved, subject to execution of the Project Agreement (Form 107), execution of a Construction Contract (Form 108) for the proposed improvements and receipt by the city of any required owner contribution.

Approved: _____ Date: _____
Project Review Committee

GRANT AND LOAN COMPUTATIONS

A. Eligibility:		Apt. #1	Apt. #2	Apt. #3	Apt. #4
1.	Family Size				
2.	Annual Household Income				
3.	Income Limit (APPENDIX A)				
4.	Qualified as Lower Income?	<input type="checkbox"/> YES <input type="checkbox"/> NO			
B. Rent Eligibility:					
1.	Number of Bedrooms in Unit				
2.	Rent Limit (APPENDIX A)				
3.	Current Rent				
4.	Utility Allowance				
5.	Current Housing Expense (B.3+B.4)				
6.	Under Current Rent Limit?	<input type="checkbox"/> YES <input type="checkbox"/> NO			
C. Grant & Loan Computation:					
1.	Cost of Accepted Work Items				
2.	Ineligible Cost (NO on Line A.4 or B.6)				
3.	Cost of Eligible Work (C.1 - C.2)				
4.	Low Bid for Eligible Work Items				
5.	Contract Adjustment (C.3 - C.4)				
6.	Excess Cost (C.2 + C.5)				
7.	Eligible Cost (C.1 - C.6)				
8.	CDBG Limit (C.7, max. \$20,000)				
9.	CDBG Grant Limit (C.8 x 0.500)				
10.	CDBG Loan Limit (B.8 - B.9)				
D. Allocation of Project Cost:					
1.	Total Cost of Improvements		(total from Line C.1)		
2.	Excess Cost		(total from Line C.6)		
3.	Line D.1 - Line D.2		(not less than 0)		
4.	CDBG Grant Award		(lesser of Line D.3 or total on Line C.9)		
5.	Line D.3 - Line D.4		(not less than 0)		
6.	CDBG Loan Authorization		(lesser of Line D.5 or total on Line C.10)		
7.	Line D.5 - Line D.6		(not less than 0)		
8.	Owner Contribution		(Line D.2 + Line D.7)		
9.	Monthly Loan Payment		(Line D.6 ÷ Loan Term in Months)		

CITY OF WATERTOWN
RENTAL REHABILITATION PROGRAM

TENANT NOTIFICATION OF RENT LIMITATIONS

Project Location:	Date:
Property Owner:	
Tenant:	Apt. No:

CURRENT HOUSING EXPENSES

Current Rent	\$ /month	
Heating (Natural Gas/Bottle Gas/Oil/Electric)	\$ (allowance)	<input type="checkbox"/> paid by tenant <input type="checkbox"/> included in rent
Cooking (Natural Gas/Bottle Gas/Oil/Electric)	\$ (allowance)	<input type="checkbox"/> paid by tenant <input type="checkbox"/> included in rent
Other Electric	\$ (allowance)	<input type="checkbox"/> paid by tenant <input type="checkbox"/> included in rent
Water Heating (Natural Gas/Bottle Gas/Oil/Electric)	\$ (allowance)	<input type="checkbox"/> paid by tenant <input type="checkbox"/> included in rent
Total Rent & Utility Allowances	\$ /month	
Current Fair Market Rent (___ Bedroom Unit)	\$ /month	

Section 6.4 of the Guidelines for the Rental Rehabilitation Program requires that property owners with rental apartments where improvements are made with assistance under this program must agree to rent those apartments to qualified lower income families and limit the rents for five to ten years after the work is completed. During that regulatory period, rents (including an allowance for utilities paid by the tenant) may not exceed the current fair market rent established by the U.S. Department of Housing and Urban Development (HUD) for the Section 8 Housing Choice Voucher Program.

The current rent and utility allowances applicable to this apartment are listed above. The current fair market rent is also listed. The total rent and allowances for utilities paid by the tenant should not exceed the fair market rent. Contact the Program Administrator, Neighbors of Watertown (782-8497), if you believe this information is not correct.

Rent limits are adjusted by HUD each year to reflect increases in the fair market rents. Future rent increases are permitted as long as the total rent and allowances for utilities paid by the tenant do not exceed the rent limits that are in effect at the time. If you believe your rent has been increased beyond the allowed limits, you should contact your landlord and ask for an explanation. If you are not satisfied, you may contact the staff at Neighbors of Watertown and they will investigate to determine if this requirement is being satisfied.

I acknowledge receipt of this notification and understand that my apartment is subject to rent limitations after completion of the improvements on this property.

Signed: _____ (Tenant) Date: _____

24 CFR Part 35 Applicability Worksheet

DIRECTIONS: This worksheet should be placed in the project file for any residential property that is assisted Federal funds. Part I should be completed for all projects. Part 2 and 3 should be completed for non-exempt rehabilitation projects.

Street Address: _____ Unit _____

City: _____ State: _____ Zip: _____

Part 1: Full Exemptions from All Requirements of 24 CFR Part 35 (The Lead Regulation)

If the answer to any of the following questions is "yes", the property is exempt from the requirements of 24 CFR Part 35 per the regulatory citation.

- Was the property constructed after January 1, 1978? [35.115(a)(1)] YES NO
- Is this a zero-bedroom unit? (e.g. SRO, efficiency) [35.115(a)(2)] YES NO
- Is this dedicated elderly¹ housing? (i.e. over age 62) [35.115(a)(3)] YES NO
- Is this housing dedicated for persons with disabilities²? [35.115(a)(3)] YES NO
- Has a paint inspection conducted in accordance with 35.1320(a) established that the property is free of lead-based paint? [35.115(a)(4)] YES NO
 - The date of the original paint inspection was _____
 - (Optional) Confirmatory paint inspection conducted on _____
- Has ALL lead-based paint in the property been identified and removed, and clearance achieved? [35.115(a)(5)] YES NO
- Is the vacant unit to remain vacant until it is demolished? [35.115(a)(6)] YES NO
- Is the property used for non-residential purposes (commercial, agricultural, industrial, public)³? [35.115(a)(7)] YES NO
- Will ALL rehab **exclude** disturbing painted surfaces? [35.115(a)(8)] YES NO
- Are emergency actions immediately necessary to safeguard against imminent danger to human life, health or safety, or, to protect the property from further structural damage? (e.g. after natural disaster or fire) [35.115(a)(9)] YES NO
- Will the unit be occupied for less than 100 days under emergency leasing assistance to an eligible household?⁴ [35.115(a)(11)] YES NO

Part 2: Hazard Reduction Requirements - Partial Waivers

If the answer to any of the following questions is yes, the grantee and/or occupant may waive certain requirements as described below.

De minimis [35.1350(d)(1) & (2)]

• Is the amount of painted surface that is being disturbed during construction below "de minimis" levels? If so, safe work practices and clearance are not required in that work area.

- Less than 9 SF of bare soil? YES NO

- Less than 20 square feet on an exterior surface YES NO

- Less than 2 square feet in the following rooms:

Elderly Relocation Waiver [Interpretive Guidance Question J-24]

• Is the unit occupied by an elderly person(s)? If so, relocation of the elderly occupant(s) is not required if complete disclosure of the nature of the work is provided and informed consent is obtained prior to rehabilitation.

YES NO

Historic Abatement Waiver [35.115(13)]

• Is a unit that is subject to abatement requirements listed or eligible for listing on the National Register of Historic Places, or does it contribute to a National Register Historic District? If so, the State Historic Preservation Office may request that interim controls be implemented rather than abatement.

YES NO

No Exterior Work [35.930(d)(3)]

• Is no exterior paint to be disturbed during renovation?

(Only exterior stabilization required even in abatement jobs.)

YES NO

No Children [35-1330(d)(1)]

• Are all of the residents over the age of 6?

(No chewable or play area treatments required under interim controls.)

YES NO

No Bite Marks [35.1330(d)(1)]

• Are all chewable surfaces free of bite marks made by children under 6?

(No chewable surface treatment required under interim controls)

YES NO

No Dust Hazards [35.1330(c)(1)(i)]

• Is the closest horizontal surface dust wipe below the clearance threshold?

(No friction and impact surface interim control treatments required in the following work areas:

YES NO

_____)

Part 3: Rehabilitation Projects

Per Unit Level of Rehabilitation Assistance [35.915]

- A. Average Federal Funding Per Unit \$ _____
- B. Average Per Unit Rehabilitation Hard Costs \$ _____
(not including any acquisition soft cost or costs of
lead hazard evaluation, reduction, clearance and training)
- C. Level of Assistance (lower of A or B) \$ _____

Approach Required (Based on answer to C, above)

- | | |
|--------------------|--|
| \$0 | _____ Exempt |
| \$1 – \$5,000 | _____ Test & Repair Disturbed Paint |
| \$5,001 - \$25,000 | _____ Risk Assessment and Interim Control of
Lead Hazards |
| \$25,001 and above | _____ Risk Assessment and Abate Lead Hazards |

Calculated by _____ Date _____

I have evaluated the site, the specifications, estimated the rehab hard costs, interviewed the occupants and reviewed the hazard evaluation reports. In my professional opinion, this project meets the above requirement for federal lead hazard reduction under 24 CFR Part 35.

Signature

Date

-
- 1 Defined as retirement communities or dedicated types of housing reserved for households composed of one or more persons over age 62, or other age if recognized by a specific Federal housing assistance program. However, if a child under age 6 resides or is expected to reside in such a unit, the unit is not exempt.
 - 2 The housing must be designated exclusively for persons with disabilities, defined as any person who has a physical or mental impairment that substantially limits one or more major life activities, has a record of impairment, or is regarded by others as having such an impairment. However, if a child under age 6 resides or is expected to reside in such a unit, the unit is not exempt.
 - 3 In a mixed-use property, spaces such as entryways, hallways, stairways, etc. serving both residential and non-residential uses are not exempt.
 - 4 When a household is provided short-term emergency leasing assistance and will occupy a unit for less than 100 days, the unit is exempt from lead paint regulations. This emergency leasing exemption is attached to the unit, not the family, and is a one-time exemption. After being assisted for a total of 100 consecutive days, the unit becomes subject to regular Subpart K requirements. Multiple families cannot be cycled through the same unit at intervals of less than 100 days under this exemption.

**CITY OF WATERTOWN
RENTAL REHABILITATION PROGRAM**

PROJECT AGREEMENT

THIS AGREEMENT, between _____ (the "Owner") and the city of Watertown (the "City") details the mutual understandings of the parties regarding improvements to be made by the Owner under the Rental Rehabilitation Program (the "Program") on the property located at:

The guidelines and administrative procedures that were adopted by the City Council on April 16, 2012 and all other documents included in the project file are hereby incorporated in and made a part of this Agreement.

I. REHABILITATION IMPROVEMENTS

The Owner will complete the improvements detailed in the Work Writeup (Form 103) working with contractors who are acceptable to the city. During the course of this project, the Owner will work with representatives of the city to assure that all improvements are completed in compliance with the program guidelines and other requirements of the U.S. Department of Housing and Urban Development and/or the NYS Office of Community Renewal.

II. GRANT AND LOAN ASSISTANCE

Subject to compliance by the Owner with the guidelines and procedures established for this program, the following financing plan has been approved by the Project Review Committee for this project:

CDBG Grant Award	\$
CDBG Loan Authorization	\$
Owner Contribution	\$
Total Project Cost	\$

All payments for work completed under this program will be made by checks payable to the Owner and the contractor who has been approved for that work. Payments will be made only for work that is completed and in place after approval by the Owner and by the Program Administrator.

- A. The owner contribution must be deposited in an escrow account established by the city before any work may begin on this project. Those funds will be used before any other funds are advanced for this project.
- B. Grant and loan funds will be advanced for progress payments to the contractor until the total of all progress payments equals 75% of the total project cost. All such advances will require approval by the Owner and the Program Administrator after inspection of the work in place.
- C. Final payment will be made only after all work has been completed and approved by the Owner and the Program Administrator. At the time of final payment, the Owner will sign a Certificate of Satisfactory Completion (Form 115) and provide a copy of the contractor's Release of Liens and Warranty (Form 114). At the same time, the Program Administrator will supply a Disposition of Funds Report (Form 116) to the Owner detailing all payments that have been made during the course of the project.

III. LOAN REPAYMENTS

The Owner agrees to repay the CDBG loan in monthly installments of \$ _____ beginning 30 days after the final payment under this Agreement. That payment is calculated as the amount that is required to repay the full amount of the loan without interest over the term of the loan. Prepayments may be made without penalty at the option of the owner. A \$10.00 service charge will be added for any installment not received within 10 days after the due date; and the city may, at its option, demand repayment of the outstanding loan balance if any payment is more than 30 days overdue. The Owner agrees to pay all costs of collection including reasonable legal fees in the event the city is forced to pursue legal action in order to secure repayment of this loan.

IV. SECURITY

A note and mortgage will be executed and recorded in the office of the Jefferson County Clerk to secure the CDBG loan with a lien that is subordinate only to existing liens on the property, which include:

- A \$ _____ mortgage given to _____
- A \$ _____ mortgage given to _____

V. CONDITIONS

A. Sale Limitation: If this property is sold or transferred during the term of the loan, the Owner will be required to repay the outstanding balance of the CDBG loan plus a portion of the CDBG grant, which will be calculated as 100% during the first year and declining in equal amounts each year so that no grant repayment will be required at the end of the regulatory period, which will not be less than five years for any project.

B. Rent Limitation: The following chart lists the current occupants and the monthly rent charged for each rental apartment in the property (including the average monthly cost of utilities that are paid by each tenant). The chart also lists the current rent limit for each apartment based on the fair market rents established by HUD.

Apt #	Occupant	Current Rent	Utility Allowance	Rent Limit
		\$ /month	\$ total/month	\$
		\$ /month	\$ total/month	\$
		\$ /month	\$ total/month	\$
		\$ /month	\$ total/month	\$

During the term of the CDBG loan (but not less than five years), any apartment where work was completed with CDBG financing must be rented to qualified lower income tenants with rents (including an allowance for utilities paid by the tenant) not to exceed the fair market rent limit established by HUD. If any violation of this condition is not corrected within 30 days after receipt of a written notice from the city, the balance of the CDBG loan (if any) plus a portion of the CDBG grant must be repaid to the city as detailed in Section V.A above.

VI. CERTIFICATIONS

A. Eligibility for Assistance - All information and documentation that has been provided to establish eligibility and to calculate the amount of CDBG grant and loan assistance under this program is complete and accurate and there have been no changes that affect this project.

B. Civil Rights Compliance - There will be no discrimination on the basis of race, color, creed, national origin, sex, age, handicap or family status in the sale, lease, rental, or the use or occupancy of the property to be improved under this program.

C. Lead-Based Paint Hazards - The work included in this project will not disturb existing painted surfaces in excess of the de minimis limitations detailed in the Federal Lead-Based Paint Hazard Rule at 24 CFR Part 35.1350(d) unless those surfaces have been tested by an inspector who has been certified by EPA to do lead-based paint inspections and the work is completed by a contractor who has been trained to use "safe work practices".

D. Conflict of Interest - No officer, employee or agent of the city who exercises any control or influence in connection with this program will have any interest, direct or indirect, in the work to be done on this property or in any contract related to this project. No member or delegate to the Congress of the United States shall have any interest in or derive any benefit from this project.

VII. MODIFICATION

This Agreement and related documents in the project file include all of the understandings of the parties regarding the improvements to be made on the property with CDBG grant and loan financing under the Rental Rehabilitation Program. The terms and conditions may be modified only by written agreement. Any adjustment of the amount of grant or loan assistance or the scope of work included in the project must be approved by the Project Review Committee on the basis of a written change order that is accepted by the Owner and the contractor and recommended by the Program Administrator.

VIII. TERMINATION

This Agreement may be terminated by the city if the Owner fails to satisfy any of the terms or conditions detailed above or fails to comply with the program guidelines and procedures during the course of the project. In the event of such termination, the Owner may be required to reimburse any CDBG grant funds and repay any CDBG loan funds that have been advanced by the city. After the project is completed, this Agreement may not be terminated for a period of five years unless the Owner repays any outstanding CDBG loan balance and a portion of the CDBG grant as detailed in Section V.A. Notwithstanding this provision, however, the city may waive these requirements in special circumstances that create a hardship for the Owner, provided those circumstances are beyond the control of the Owner and neither the Owner nor its heirs will benefit financially from such a waiver.

IN WITNESS WHEREOF, this Agreement has been executed on the date written below.

OWNER:

PROJECT REVIEW COMMITTEE:

 Date: _____

CONSULT YOUR LAWYER BEFORE SIGNING THIS FORM—THIS FORM SHOULD BE USED BY LAWYERS ONLY.

NOTE AND MORTGAGE

Parties

\$
Mortgagor

Date.....

Mortgagee
Address

Promise to pay principal amount (debt) interest payments

Mortgagor promises to pay to Mortgagee or order the sum of dollars (\$)
with interest at the rate of % per year from the date above until the debt is paid in full.
Mortgagor will pay the debt as follows:

Application of payments

The Mortgagee will apply each payment first to interest charges and then to repayment of the debt.

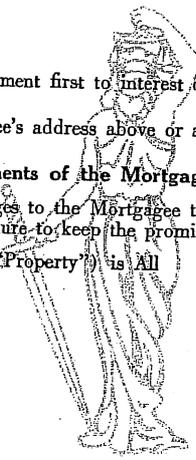
Address for payment

Payment shall be made at Mortgagee's address above or at any other address Mortgagee directs.

Transfer of rights in the Property

Additional promises and agreements of the Mortgagor:

1. The Mortgagor hereby mortgages to the Mortgagee the Property described in this Note and Mortgage. Mortgagor can lose the Property for failure to keep the promises in this Note and Mortgage.
2. The Property mortgaged (the "Property") is All



Property Mortgaged

Future advances

3. The Mortgagee may make advances in the future to the Mortgagor or future owners of the Property. In addition to the above Debt this Note and Mortgage is intended to secure any more debts now or in the future owed by the Mortgagor to the Mortgagee. The principal amount of the above Debt shall be the maximum amount of debt secured by this Note and Mortgage. Mortgagee is not obligated to make future advances.

Insurance
 Maintenance
 No sale or alteration
 Taxes, etc.
 Mortgagee's right to cure
 Statement of the amount due
 Title
 Lien law section 13
 Default, when full amount of debt due immediately
 Sale
 Receiver
 Payment of rent and eviction after Default
 Applicable law
 No oral changes
 Notices
 Who is bound
 Signatures

4. Mortgagor will keep the buildings on the Property insured against loss by fire and other risks included in the standard form of extended coverage insurance. The amount shall be approved by Mortgagee, but shall not exceed full replacement value of the buildings. Mortgagor will assign and deliver the policies to Mortgagee. The policies shall contain the standard New York Mortgage clause in the name of Mortgagee. If Mortgagor fails to keep the buildings insured Mortgagee may obtain the insurance. Within 30 days after notice and demand, Mortgagor must insure the Property against war risk and any other risk reasonably required by Mortgagee.

5. Mortgagor will keep the Property in reasonably good repair.

6. The Mortgagor may not, without the consent of Mortgagee, (a) alter, demolish or remove the buildings and improvements on the Property, or (b) sell the Property or any part of it.

7. Mortgagor will pay all taxes, assessments, sewer rents or water rates within 30 days after they are due. Mortgagor must show receipts for these payments within 10 days of Mortgagee's demand for them.

8. Mortgagor authorizes Mortgagee to make payments necessary to correct a default of Mortgagor under Paragraphs 4 and 7 of this Mortgage. Payments made by Mortgagee together with interest at the rate provided in this Note and Mortgage from the date paid until the date of repayment shall be added to the Debt and secured by this Mortgage. Mortgagor shall repay Mortgagee with interest within 10 days after demand.

9. Within five days after request in person or within ten days after request by mail, Mortgagor shall give to Mortgagee a signed statement of the amount due on this Note and Mortgage and whether there are any offsets or defense against the Debt.

10. Mortgagor warrants the title to the Property. Mortgagor is responsible for any costs or losses of the Mortgagee if an interest in the Property is claimed by others.

11. Mortgagor will receive the advances secured by this Note and Mortgage and will hold the right to receive the advances as a trust fund. The advances will be applied first for the purpose of paying the cost of improvement. Mortgagor will apply the advances first to the payment to the cost of improvement before using any part of the total of the advances for any other purpose.

12. Mortgagee may declare the full amount of the Debt to be due and payable immediately for any default. The following are defaults:
 (a) Mortgagor fails to make any payment required by this Note and Mortgage within 15 days of its due date.
 (b) Mortgagor fails to keep any other promise or agreement in this Note and Mortgage within the time set forth, or if no time is set forth, within a reasonable time after notice is given that Mortgagor is in Default.

13. If Mortgagor defaults under this Note and Mortgage and the Property is to be sold at a foreclosure sale, the Property may be sold in one parcel.

14. If Mortgagee sues to foreclose the Note and Mortgage, Mortgagee shall have the right to have a receiver appointed to take control of the Property.

15. If there is a Default under this Note and Mortgage, Mortgagor must pay monthly in advance to Mortgagee, to a receiver who may be appointed to take control of the Property, the fair rental for the use and occupancy of the part of the Property that is in the possession of the Mortgagor. If Mortgagor does not pay the rent when due, Mortgagor will vacate and surrender the Property to Mortgagee or to the receiver. Mortgagor may be evicted by summary proceedings or other court proceedings.

16. Mortgagee shall have all the rights set forth in Section 254 of the New York Real Property Law in addition to Mortgagee's rights set forth in this Note and Mortgage, even if the rights are different from each other.

17. This Note and Mortgage may not be changed or ended orally.

18. Notices, demands or requests may be in writing and may be delivered in person or sent by mail.

19. If there are more than one Mortgagor each shall be separately liable. The words "Mortgagor" and "Mortgagee" shall include their heirs, executors, administrators, successors and assigns. If there are more than one Mortgagor the words "Mortgagor" and "Mortgagee" used in this Mortgage includes them.

Mortgagor has signed this Note and Mortgage as of the date at the top of the first page.

WITNESS
 MORTGAGOR.....

State of New York, County of _____ ss.: ACKNOWLEDGMENT RPL309-s (Do not use outside New York State)

On _____ before me, the undersigned, personally appeared _____ personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

 (signature and office of individual taking acknowledgment)

Note and Mortgage

TO

Dated,

STATE OF NEW YORK

County of _____

RECORDED ON THE

.....day of.....

at.....o'clock.....M.

in Liber.....of Mortgages

at Page.....and examined

CLERK

III. CHANGE ORDERS

This Agreement may be modified only by written agreement between the parties subject to approval by the Program Administrator. Any modification of the scope of work or the contract price requires a written change order accepted by the Owner and Contractor and approved by the Project Review Committee. Any request for a change order must be accompanied by a written proposal detailing the proposed modification of the scope of work and the adjustment of the contract price that will be required for that modification.

IV. CONDITIONS

A. Permits: The Contractor will secure all permits required for the work covered by this Agreement without additional cost to the Owner; and such permits will be maintained in force during the course of this project.

B. Insurance: The Contractor must maintain comprehensive general liability insurance with minimum coverage of one million dollars (\$1,000,000) during the course of this project. The Contractor will provide a certificate of insurance issued by its insurance carrier naming the Owner as "additional insured" on the liability policy and indicating that the coverage provided for the Owner is primary and covers both direct and vicarious liability. In addition, the Contractor must show evidence that he has adequate workers compensation and disability benefits insurance as required by New York State law.

C. Indemnification: The contractor shall indemnify and hold harmless the property owner, the city of Watertown and its employees, consultants and contractors from and against any and all claims, suits, actions, proceedings and any and all resulting damages, losses, costs and expenses of every nature, type and kind including reasonable attorney's fees which claims arise out of the work performed by the contractor, its subcontractors and others who are employed by the contractor or its subcontractors during the course of the project.

D. Subcontractors: This Agreement may not be assigned in whole or in part without the written consent of the Owner after approval by the Program Administrator. Any subcontractor must be accepted by the Program Administrator as a qualified contractor approved for work under the program.

E. Notice to Proceed: No work may begin under this Agreement until the Contractor receives a written notice to proceed from the Owner specifying the date when the work must begin and the time period allowed to complete all activities in this project.

V. CERTIFICATIONS

A. Civil Rights Compliance: There will be no discrimination on the basis of race, color, creed, national origin, sex, age handicap or family status in recruitment, training or employment in connection with this project.

B. Lead-Based Paint Hazards - The work included in this project will not disturb existing painted surfaces in excess of the de minimis limitations detailed in the Federal Lead-Based Paint Hazard Rule at 24 CFR Part 35.1350(d) unless those surfaces have been tested by an inspector who has been certified by EPA to do lead-based paint inspections and the work is completed by a contractor who has been trained to use "safe work practices".

C. Conflict of Interest: No officer, employee or agent of the city who exercises control or influence in connection with this program will have any interest in the work covered by this Agreement. No member or delegate to the Congress of the United States will have any interest in or derive benefit from this Agreement.

VI. TERMINATION

This Agreement may be terminated by the Owner without cause during the three days following its execution, and after that time, with ten days written notice if the Contractor fails to perform in accordance with the terms and conditions detailed above or in the Work Writeup. The written notice shall detail the reasons for termination and specify the actions required to remedy those problems. If all problems are not corrected within ten days, the Owner may arrange for another contractor to complete the work covered by this Agreement. The balance of the contract price that remains unpaid will be applied to the cost of completing this work. Any portion of that balance remaining after completion of the work will be paid to the Contractor; and the Owner may seek reimbursement from the Contractor for any excess cost incurred to complete the work following termination.

IN WITNESS WHEREOF, this Agreement has been executed on the date written below.

OWNER:

CONTRACTOR:

Date: _____

CITY OF WATERTOWN
RENTAL REHABILITATION PROGRAM

Contractor Certification of Compliance with 24 CFR Part 35

The undersigned contractor acknowledges that rehabilitation work to be performed with funding under the local Rental Rehabilitation Program is subject to federal regulations published at 24 CFR Part 35, otherwise known as the Federal Lead-Based Paint Hazard Rule.

The work to be performed is classified as Interim Control work, the standards for which have been defined at 24 CFR 35.1330 and include:

- Protection of occupants and their belongings during the performance of any lead-based paint hazard control work;
- Utilization of “safe work practices” to contain the hazard and protect workers;
- All persons performing Interim Control activities or entering an interim control worksite (defined as the immediate vicinity of a lead hazard control activity) must be trained in “safe work practices” or must be supervised by an certified abatement supervisor;
- Completion of hazard work in compliance with Interim Control work practices at 24 CFR 35.1330; and
- Clearance of the Interim Control work sites before other rehabilitation work or re-occupancy of the work site is permitted.

The undersigned certifies that all work will be completed in compliance with these regulations, and that records will be maintained for five years to document compliance. The local Program Administrator, and representatives of the city of Watertown, New York State or the U.S. Department of Housing and Urban Development will be granted access to these records for purposes of monitoring compliance with the Rule.

Signed: _____
Contractor

Date: _____

**CITY OF WATERTOWN
RENTAL REHABILITATION PROGRAM**

SUBCONTRACTOR APPROVAL

Property Owner: _____	Case No: _____
-----------------------	----------------

Address: _____

Contractor: _____

The property owner and the contractor have executed a construction contract dated _____ for rehabilitation work to be completed with assistance under the Rental Rehabilitation Program. The contractor has proposed that a portion of that work will be completed by the subcontractor named below:

Subcontractor Name: _____

Business Address: _____

Contact Person: _____	Telephone: _____
-----------------------	------------------

Item #	Description

It is understood that the primary contractor will retain full responsibility for all work performed by the subcontractor, will assure that the work is completed in compliance with the Work Writeup and the construction contract, and will guaranty that work as detailed in the construction contract. The primary contractor will be responsible for all costs incurred by the subcontractor who will not be entitled to claim payment from the property owner or the city of Watertown for this work.

I authorize the contractor to assign the work item(s) listed above to this subcontractor subject to approval by the Program Administrator for participation in the Rental Rehabilitation Program.

Property Owner: _____ Date: _____

The subcontractor has been approved for participation in the Rental Rehabilitation Program based on information presented in the Contractor's Qualification Statement (Form 117).

Program Administrator: _____ Date: _____

**CITY OF WATERTOWN
RENTAL REHABILITATION PROGRAM**

NOTICE TO PROCEED

Property Owner:	Case No:
Address:	Telephone:
Contractor:	Telephone:
Address:	
Contract Dated:	

You are hereby authorized to proceed with the work listed in our Construction Contract (Form 108). We have agreed that you will begin working and complete all improvements within the time periods listed below. It is understood that failure to complete this work in a timely manner may be grounds for termination of our contract.

The work will begin not later than this date:	
---	--

All work will be completed by this date:	
--	--

Any subcontractor(s) must be authorized in writing (Form 109) before they will be permitted to work on this project. That authorization will not be given until the subcontractor has been approved by the Program Administrator for participation in the Rental Rehabilitation Program based on a review of Contractor Qualifications (Form 117).

According to the terms of our contract, progress payments can be made for work items that are completed in place. Such payments will be considered after receipt of your written claim subject to inspection by the Program Administrator and approval by the city in its regular monthly audit process. An amount equal to 10% of each payment will be withheld until all work is completed; and the total of all progress payments cannot exceed 75% of the contract price.

No deviation from the Work Writeup (Form 103) will be permitted without specific authorization and a change order, which must be approved by the Project Review Committee. It is understood that changes will generally not be considered except for unforeseen problems which must be addressed in order to complete work items that are included in this project.

Signed: _____ Date: _____
Property Owner

**CITY OF WATERTOWN
RENTAL REHABILITATION PROGRAM**

AUTHORIZATION FOR PROGRESS PAYMENT

Property Owner: _____	Case No: _____
-----------------------	----------------

Address: _____

COMPUTATION OF PROGRESS PAYMENT:

1.	Total Authorized Contract Price	
2.	Value of Completed Work Items (from Inspection Report)	
3.	Retainage (10% of Amount on Line 2)	
4.	Total Amount Now Due (Line 2 - Line 3)	
5.	Maximum Progress Payments (75% of Amount on Line 1)	
6.	Payment Limit (lesser of Amounts on Line 4 and Line 5)	
7.	Total Progress Payments to Date	
8.	Balance Payable Now (Line 6 - Line 7)	

ALLOCATION OF PROGRESS PAYMENT:

	Source of Funds:	Owner	CDBG Loan	CDBG Grant
1.	Total Authorized Funding			
2.	Payments Made to Date			
3.	Balance Available for Payment			
4.	Allocation of Current Payment			

AUTHORIZATION FOR PROGRESS PAYMENT:

I have inspected the subject property and agree that the work items checked on the attached Inspection Report (Form 111) have been completed according to the Construction Contract (Form 108) and Work Writeup (Form 103).

Program Administrator: _____ Date: _____

I have inspected the work completed on my property to date and authorize the payment detailed above according to the terms of my Project Agreement (Form 107) and the Construction Contract (Form 108).

Property Owner: _____ Date: _____

**CITY OF WATERTOWN
RENTAL REHABILITATION PROGRAM**

AUTHORIZATION FOR FINAL PAYMENT

Property Owner: _____	Case No: _____
-----------------------	----------------

Address: _____

COMPUTATION OF FINAL PAYMENT:	
1. Original Contract Price	
2. Adjustment for Approved Change Orders	(+ or -)
3. Final Contract Price	
4. Value of Completed Work Items	(from Inspection Report)
5. Total Amount Now Due	(lesser of Amounts on Line 3 and Line 4)
6. Total Progress Payments to Date	
7. Balance Payable Now	(Line 5 - Line 6)

ALLOCATION OF PROGRESS PAYMENT:				
	Source of Funds:	Owner	CDBG Loan	CDBG Grant
1. Total Authorized Funding				
2. Payments Made to Date				
3. Balance Available for Payment				
4. Allocation of Current Payment				

AUTHORIZATION FOR FINAL PAYMENT:

I have inspected the subject property and agree that all work items included in the Construction Contract (Form 108) have been completed according to the Work Writeup (Form 103). The Contractor has delivered all manuals and manufacturer's warranty materials to the property owner and signed the Release of Liens and Warranty (Form 114).

Program Administrator: _____ Date: _____

I have inspected the work completed on my property. All work items included in the Construction Contract (Form 108) have been completed and I am satisfied with the workmanship and materials. I authorize the final payment detailed above according to the terms of my Project Agreement (Form 107).

Property Owner: _____ Date: _____

**CITY OF WATERTOWN
RENTAL REHABILITATION PROGRAM**

CHANGE ORDER

Property Owner: _____	Case No: _____
-----------------------	----------------

Address: _____

Contractor: _____

This change order amends our construction contract dated _____ for rehabilitation improvements being made at the project location listed above according to the proposal submitted by the contractor (attached). The contract price will be adjusted as detailed below subject to approval by the Project Review Committee. All other terms and conditions of the contract remain unchanged.

Description of proposed change:

Proposed increase (decrease) in the contract price: _____ \$ _____

Contractor: _____ Date: _____

Property Owner: _____ Date: _____

After review of the proposed change order and attached CDBG financing computations, I recommend approval of the funding adjustment detailed below.

Program Administrator: _____ Date: _____

FUNDING ADJUSTMENT:	Owner	CDBG Loan	CDBG Grant
1. Total Authorized Funding			
2. Amount of this Change			
3. Adjusted Funding Allocation			

The proposed funding adjustment is approved based on the recommendation of the Program Administrator:

Project Review Committee: _____ Date: _____

REVISED GRANT AND LOAN COMPUTATIONS

A. Eligibility:		Apt. #1	Apt. #2	Apt. #3	Apt. #4
1. Proposed Change Order	(+ or -)				
2. Eligible Cost in Change Order					
3. Ineligible Cost in Change Order					
4. Qualified as Lower Income?		<input type="checkbox"/> YES <input type="checkbox"/> NO			
5. Under Current Rent Limit?		<input type="checkbox"/> YES <input type="checkbox"/> NO			
B. Revised Grant & Loan Computation:					
1. Cost of Accepted Work Items					
2. Revised Cost	(B.1 +/- A.1)				
3. Original Contract Adjustment					
4. Original Ineligible Cost					
5. New Ineligible Cost	(B.4 +/- A.3)				
6. New Excess Cost	(B.3 + B.5)				
7. Revised Eligible Cost	(B.2 - B.6)				
8. CDBG Limit	(B.7, max. \$20,000)				
9. Revised Grant Limit	(B.8 x 0.500)				
10. Revised Loan Limit	(B.8 - B.9)				
C. Allocation of Project Cost:					
1. Revised Cost of Improvements			(total from Line B.2)		
2. Revised Excess Cost			(total from Line B.6)		
3. Line C.1 - Line C.2			(not less than 0)		
4. Revised CDBG Grant Award			(lesser of Line C.3 or total from Line B.9)		
5. Line C.3 - Line C.4			(not less than 0)		
6. Revised CDBG Loan			(lesser of Line C.5 or total from Line B.11)		
7. Line C.5 - Line C.6			(not less than 0)		
8. Revised Owner Contribution			(Line C.2 + Line C.7)		
9. Revised Monthly Loan Payment			(Line C.6 ÷ Loan Term in Months)		

CITY OF WATERTOWN
RENTAL REHABILITATION PROGRAM

RELEASE OF LIENS AND WARRANTY

I acknowledge payment for all labor that I performed and/or materials that I provided in connection with the work completed on the following project:

Project Location:

Property Owner:

Contract Dated:

I do hereby waive my right to file a mechanic's lien related to such labor and/or materials. I acknowledge that neither the final payment nor any provision in the construction contract shall constitute acceptance of work not done in accordance with the construction contract or relieve me of liability with respect to any express warranties or responsibility for faulty materials or workmanship. I agree to remedy any defects in the work and pay for any damage to other work resulting from such defects that appear within a period of one year from the date of final acceptance of the work unless a longer period is specified in the construction contract.

Signature of Contractor:

Date:

Type or Print Name and Title:

State of New York } SS.:
County of Jefferson }

On the ___ day of _____, _____, before me personally came _____, to me known to be the individual described in, and who executed, the foregoing instrument, and acknowledged that he/she executed the same.

Notary Public

CITY OF WATERTOWN

RENTAL REHABILITATION PROGRAM

SALE AND RENT LIMITATION

Project Location:	Case No:
Property Owner:	
Date of Final Payment:	

Section 6.3 of the guidelines for the Rental Rehabilitation Program requires that owners of rental apartments where improvements are made with assistance under this program must agree not to sell those properties during a regulatory period that begins when all construction work is completed and continues for the term of the CDBG loan financing (not less than five years). Section 6.4 of the guidelines requires that those apartments will be rented to qualified lower income families during the regulatory period and that rents (including an allowance for utilities paid by the tenant) may not exceed the current fair market rent established by the U.S. Department of Housing and Urban Development (HUD) for the Section 8 Housing Choice Voucher Program. The following chart identifies the current occupant for each rental apartment and lists the current fair market rent and the actual rent and allowances for utilities paid by each tenant.

Apt. #	Current Occupant	Fair Market Rent	Current Rent	Utility Allowances
		\$ /mo.	\$ /mo.	Heating \$ /mo. Cooking \$ /mo. Other Electric \$ /mo. Water Heating \$ /mo.
		\$ /mo.	\$ /mo.	Heating \$ /mo. Cooking \$ /mo. Other Electric \$ /mo. Water Heating \$ /mo.
		\$ /mo.	\$ /mo.	Heating \$ /mo. Cooking \$ /mo. Other Electric \$ /mo. Water Heating \$ /mo.
		\$ /mo.	\$ /mo.	Heating \$ /mo. Cooking \$ /mo. Other Electric \$ /mo. Water Heating \$ /mo.

I understand that this sale and rent limitation will be in effect during the term of the CDBG loan (not less than five years) and that I may be contacted annually by representatives of the city to document compliance. If any violation is not corrected within 30 days of notification, the outstanding balance on the CDBG loan and a portion of the CDBG grant must be repaid to the city, as detailed in Section V.A. of the Project Agreement.

Signed: _____ Date: _____
Property Owner

CITY OF WATERTOWN

RENTAL REHABILITATION PROGRAM

DISPOSITION OF FUNDS REPORT

Project Location:		Case No:	
Property Owner:			
Address:			
Funds Drawn From: Escrow Account: <input type="checkbox"/> CDBG Account: <input type="checkbox"/> Other Source: <input type="checkbox"/>	Check No:	Date:	Amount:
Payee:			
Purpose:			
Funds Drawn From: Escrow Account: <input type="checkbox"/> CDBG Account: <input type="checkbox"/> Other Source: <input type="checkbox"/>	Check No:	Date:	Amount:
Payee:			
Purpose:			
Funds Drawn From: Escrow Account: <input type="checkbox"/> CDBG Account: <input type="checkbox"/> Other Source: <input type="checkbox"/>	Check No:	Date:	Amount:
Payee:			
Purpose:			
Funds Drawn From: Escrow Account: <input type="checkbox"/> CDBG Account: <input type="checkbox"/> Other Source: <input type="checkbox"/>	Check No:	Date:	Amount:
Payee:			
Purpose:			
DOCUMENTS PROVIDED TO THE PROPERTY OWNER			
<input type="checkbox"/> Lead Paint Risk Assessment <input type="checkbox"/> Work Writeup (Form 103) <input type="checkbox"/> Application for Assistance (Form 106) <input type="checkbox"/> Project Agreement (Form 107) <input type="checkbox"/> Construction Contract (Form 108) <input type="checkbox"/> Certificate of Completion and Loan Agreement (Form 115) <input type="checkbox"/> Sale and Rent Limitation (Attachment to Form 115) <input type="checkbox"/> Lead Paint Clearance Report <input type="checkbox"/> Healthy Homes Maintenance Checklist <input type="checkbox"/> Note and Mortgage, which has been filed in the County Clerk's office			
I acknowledge receipt of the materials listed above, which include all of the agreements that have been executed for this project. I also acknowledge receipt of the lead paint risk assessment and the clearance report that were completed for my property.			
Signed: _____		Date: _____	
Property Owner			

CITY OF WATERTOWN
RENTAL REHABILITATION PROGRAM
CONTRACTOR QUALIFICATIONS

All contractors and subcontractors who participate in the Rental Rehabilitation Program in Watertown must be approved by the Program Administrator before beginning any work under the program. Each contractor must demonstrate competence in the areas of work involved in each project. Each contractor must also provide proof of adequate insurance coverage, including as a minimum, general liability and property damage coverage with at least \$1,000,000 limits. Please provide the information requested below and return this form to the Program Administrator at Neighbors of Watertown, 112 Franklin Street, Watertown.

COMPANY INFORMATION:

Company Name:		Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Proprietorship <input type="checkbox"/>
Address:		
Telephone:	Tax ID No:	

PRINCIPALS OF THE COMPANY:

Name:	Title:
Home Address:	Phone:
Work Experience:	
Name:	Title:
Home Address:	Phone:
Work Experience:	
Name:	Title:
Home Address:	Phone:
Work Experience:	

COMPANY HISTORY:

Number of Years in Business:	Number of Employees:
Primary Business:	

INSURANCE:

Type	Liability Limit	Company
General Aggregate	\$	
Personal Injury	\$	
Property Damage	\$	
Medical Expense	\$	
Worker's Compensation		
Disability		

CREDIT REFERENCES:

Suppliers	Credit Limit	Contact Person	Phone
	\$		
	\$		
	\$		
	\$		
Banks	Credit Limit	Contact Person	Phone
	\$		
	\$		

WORK REFERENCES:

Project Location	Contract Price	Contact Person	Phone
	\$		
	\$		
	\$		
	\$		
	\$		

I certify that the information provided above and all other information submitted with this form is true and complete to the best of my knowledge and belief. I hereby give my permission for representatives of the city to contact any of the references listed above for the purpose of determining my qualifications to perform work under the Rental Rehabilitation Program in Watertown.

Signed: _____

Date: _____

Signed: _____

Date: _____

Res No. 6

April 11, 2012

To: The Honorable Mayor and City Council

From: Mary M. Corriveau, City Manager

Subject: Establishing Standard Work Day for Elected and Appointed Officials,
NYS Retirement System, Mayor Jeffrey E. Graham

In August 2009, the New York State Retirement System adopted new regulations for the establishment of a standard work day and the reporting of days worked for elected and appointed officials, elected or appointed to a new term. For the City of Watertown, this requirement will affect members of the City Council Members who are sworn into a new term of office on or after January 1, 2012, and are also members of the NYS Retirement System.

Based on the new regulations, the required resolution must be adopted at the first regular meeting held no later than 180 days following a new term.

Mayor Graham has submitted his records to the City Clerk. The City Council must now review these records to determine:

- If the activities listed constitute reasonable and appropriate work for the position, and
- If the hours reported seem appropriate for the duties.

Once approved by the City Council, the City Clerk must retain the records of activities for a period of at least 10 years.

City Clerk Ann M. Saunders has reviewed the documents submitted and calculated the number of work days to be reported to the NYS Retirement System by dividing the total number of hours worked by the minimum number of hours in a standard work day (6 hours). A resolution establishing the standard work day and the number of work days to report each month for these members of the City Council has been prepared for City Council approval.

Once adopted, the resolution must be posted on our website for at least 30 days, and an affidavit of the posting and a copy of the resolution must be filed with the Office of the State Comptroller within 45 days of adoption.

RESOLUTION

Page 1 of 1

Establishing Standard Work Day and Reporting For Mayor of City of Watertown

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member MACALUSO, Teresa R.
 Council Member SMITH, Jeffrey M.
 Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

Introduced by

BE IT RESOLVED, that the City of Watertown hereby establishes the following as standard work days for elected and appointed officials and will report the following days worked to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by these officials to the Clerk of this body.

Elected Officials					
Title	Name	Standard Work Day (Hrs/day)	Term Begins/Ends	Employer Record of Time Worked (Y/N)	Days/Month (based on Record of Activities)
Mayor	Jeffrey E. Graham	6 hours	01/01/12-12/31/15	N	21.61 days

On this 16th day of April, 2012,

 (Signature of Clerk) Date enacted _____

I, Ann M. Saunders, Clerk of the governing board of the City of Watertown, of the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such board, at a legally convened meeting held on the 16th day of April, 2012 on file as part of the minutes of such meeting, and the same is a true copy thereof and whole of such original.

I further certify that the full board consists of 5 members and that 5 of such members were present at such meeting and that 5 of such members voted in favor of the above resolution.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the City of Watertown.

Seconded by



CITY OF WATERTOWN, NEW YORK
OFFICE OF CITY CLERK
CITY HALL, ROOM 101
245 WASHINGTON STREET
WATERTOWN, NEW YORK 13601-3387
(315) 785-7780 Fax (315) 785-7796
Email: asaunders@watertown-ny.gov

Ann M. Saunders
City Clerk/City Historian

Date: April 11, 2012

To: Mary Corriveau, City Manager

From: Ann Saunders, City Clerk

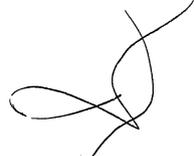
Subject: Mayor Graham's Timesheets (Jan – Mar 2012)

The calculation of Mayor Graham's total number of days per month to be reported for the NYS Retirement System is as follows:

Standard Work Day	6 hrs
January	119 hrs
February	120 hrs
<u>March</u>	<u>150 hrs</u>
Total Hours Worked	389 hrs

$389 \text{ hrs} \div 3 \text{ months} \div 6 \text{ hrs} = 21.61 \text{ days per month to be reported}$

Mayor Jeffrey E. Graham



~ January 2012 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 Blog Work Swearing In Ceremonies and Receptions 11-3 (4)	2 Review Agenda for CC meeting - Discuss with CC members 11A-3P (4)	3 Office Hours 9-11 Return Calls 11-4 meet with Judge Rensel + council members CC 6-10 (9)	4 Office 10-12 Visit to Rink Arena 1-4 Return Calls (5)	5 Office + Return calls - consult with CC members 1-3 (2)	6 WNYJ Interview 7AM JLI Seminar 8-12 Office 1-3 (7)	7 Blog Work (8)
8 Blog Work 10-2 Review Agenda + Phone CC member (2)	9 Consult with mediate + Bureau Return calls Office + Return emails etc. 2+ CC 6-10 (8)	10 Return calls 10-12 - Office work 1-4 Plan Judge Ceremony make Arrangements (5)	11 General Office work - calls - Blog - emails 10-12 1-4 meet w/ planning (5)	12 Adv. Work 8am-10 Office 10-11 1-4 Review Mail emails - calls - blog (6)	13 8-12 - Return calls - review blog email - Prepare Goals for 2012 (4)	14 Blog Work (8)
15 Blog Work Review Agenda 10-12 (2)	16 6-1-8 - Road trip on roads - Blog Holiday (6)	17 Phone 9-10 - Complete prep of goals for 2012 - Return calls Re: Ill Gov 1-4 CC 6-10 Budget (9)	18 on street names Review Covenants Budget - 2pm - Comm Ambulance Budget Brief (10-3)	19 8am - WLDG Return Calls 11-3 (3)	20 Office 1-3 2pm - meet w/ CM (2)	21 Blog Work Judge Swearing In 11-3 (4)
22 Blog Work (1)	23 Phone calls on CC w/ Council members Office time 1-3 Phcallt Cmt stlye (5)	24 Pull courses on PBA - Phone Office 2-4 (5)	25 Return calls Office TU - 9-12 Budget meet w/ staff (5)	26 Phone Return 11-3 Office Checkmail (4)	27 Office 9-3 Hotline (6)	28 (27)
29 Blog Work (1)	30 on PBA 4-5 (5)	31 (5)	Notes: consult with Mayor Nelson			

* Daily Times Spotlight reading up on city state issues +
And commenting city issues and answering queries via Blog

* 11-10 - Further discussions in evening w/ Jim Wright on Regional Council Issues
- Interview w/ Times Reporter at 5pm

* 11-12 - Discussions with
- Mrs Burns on Library Liason issues
- meet w/ Doherty on Library issues

Mayor Jeffrey E. Graham

~ February 2012 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
29 11-2 Phon calls w/ South Riverdale	Office 8:00-10:00 meet w/ BINS 1:30-3 City Hall 2P meet w/ South Riverdale	8:00 (Grand Hwy) Mobile Cantor Wanda Toll	1 Discussions w/ Cantor Macaluso BINS - Office (7-11) Office (1-3) (4)	2 Office FDRL 7-3 Cantor Dim 6-10 (6)	3 Heart Walk 8-10 Office Rte. 10-2 Prepare memo to CC on K w/ visit. (6)	4 Chili Cook out 11-3 (4)
5 1 Review Agenda 9-11 (2)	6 Phon calls 9-11 Office 1-3 CC 6-10 (8)	7 Phon calls Cantor BINS consult w/ Macaluso (7-11) (3)	8 Sam-Cantor w/ Sly and members re-10 on Phone 1pm Office (1-2) (3)	9 Sam-Sly 8:30 Adj. Wabbin to Office 8-11 (5)	10 Office 9-11 calls (2)	11 Habitat Dedication 11-3 Stop at Office (4)
12 Review Agenda 9-11 (2)	13 calls 9-10 Office 1-3 CC 6-10 (7)	14 7AM-WINYS Int. Office 8-10 Office 1-3 Relax (5)	15 Consult w/ 9-11 -Burnet macaluso -Review mail -Office 1-2 (3) 7pm Office	16 Krot-meeting Office 11-2 Ribbon Cut at Hoopize 1pm (3)	17 8AM-WLOC meeting 8-12 Planning Session Office 1-3 meet w/ Sam AL (6)	18 10-2 Shooting Judge at Arena (4)
19 Review Agenda 9-11 (2)	20 Hol- (6)	21 Review calls 9-10 chochoo Sample Complaints Office 1-4 CC 6-10 (8)	22 To prepare Reading 8 AM-Office meeting 7-9 1pm Office -4 Phone calls (5)	23 WLOC 8AM -Office 9 AM-10 meet w/ Clark Saunders Return calls - staff Consult w/ staff (5)	24 Office Consult w/ 9-11 Cantor BINS w/ Macaluso Office 1-3 (4)	25 (3)
26	27	28	29	Notes		

Mayor Jeffrey E. Graham

~ March 2012 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Review/Write 10-2 Stance on Albany (2)	27 8 AM-10 Office Review municipal process - consult w/ Kral (6)	28 9-5 Regional Connection Paralel (3)	29 - Ad of Arden 8 AM - 8:15 Office 1 pm - W. Kelly (4)	1 Office - Review Mol Visit site To S. J. Indelsky Contor w/ J. JOA (5)	2 - Floor Collat Knott, 9-11 Tour Arena 11-12 w/ staff Discuss Hockey w S. Smith (15)	3 (30)
4 Review Agenda 79 (2)	5 8 AM - Office 8-10 2:30 - noon TV 1-3 CC 6-10 (3)	6 Dictate Ltr - on ferret Final of Rur Meeting Office 1-3 (6)	7 2P - Consult w/ AG + 3P - Trust meeting - Talk with Privatizing Gwne & Tom Smith - 8 AM met with Rutherford (4)	8 Adv. Wain - 8 AM Office 11 - Go Blue Event 2 pm 1-3 (5)	9 7 pm - Arena Interact Office 8 AM - 11 Visit Downtown merchants on Town - Lights (3)	10 - 3 pm - Legun - Tollano - Obie (2)
11 Review Agenda 79 (2)	12 10-12-1-3 - Office Review Call Review Town Document CC 6-10 (3)	13 8 AM - effin 9 AM - Mc miller Return calls 10-12 Office 1-3 consult w/ Kral (6)	14 Rutherford Office 1-3 (4)	15 WLDG 8 AM - 8:30 + Office Review 102 1-3 7P - Arcadia Legun 79 Interview (7)	16 Office 8-11 Albany - Cuomo 7-3 Interview 79 (4)	17 Irish Festival 6-10 (3)
18 Irish Festival + Festoon 12-4 Review Agenda 79 (6)	19 Office 8-11 CC 6-10 (6)	20 Visit Arcadia 10-11 AM meet w/ Supt Var. misc calls 4-5 (3)	21 Office Inspect Riverview and JB W. 8 AM Office 9 AM - 8-12 Return calls (4)	22 Office 8-11 Return calls Chambers Chambers - Engst at Ford / Reception at Police (5)	23 Office - 9-11 Sign Docs Return calls Signed Papers (4)	24 (29)
25 Review Agenda (2)	26 Office 9-11 2:00 - WOT w/ Kral CC 6-10 (3)	27 Office 9-11 Consult w/ Supt Office TV 7 (4)	28 Office 8 AM - 12 Review issues with Trust Paralel Sign Papers at Legun (4)	29 meet w/ W. Smith on 10-2 3 pm - Chamber Five hill (4)	30 8 AM Teen Living JEJOC Office (4)	31 Easter Egg Roll Historical Soc. (30)

A Step-by-Step Guide for Appointed/Elected Officials

Regulation 315.4 outlines additional reporting requirements for elected or appointed officials and more clearly defines the process for reporting time worked by those officials. The regulation became effective August 12, 2009.

Whether you are an elected or appointed official, member of a governing board or secretary or clerk, we think you'll find this step-by-step guide a helpful resource.

Responsible Party	Responsibility	Deadlines & Details
Elected or Appointed Official*	Keeps three-month record of work activities.	Starts record when term or appointment begins. Record must be complete within 150 days of taking office.
Elected or Appointed Official*	Submits record to secretary or clerk of the governing board.	Record must be submitted within 180 days of taking office.
Governing Board	Adopts the Standard Work Day and Reporting Resolution.**	At first regular meeting held after 180 days of term's beginning.
Governing Board	Posts resolution on the employer's website or, if no website is available to the public, on the official sign-board or at the main entrance to the clerk's office or similar office.	Resolution must be posted for a minimum of 30 days.
Secretary or Clerk	Files a certified copy of the resolution and affidavit of posting with the Office of the State Comptroller.	Certified copy and affidavit of posting must be filed within 45 days of resolution's adoption.
Secretary or Clerk	Retains records of work activities for 10 years.	
Secretary or Clerk	Provides complete copies to the Comptroller upon his or her request.	

* Elected and appointed officials are required to keep a record of work activities if:

- They are members of the Retirement System and
- They do not participate in an employer's time keeping system that shows hours worked. (This includes systems that keep track of accruals used and attest that, other than time charged to accruals, full hours were worked.)

Officials who are not Retirement System members do not need to prepare a record.

** The Standard Work Day and Reporting Resolution ensures days worked reported to the Retirement System are correct. It establishes the number of hours in a standard work day for each elected or appointed office and must also state:

- The term expiration;
- That the employer maintains daily records of time worked or the official has submitted a record of work activities to the clerk or secretary;
- The total number of days per month to be reported for each official.

If the governing board does not adopt a resolution, the official's service credit and membership benefits are suspended until the resolution is adopted, posted and filed.

Res No. 7

April 12, 2012

To: The Honorable Mayor and City Council

From: Mary M. Corriveau, City Manager

Subject: Accepting Bid for the Purchase of a Lift Pump for the Waste Water Treatment Plant, K.J. Electric

The City Purchasing Department advertised in the *Watertown Daily Times* for sealed bids for the purchase a new and unused Lift Pump for the Waste Water Treatment Plant. Invitations to bid were issued to four (4) prospective bidders, with two (2) sealed bids received that were publicly opened and read in the Purchasing Department on Wednesday, April 11, 2012 at 11:00 a.m.

City Purchasing Manager Amy M. Pastuf reviewed the proposals received with Chief Waste Waster Treatment Plant Operator R. Mark Crandall and his staff. As detailed in the attached memorandum from Ms. Pastuf, the low bid is for a motor model that the plant currently utilizes and they are satisfied with its performance. Therefore, it is their recommendation that the bid be awarded to K.J. Electric in the amount of \$20,820 as the lowest bidder meeting City specifications. Funding for this project is through the Sewer Fund Operating Budget for 2011-2012.

A Resolution accepting the bid submitted by K.J. Electric as the lowest qualifying bidder meeting the City's specifications in the amount of \$20,820 for the purchase of a new and unused Lift Pump for the Waste Water Treatment Plant has been prepared for City Council consideration.

RESOLUTION

Page 1 of 1

Accepting Bid for the Purchase of a New and Unused Lift Pump for the Waste Water Treatment Plant, K.J. Electric

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member MACALUSO, Teresa R.
 Council Member SMITH, Jeffrey M.
 Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

Introduced by

WHEREAS the City Purchasing Department has advertised and received sealed bids for the purchase of a New and Unused Lift Pump for the Waste Water Treatment Plant, and

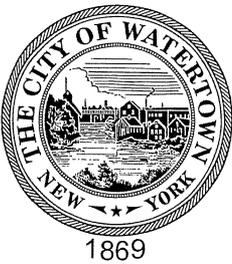
WHEREAS invitations to bid were issued to four (4) prospective bidders, with two (2) sealed bids received, and

WHEREAS on Wednesday, April 11, 2012, at 11:00 a.m. in the City Purchasing Department, the bid received was publicly opened and read, and

WHEREAS City Purchasing Agent Amy M. Pastuf reviewed the bids received with Chief Waste Waster Treatment Plant Operator Mark Crandall and his staff, and it is their recommendation that the bid be awarded to K.J. Electric in the amount of \$20,820 as the lowest bidder meeting City specifications,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby accepts the bid submitted by K.J. Electric as the lowest qualified bidder meeting City specifications, for the purchase of a New and Unused Lift Pump for the Waste Water Treatment Plant in the amount of \$20,820.

Seconded by



CITY OF WATERTOWN, NEW YORK

ROOM 205, CITY HALL
245 WASHINGTON STREET
WATERTOWN, NEW YORK 13601-3380
E-MAIL APastuf@watertown-ny.gov
Phone (315) 785-7749 Fax (315) 785-7752

Amy M. Pastuf
Purchasing Manager

MEMORANDUM

TO: Mary Corriveau, City Manager
FROM: Amy M. Pastuf, Purchasing Manager
SUBJECT: Bid 2012-02 – WWTP – Lift Pump
DATE: 4/12/2012

The City's Purchasing Department advertised in the Watertown Daily Times on March 26, 2012 calling for sealed bids for the purchase of a new and unused Lift Pump for the Waste Water Treatment Plant. Once purchased, the item will replace an aging lift pump within the W.T. Field Drive Plant. Funding will come from the G8130 – Sewage Treatment and Disposal Fund.

Invitations to bid were issued to four (4) prospective bidders and two (2) sealed bids were submitted to the Purchasing Department. The sealed bids were publically opened and read on Wednesday, April 11, 2012 at 11:00 am, local time. The sealed bids received were from K.J. Electric and Kaman Industrial. K.J. Electric provides two bid options with their response. Please see below for the bid tabulation of the two responses.

	Brand Bid	Model # Bid	Unit Price
Kaman Industrial	U.S. Electric	12RRG0403C	\$21,812.00
K.J. Electric (Option 1)	U.S. Electric	RVEI	\$25,825.00
K.J. Electric (Option 2)	Marathon Electric	508P	\$20,820.00

The Chief WWTP Operator, Mark Crandall and his staff, reviewed the bid responses and noted that the low bid is for a motor model that the plant currently utilizes and that they are satisfied with its performance.

It is recommended that the bid for the Lift Pump be awarded to K.J. Electric for \$20,820.00 as the lowest responsive responsible bidders. If there are any questions concerning this recommendation, please contact me at your convenience.

Res No. 8

April 12, 2012

To: The Honorable Mayor and City Council

From: Mary M. Corriveau, City Manager

Subject: Accepting Bid for the Purchase of Press Plates and Cloths for the Waste Water Treatment Plant, Universal Filtration and Pumping Solutions, Inc.

The City Purchasing Department advertised in the *Watertown Daily Times* for sealed bids for the purchase Press Plates and Cloths for the Waste Water Treatment Plant. Invitations to bid were issued to three (3) prospective bidders, with three (3) sealed bids received that were publicly opened and read in the Purchasing Department on Wednesday, April 11, 2012 at 11:00 a.m.

City Purchasing Manager Amy M. Pastuf reviewed the proposals received with Chief Waste Water Treatment Plant Operator R. Mark Crandall and his staff. It is their recommendation that the bid be awarded to Universal Filtration and Pumping Solutions, Inc. in the amount of \$69,457 as the lowest bidder meeting City specifications.

Funding for this project was included in the 2011-2012 Capital Budget in the amount of \$80,000; a copy of the budget page is attached for your review. As you can see, these bids came in well under the estimated cost.

Attached for City council consideration is a Resolution accepting the bid submitted by Universal Filtration and Pumping Solutions, Inc. as the lowest qualifying bidder in the amount of \$69,457 for the purchase of Press Plates and Cloths for the Waste Water Treatment Plant.

RESOLUTION

Page 1 of 1

Accepting Bid for the Purchase of Press Plates and Cloths for the Waste Water Treatment Plant, Universal Filtration and Pumping Solutions, Inc.

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member MACALUSO, Teresa R.
 Council Member SMITH, Jeffrey M.
 Mayor GRAHAM, Jeffrey E.
 Total

YEA	NAY

Introduced by

WHEREAS the City Purchasing Department has advertised and received sealed bids for the purchase of Press Plates and Cloths for the Waste Water Treatment Plant, and

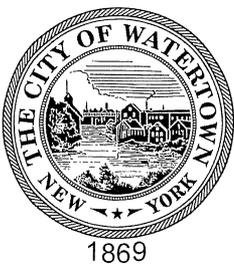
WHEREAS invitations to bid were issued to three (3) prospective bidders, with three (3) sealed bids received, and

WHEREAS on Wednesday, April 11, 2012, at 11:00 a.m. in the City Purchasing Department, the bid received was publicly opened and read, and

WHEREAS City Purchasing Agent Amy M. Pastuf reviewed the bids received with Chief Waste Waster Treatment Plant Operator Mark Crandall and his staff, and it is their recommendation that the bid be awarded to Universal Filtration and Pumping Solutions, Inc. in the amount of \$69,457 as the lowest bidder meeting City specifications,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby accepts the bid submitted by Universal Filtration and Pumping Solutions, Inc. as the lowest qualified bidder meeting City specifications, for the purchase of Press Plates and Cloths for the Waste Water Treatment Plant in the amount of \$69,457.

Seconded by



CITY OF WATERTOWN, NEW YORK

ROOM 205, CITY HALL
 245 WASHINGTON STREET
 WATERTOWN, NEW YORK 13601-3380
 E-MAIL APastuf@watertown-ny.gov
 Phone (315) 785-7749 Fax (315) 785-7752

Amy M. Pastuf
 Purchasing Manager

MEMORANDUM

TO: Mary Corriveau, City Manager
FROM: Amy M. Pastuf, Purchasing Manager
SUBJECT: Bid 2012-03 – WWTP – Press Plates and Cloths
DATE: 4/12/2012

The City's Purchasing Department advertised in the Watertown Daily Times on March 26, 2012 calling for sealed bids for the purchase of Press Plates and Cloths for the Waste Water Treatment Plant. Once purchased, the items will refurbish existing equipment within the W.T. Field Drive Plant. Funding will come from the G8130 – Sewage Treatment and Disposal Fund.

Invitations to bid were issued to three (3) prospective bidders and three (3) sealed bids were submitted to the Purchasing Department. The sealed bids were publically opened and read on Wednesday, April 11, 2012 at 11:00 am, local time. The sealed bids received were from Clear Edge Filtration, Micronics, Inc., and Universal Filtration and Pumping Solutions, Inc. Please see below for the bid tabulation of all responses.

Item	Qty	Clear Edge Filtration		Micronics, Inc.		Universal Filtration and Pumping Solutions, Inc.	
		Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price
Polypropylene Filter Press Plates	80	\$50.00	\$4,000.00	\$802.00	\$64,160.00	\$795.00	\$63,600.00
Polypropylene Filter Press Plate - End Plate	1	\$50.00	\$50.00	\$902.00	\$902.00	\$800.00	\$800.00
Polypropylene Filter Press Plate - Tail Plate	1	\$50.00	\$50.00	\$902.00	\$902.00	\$800.00	\$800.00
Press Plate Cloths	80	\$865.75	\$69,260.00	\$49.77	\$3,981.60	\$52.25	\$4,180.00
End Plate Cloth	1	\$980.75	\$980.75	\$49.77	\$49.77	\$25.00	\$25.00
Tail Plate Cloth	1	\$980.75	\$980.75	\$49.77	\$49.77	\$52.00	\$52.00
Totals			\$75,321.50		\$70,045.14		\$69,457.00

The Chief WWTP Operator, Mark Crandall and his staff, reviewed the bid responses and noted that the low bidder, Universal Filtration and Pumping Solutions, Inc., has satisfactorily provided similar items to the Waste Water Treatment Plant.

It is recommended that the bid for the Press Plates and Cloths be awarded to Universal Filtration and Pumping Solutions, Inc. for \$69,457.000 as the lowest responsive responsible bidders. If there are any questions concerning this recommendation, please contact me at your convenience.

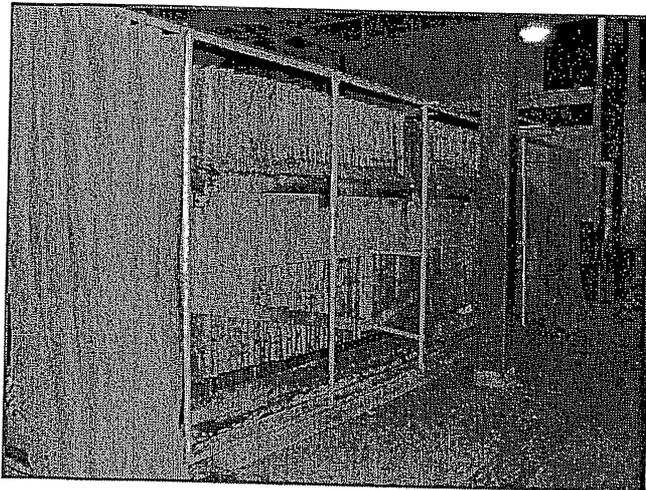
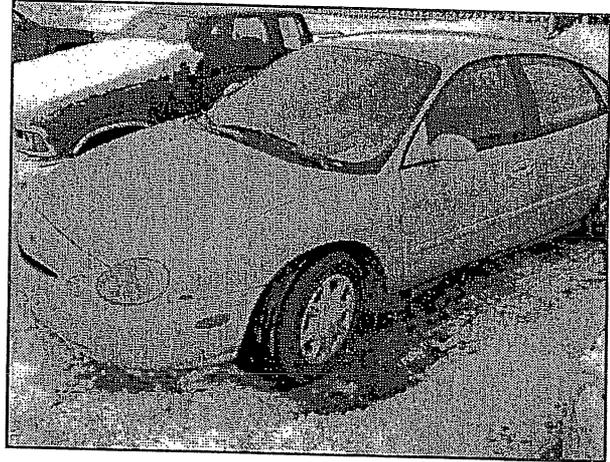
G8130 - Sewage Treatment Plant



Fiscal Year 2011-12
Equipment Requests

STP Sedan: \$22,000

The STP sedan is a 1997 Ford Taurus with slightly over 50,500 miles. The body is rusted with full penetrations now evident about the wheel wells and along the lower regions of the side panels. The vehicle has reached its useful life and is time for its replacement.

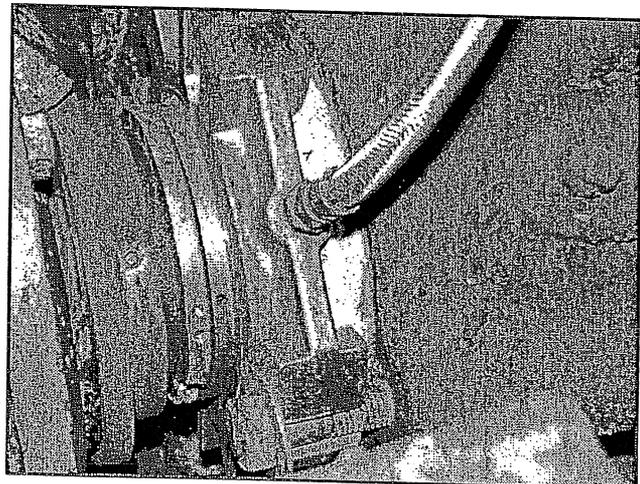


Filter Press Plates w/ Cloths: \$80,000

The STP possesses two filter press units. Each contains 80 plates and cloth sets. The high pressured units are original and have been in continuous service since 1983. The original plates are cast iron and fatigue from long service is resulting in the plates breaking. The replacement plates are a high strength plastic. This is for the first of two programmed replacements of plates, with the useable spares reserved for the second press, prolonging its service before full plate replacement would likewise be scheduled.

Mechanical Seal (RSLP): \$6,000

Mechanical seals replace the conventional packing system originally installed in the raw sewage lift pumps. Two were replaced in CY 2010. This is the third of five programmed for replacement. Conventional packing requires replacement every two to three months. A mechanical seal, while more expensive, lasts 6 to 8 years between cartridge replacements.



Res No. 9

April 12, 2012

To: The Honorable Mayor and City Council
From: Mary M. Corriveau, City Manager
Subject: Agreement for Professional Services, GYMO P.C.

For the purposes of performing engineering services to evaluate and design the Western Outfall truck sewer upgrade from Chestnut Street to Ives Street, an Agreement for Professional Services has been negotiated with GYMO P.C. As indicated in the memorandum from City Engineer Kurt W. Hauk, this design has some matters that are open-ended, and the ultimate design has not been determined. Therefore there are portions of the contract that may not be exercised depending on the information that is gathered during the data gathering stage of the project.

The total contract is for an amount not to exceed \$114,850, however as I said earlier, at this point in time, we don't believe we will expend the total amount, based on the Scope of Services, a copy of which is attached. To support this Capital Project, \$80,000 was appropriated as a Transfer to Capital in the Fiscal Year 2011-2012 Sewer Fund. Should the project exceed the appropriated \$80,000, the remaining dollars will be covered from the Sewer Fund Operating budget. All services to be provided under the terms of this Agreement shall be performed no later than February 2013.

Attached for City Council consideration is a Resolution approving the Agreement with GYMO, PC, along with a copy of the Agreement. Please note that Exhibits "A" and "B" of the Agreement, which includes the Fee Schedule and Project Schedule, can be found on our website.

RESOLUTION

Page 1 of 1

Approving Agreement for Professional Services for Western Outfall Trunk Sewer Upgrade, GYMO P.C.

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member MACALUSO, Teresa R.
 Council Member SMITH, Jeffrey M.
 Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

Introduced by

WHEREAS the City of Watertown wishes to contract for engineering services to design and evaluate the Western Outfall Trunk Sewer Upgrade, and

WHEREAS the Agreement for Professional Services with GYMO P.C., a copy of which is attached and made part of this resolution, is scheduled to provide these services by February 2013, and

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby approves the Agreement for Professional Services between the City of Watertown and GYMO P.C. for engineering services to design and evaluate the Western Outfall Trunk Sewer Upgrade for a cost not to exceed \$114,850, a copy of which is attached and made a part of said resolution,

BE IT FURTHER RESOLVED that City Manager Mary M. Corriveau is hereby authorized and directed to execute the Agreement on behalf of the City of Watertown.

Seconded by

AGREEMENT FOR PROFESSIONAL SERVICES

This Agreement dated this ____ day of April, 2012, by and between the City of Watertown, New York, a New York municipal corporation with principal offices located at 245 Washington Street, Watertown, New York 13601 (the "City"), and GYMO P.C., a New York professional corporation with principal offices located at 220 Sterling Street, Watertown, New York 13601 ("Engineer").

RECITALS

WHEREAS, Engineer responded to a Request for Proposal by a document entitled "Western Outfall Trunk Sewer Upgrade: Chestnut Street to Ives Street" dated January 17, 2012, providing a response outlining the scope of work to be performed, together with a lump sum fee for those services; and

WHEREAS, the City and Engineer desire to enter into an Agreement for the provision of the professional services outlined in the Engineer's Proposal dated February 10, 2012; and

WHEREAS, the provision of engineering services are professional services within the meaning of the New York General Municipal Law; the parties agree as follows:

AGREEMENT

1. Scope of Services.

The scope of services to be performed by Engineer for the City in connection with the Western Outfall Trunk Sewer Upgrade: Chestnut Street to Ives Street Project and the total fee to the City for the services to be performed is as outlined in Engineer's Proposal attached as Exhibit "A", and the terms and conditions attached as Exhibit "B".

Services will consist of design and bidding of the construction of a sewer upgrade to the Western Outfall Trunk Sewer from Chestnut Street to Ives Street in the City of Watertown, including the preparation of plans, specifications, Engineer's estimate, and a bid recommendation from Engineer. Services will also include answers to contractor questions, issuance of addenda as required, attendance at the bid opening, preparation of the bid tabulation, and a recommendation of award letter. The project is completed at the conclusion of the preconstruction meeting.

Engineer shall provide qualified personnel to perform the assigned work. At all times relevant to this Agreement, Engineer's employees shall be regarded as its employees, and not City employees. Accordingly, Engineer shall be responsible for the payment of all wages, as well as insurances (including Workers' Compensation and disability insurance), and for any and all safety issues pertaining to its employees.

Engineer shall maintain commercial general liability coverage during its performance of the services outlined at Exhibit "A", in the minimum amount of \$1,000,000 per person/\$2,000,000 in the aggregate per occurrence, naming the City as an additional insured. Engineer shall provide the City with a certificate of insurance evidencing this coverage prior to commencing work.

2. City Representative.

The City Engineer of the City of Watertown shall be the City's approval authority for all services to be performed under this Agreement. The City Engineer shall designate a City representative from whom all assignments to Engineer shall be issued and to whom all reports concerning the engineering services to be performed pursuant to this

Agreement shall be provided. The City Engineer's designation of the City's representative shall be in writing.

City to Provide File Documents.

The City shall provide the Engineer with complete access to the City's file documents concerning the existing facility. It is anticipated that copies of relevant documents will be provided by City staff. When originals are provided, Engineer shall return any original documents upon completion of the task for which they were made available.

3. City Property.

All documents, reports, studies, recommendations, plans, and/or instruments of services prepared by Engineer and provided to the City, both written and electronic, shall become the property of the City upon provision.

4. Term of Agreement.

The performance of services by Engineer shall commence on signing this Agreement. All services required to be performed pursuant to this Agreement shall be performed, to the City Engineer's satisfaction, no later than February, 2013.

6. Payment.

The Engineer shall submit monthly progress payments for hours worked and reimbursable expenses incurred during that monthly period.

7. Disputes.

The venue of any dispute under this Agreement shall be in the New York State Supreme Court in and for Jefferson County, New York.

8. Notices.

To the City: Watertown City Manager
City of Watertown
245 Washington Street
Watertown, New York 13601

To the Engineer: GYMO P.C.
Pat Scordo, P.E., Director of Engineering
220 Sterling Street
Watertown, New York 13601

WHEREFORE, the parties have signed this Agreement this ___ day of April, 2012.

CITY OF WATERTOWN

By: _____
Mary M. Corriveau
City Manager

GYMO P.C.

By: Patrick J. Scordo
Pat Scordo, P.E.
Director of Engineering

Exhibit B

1. Professional Standards:

GYMO, P.C. shall be responsible, to the level of competency presently maintained by other practicing Professional Engineers, Architects & Surveyors in the same type of work in the OWNER'S community, for the professional and technical soundness, accuracy and adequacy of all designs, drawings and specifications and other work and materials furnished under this Authorization. GYMO, P.C. makes no other warranty, express or implied.

It is understood that this is a professional engagement on a Fee-For-Services basis, consisting of personal services by professionals of GYMO, P.C. Payment of these fees is not in any way contingent upon the findings of the regulatory agencies or subsequent judgments or awards of any court competent jurisdiction.

2. Cost Control:

Opinions of probable construction cost, financial evaluations, feasibility studies, user charges, economic analyses of alternate solutions and utilitarian considerations of operations and maintenance costs prepared by GYMO, P.C. hereunder will be made on the basis of GYMO, P.C.'s experience and qualifications and represent GYMO, P.C.'s best judgment as an experienced and qualified design professional. It is recognized that GYMO, P.C. does not have control over the cost of labor, material, equipment or services furnished by others or over market conditions or contractors' methods of determining their prices, and that any utilitarian evaluation of any facility to be constructed or work to be performed on the basis of the Report must of necessity be speculative until completion of its detailed design. GYMO, P.C. does not guarantee that proposals, bids, or actual costs will not vary from opinions, evaluations or studies submitted by GYMO, P.C. to Owner hereunder.

3. Indemnification:

You agree to hold harmless, indemnify, and defend GYMO, P.C., its affiliates, subcontractors and their employees, officers, directors and agents against all claims, suits, fines and penalties, attorneys' fees and other costs of settlement and defense, which claims, suits, fines, penalties or costs arise out of or are related to this Agreement or the services, except to the extent they are caused by GYMO, P.C.'s negligence or willful misconduct.



SCOPE OF SERVICES

The following services will be provided to the City of Watertown as part of the Western Outfall Trunk Sewer: Chestnut Street to Ives Street Project as outlined in the Request for Proposals:

A. Review Existing Information

GYMO, P.C. will review existing information pertaining to the construction, operation and maintenance of the City of Watertown's municipal sanitary sewer collection system, focusing on the existing 21-inch sanitary sewer main as indicated on the project map included in the Request for Proposals. Based on this review, the scope of any additional investigation needed will be determined.

B. Evaluation of Existing Sanitary Sewer Main

GYMO, P.C. will provide coordination of third party services as needed to collect data necessary to evaluate the existing sanitary sewer main (manhole inspections, televising, smoke testing, dye testing etc.). GYMO, P.C. will provide a field representative during the completion of such services to provide documentation required for the Design Report.

C. Topographic and Utility Survey

GYMO, P.C. will complete a topographic and utility survey of the Western Outfall Trunk Sewer as located on the map attached to the Request for Proposals.

D. Prepare Design Report

GYMO, P.C. will utilize the information obtained from the City and field investigations to prepare a Design Report evaluating a minimum of four options for rehabilitation or replacement of the existing sanitary sewer main. The selected alternative identified in the Design Report will dictate the progression of the design phase of the project. The Design Report shall be written in a format acceptable to the New York State Department of Environmental Conservation (NYSDEC) and New York State Department of Health (NYSDOH) and City of Watertown.

E. Public Meetings

Representatives of GYMO, P.C. will attend at least one public meeting concerning the project. Attendance at additional public meetings at the request of the City Engineering Department is considered outside of this Scope of Services and requires an amendment to the project scope.

F. Plans, Specifications and Estimates

GYMO, P.C. will prepare a draft plans, specifications and a proposed project estimate package for review by City staff. Design of the recommended alternative will be conducted according to the current Ten States Standards or Recommended Standards for Wastewater Facilities, NYSDOH and NYSDEC regulations as well as City of Watertown codes and specifications. City staff comments will be incorporated into the final plans, specifications and estimates package which will be submitted for bid advertisement by the City.

G. Bidding Phase

GYMO, P.C. will assist the City during the bidding phase of the project and will field questions from prospective bidders and prepare information for required addenda.

H. Pre-Construction Meeting

GYMO, P.C. will attend the Pre-Construction Meeting in support of the City of Watertown.

FISCAL YEAR 2011-2012
 CAPITAL BUDGET
 INFRASTRUCTURE
 SANITARY SEWER CONSTRUCTION

PROJECT DESCRIPTION	COST
<p>Western Outfall Trunk Sewer Design: Chestnut Street to Ives Street</p> <p>This project involves the design of sanitary sewer upgrades to the Western Outfall Trunk Sewer (WOTS) from Chestnut Street to Ives Street. This project is the next phase of a series of projects to relieve surcharging of the WOTS during wet weather events.</p>  <p>Funding to support this project will be through a transfer from the Sewer Fund (G 9950.0900).</p>	<p>\$ 80,000</p>
<p>TOTAL</p>	<p>\$80,000</p>



CITY OF WATERTOWN
ENGINEERING DEPARTMENT
MEMORANDUM

DATE: April 13, 2012

TO: Mary Corriveau, City Manager

FROM: Kurt W. Hauk, City Engineer

SUBJECT: WOTS Upgrade Chestnut to Ives

Enclosed is a copy of the professional services agreement GYMO P.C. for City Council review and approval. The agreement was created for the purposes of performing engineering services to evaluate and design of the Western Outfall Trunk Sewer Upgrade according to the fee schedule in exhibit A. Since the areas to be investigated are open-ended, and the ultimate solution to be designed is yet to be determined, the contract includes portions that may or may not be invoked depending on the data gathered in the field and the feasible alternative reached.

In order to arrive at an overall contract number the total of all of the items in the contract, lump sum, not to exceed and daily rate are totaled for an overall amount of \$114,850.

The FY 10-11 Capital budget allocated \$80,000 for this project.

The agreement language has been reviewed by the City attorney.

Please prepare a resolution for Council consideration.

cc: Amy Pastuf, Purchasing Agent
Mike Sligar, Water Superintendent
Jim Mills, City Comptroller
File



CITY OF WATERTOWN

Western Outfall Trunk Sewer Upgrade: Chestnut Street to Ives Street

February 10, 2012

Revised April 9, 2012

(Revision are noted in bold italics)



City of Watertown
Department of Engineering
Suite 305, City Hall
245 Washington Street
Watertown, New York 13601

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PROJECT UNDERSTANDING

The City of Watertown's Sewage Treatment Plant provides wastewater treatment and sewage sludge disposal for the City of Watertown and neighboring areas. The Sewage Treatment Plant treats over 11 million gallons of wastewater per day and removes over 8.5 tons of material from the wastewater stream. The City's wastewater collection system is comprised of a myriad of pipe materials and sizes constructed as the City developed over the course of the past 100 years or more. The City of Watertown continues to evaluate, rehabilitate, replace and reconstruct portions of its wastewater system in an effort to reduce infiltration and inflow (I&I), utilize materials of construction with a greater service life and to protect the environment and public health.

The City of Watertown is requesting professional design services for the Western Outfall Trunk Sewer Upgrade: Chestnut Street to Ives Street, which consists evaluating the condition of approximately 3,100 feet of 21-inch vitrified clay tile sanitary sewer main and 14 brick manholes which were constructed in the 1930s. The Western Trunk Outfall is the largest overflow and there have been ongoing issues with surcharges along Ives Street, Bugbee Drive and Chestnut Street. Residents have complained to the City that their sump pumps do not operate under surcharge conditions (wet weather and snowmelt); however, the City has not seen any significant spikes in flow as would be expected during these conditions. At the time it was constructed, there were no inspection services required by the City, and the quality of the construction is suspect. The sanitary sewer main traverses the Ives Hill Country Club Golf Course and is 20 to 25 feet deep. Some of the manholes covers have dirt over them or are located in or very near the putting greens and sand traps. The owner of Ives Hill Country Club has been informed of the City's plan to evaluate the condition of the sanitary sewer main. The City of Watertown has a utility easement across the golf course for access to the sewer main.

The City of Watertown is not under any consent order from the New York State Department of Environmental Conservation (NYSDEC) to document a reduction in sanitary flows through the removal of I&I. The City is proactively confronting the suspected I&I issues associated with the Western Outfall Trunk Sewer.

Services under this agreement will include evaluation of the existing 21-inch sanitary sewer main to provide recommendations for maintenance, rehabilitation or replacement. The scope of work includes investigations of the existing 21-inch sanitary sewer main and evaluation of the effect of a minimum of four design alternatives and development of bid documents. The scope of work does not include construction inspection and construction support, as the City has indicated these will be handled under a separate agreement, with the option to have these services included as a supplemental to the Design Services Agreement. The Design Services Agreement responsibilities will end with the attendance at the Preconstruction Meeting.

SCOPE OF SERVICES

The following services will be provided to the City of Watertown as part of the Western Outfall Trunk Sewer: Chestnut Street to Ives Street Project as outlined in the Request for Proposals:

A. Review Existing Information

GYMO, P.C. will review existing information pertaining to the construction, operation and maintenance of the City of Watertown's municipal sanitary sewer collection system, focusing on the existing 21-inch sanitary sewer main as indicated on the project map included in the Request for Proposals. Based on this review, the scope of any additional investigation needed will be determined.

B. Evaluation of Existing Sanitary Sewer Main

GYMO, P.C. will provide coordination of third party services as needed to collect data necessary to evaluate the existing sanitary sewer main (manhole inspections, televising, smoke testing, dye testing etc.). GYMO, P.C. will provide a field representative during the completion of such services to provide documentation required for the Design Report.

C. Topographic and Utility Survey

GYMO, P.C. will complete a topographic and utility survey of the Western Outfall Trunk Sewer as located on the map attached to the Request for Proposals.

D. Prepare Design Report

GYMO, P.C. will utilize the information obtained from the City and field investigations to prepare a Design Report evaluating a minimum of four options for rehabilitation or replacement of the existing sanitary sewer main. The selected alternative identified in the Design Report will dictate the progression of the design phase of the project. The Design Report shall be written in a format acceptable to the New York State Department of Environmental Conservation (NYSDEC) and New York State Department of Health (NYSDOH) and City of Watertown.

E. Public Meetings

Representatives of GYMO, P.C. will attend at least one public meeting concerning the project. Attendance at additional public meetings at the request of the City Engineering Department is considered outside of this Scope of Services and requires an amendment to the project scope.

F. Plans, Specifications and Estimates

GYMO, P.C. will prepare a draft plans, specifications and a proposed project estimate package for review by City staff. Design of the recommended alternative will be conducted according to the current Ten States Standards or Recommended Standards for Wastewater Facilities, NYSDOH and NYSDEC regulations as well as City of Watertown codes and specifications. City staff comments will be incorporated into the final plans, specifications and estimates package which will be submitted for bid advertisement by the City.

G. Bidding Phase

GYMO, P.C. will assist the City during the bidding phase of the project and will field questions from prospective bidders and prepare information for required addenda.

H. Pre-Construction Meeting

GYMO, P.C. will attend the Pre-Construction Meeting in support of the City of Watertown.

TECHNICAL APPROACH

Utilizing the tasks outlined in the Scope of Services, GYMO, P.C. has developed a technical approach to the Project to meet the requirements of the City and complete the project in a manner consistent with regulatory agencies regulations and guidelines. Proper sequencing of the tasks outlined in the Scope of Services will keep the project on schedule and progressing to prevent delays. GYMO, P.C. also notes the importance of minimizing impacts to the Ives Hill Country Club Golf Course during investigations and evaluation of the existing sanitary sewer line. GYMO, P.C. will work closely with the owner of Ives Hill Country Club during all phases of the project. It should be noted that GYMO, P.C. has a professional relationship with Owner.

Review Existing Information

To fully understand the scope of the project, GYMO, P.C. will review existing sanitary sewer maps and utility planimetrics provided by the City of Watertown. This information, in addition to information collected in the field, will be used to evaluate the existing 21-inch sanitary sewer main to develop alternatives to be considered. GYMO, P.C. will also interview key personnel responsible for the daily operation and on-going maintenance of the system to document and concerns or issues with the current condition or operation of the system components. This may also include meeting with residents in the service area to further document their concerns and issues with their sanitary sewer connections.

Representatives from GYMO, P.C. attended a site visit on February 8, 2012 and were on-site February 9, 2012 for the connection of the Ives Hill Country Club sanitary sewer lateral to the Western Outfall Trunk Sewer within the study area. Information from this site visit will be incorporated into the Design Report.

Evaluation of Existing Sanitary Sewer Main

The City is requesting an evaluation of the existing 21-inch sanitary sewer main that traverses the Ives Hill Country Club Golf Course and extends along Bugbee Drive and Chestnut Street. Evaluation of the existing 21-inch vitrified clay tile sanitary sewer main will rely on information gathered through investigations made and coordinated by GYMO, P.C. A GYMO representative will be present during the wastewater system investigations to document the procedures and observations in the field. GYMO will also determine if additional investigations may be necessary to provide information essential to evaluating the condition of the existing 21-inch sanitary sewer main.

Evaluation of the sanitary sewer main will include manhole inspections, televising approximately 3,100 feet of the sanitary sewer main, and smoke and dye testing if deemed necessary. Manhole inspections consist of physically inspecting the condition of the manholes and documenting (photographs, diagrams, etc.) any deficiencies, defects and/or other failures contributing to I&I and increased sanitary flows. A field crew trained in confined space safety will document the conditions of the manholes along the Western Outfall Trunk Sewer. Safety equipment, including a ventilating blower, duct hose and gas detector will be utilized to ensure the safety of personnel entering and working within the manholes. Personnel will be lowered into the manhole by means of a Rescue Retrieval Tripod and harness system and will remain in constant communication with personnel on the ground using radios that are spark proof and intrinsically safe.

Sewer main televising consists of floating a camera through the sanitary sewer main, recording the condition of the main, areas of failure and other deficiencies and defects contributing to I&I. Televising requires that the sewer main be flowing no greater than 50 percent full. For the purposes of this proposal, it is assumed that the following

conditions are provided by the City:

- ~~Restoration of the golf course since the mobile TV truck must be able to drive through the golf course to each manhole;~~
- Access to each of the study manholes;
- Water supply from fire hydrants;
- ~~Maintenance and protection of traffic;~~
- ~~Flow bypassing, if required;~~
- ~~Disposal of pipe sediment; and~~
- Permitting.

Maintenance and protection of traffic and restoration of the golf course resultant from the mobile TV truck will be performed by a subcontractor retained by GYMO, P.C.

Flow bypassing of the 21-inch sewer and sediment disposal resultant from cleaning the sewer will be performed by National Water Main Cleaning.

Should conditions in the sanitary sewer main conditions not permit televising, GYMO, P.C. will notify the City of Watertown and devise an alternative plan to complete televising of the sewer main and submit to the City the proposed plan and anticipated costs outside the scope of work of this proposal. No action would be taken until approval is obtained from the City.

It is our understanding that additional third party consultants are not required for this project as the City is self-funding the cost and the project does not meet the threshold requirements to trigger the completion of a State Environmental Quality Review (SEQR) Environmental Assessment Form (EAF). Therefore, the services of a wetland biologist and archeologist would not be needed. If, during the initial course of the project, it is determined that such services are required, the Design Services Agreement would be supplemented to include the fees associated with the procurement of such services.

Topographic Survey

GYMO, P.C. will provide an AutoCAD version of a topographic, planimetric and utility survey of the proposed sanitary sewer main corridor. Although GYMO, P.C. will request digital base mapping from City of Watertown, GYMO, P.C. proposes to provide a complete topographic, planimetric and utility survey of the designated area as the reliability and accuracy of mapping has evolved in the last twenty years and will provide the City with a map that is up to date and accurate based on current conditions. Specifically, the survey will include:

- Ground elevations with one-foot contours;
- Building locations;
- Edge of pavement and curb delineations;

- Tree and shrub locations;
- Street light locations;
- Driveway locations and type;
- Miscellaneous items: mailboxes, signs, planters and rock surfaces;
- Existing utilities: storm and sanitary sewers (including rim, invert and pipe diameter and type) and water facilities; and
- Approximate road right-of-way margin locations, per available mapping or evidence.

Mapping will be provided at a plan scale of 1" = 40'.

Prepare Design Report

GYMO, P.C. will undertake a study for the Western Outfall Trunk Sewer. From this study, GYMO will prepare a Design Report clearly describing the present condition of the 21-inch sanitary sewer main, analyzing the alternatives and proposing a specific course of action from an engineering perspective. Design procedures, assumptions and required calculations will be included to support the recommended alternative. The Design Report will be reviewed by City staff and staff comments and recommendations will be incorporated into the finalized Report.

A. Project Planning Area

The Design Report will describe the area under consideration; in this case, the corridor as outlined in the site map included in the project RFP. The description shall include information on the following:

1. *Location:* Maps, photographs or sketches, which will indicate legal and natural boundaries per the completed topographical survey for this project and, major obstacles and elevations. Boundaries will be as per current tax mapping; elevations will be as per United States Geologic Survey (USGS) maps; and major obstacles will be as per mapping provided by the City. A combined topographic and planimetric survey will be completed to accurately indicate existing physical features which will be used for design.
2. *Environmental Resources Present:* Maps, photographs, studies and narrative. This section will provide an **overview** of the known locations and significance of important land resources (flood plains, wetlands, stream crossings, etc.), historic sites and endangered species/critical habitats. The Design Report will provide narrative summary describing potential environmental concerns. If the design of any proposed sanitary sewer system upgrades poses an environmental concern to the resources present, additional consultation may be required from one or more of the following (but are not included in the scope of services presented herein):
 - a. Archeological Consultant;

- b. Wetland Delineation Consultant, and
- c. Endangered/Threatened Species Consultant

B. Existing Facilities

GYMO, P.C. will provide a description of the existing facilities, including, but not limited to the following information:

1. *Location Map:* A schematic layout and general service area map.
2. *History:* A brief history of when major system components were constructed or renovated.
3. *Condition of Facilities:* A description of present conditions; suitability for continued use; adequacy of current facilities; and existing central facilities, treatment, storage and disposal capabilities. The estimated quantity of inflow and infiltration/exfiltration associated with the existing collection system will be noted. Compliance with the Clean Water Act and applicable State requirements will be discussed.

GYMO, P.C. will coordinate with a third party to provide services (manhole inspections, televising, smoke testing, etc.) to provide descriptions of the existing 21-inch sanitary sewer main.

C. Need for Project

1. *Health, Sanitary and Security:* A description of concerns and relevant regulations and correspondence from/to Federal and State regulatory agencies.
2. *System O&M:* A description of the concerns and indication of those with the greatest impact. An investigation of infiltration and inflow, management adequacy, inefficient designs and problem elimination will be completed.

D. Alternatives Considered

At a minimum, the Design Report will address the following alternatives to be considered, if practicable:

- Installation of pipe and manhole liners;
- Replacement of the existing sanitary sewer main;
- Installation of a parallel system;
- A combination of the above alternatives or another alternative

The description will include the following information on each alternative:

1. *Description:* The facilities associated with each alternative will be described and a comparison of these alternatives will be evaluated.
2. *Design Criteria:* The design parameters used for evaluation purposes will be stated. These design parameters will comply with Ten States Standards - Recommended Standards for Wastewater Facilities, applicable NYSDOH and NYSDEC regulations as well as City of Watertown codes and specifications.
3. *Map:* Schematic layout of proposed improvements.
4. *Land Requirements:* Sites and easements required will be identified. Whether these properties are currently owned, to be acquired or leased will be specified. GYMO, P.C. will assist the City in preparation of right of way (ROW) and easement documents. Areas of conflict between proposed construction and private utilities that may need to be relocated will be determined. GYMO, P.C. will assist the City in developing Utility Agreements for facilities required to be removed.
5. *Construction Problems:* Concerns such as subsurface rock, high water table, limited access (limiting impacts to the Ives Hill Country Club Golf Course, including interruption of play), or other conditions which may affect cost of construction or operation of facilities will be discussed.
6. *Cost Estimates:* Cost estimates for each alternative, including a breakdown of the following costs will be provided: Construction, Non-Construction and Annual Operation and Maintenance.
7. *Advantages/Disadvantages:* A description of how the specific alternative meets the Owner's needs with respect to financial, managerial and operational resources will be discussed. GYMO, P.C. will describe how the proposal complies with regulatory requirements and existing comprehensive area-wide development plans as well as how the proposal satisfies public health and environmental concerns.

E. Selection of an Alternative

1. Present Worth (life cycle) Cost analysis (an engineering economics technique to evaluate present and future costs for comparison of alternatives) will be completed to compare the feasible alternatives. The items in the cost estimate will be included in the analysis.
2. If the range of present worth values is small, then non-monetary factors will be considered in determining which alternative should be selected.

F. Proposed Project

1. *Project Design*

Distribution Layout: Identify general location of line improvements, lengths, sizes and key components.

2. *Total Project Cost Estimate*

An itemized estimate of the project costs based on the stated period of construction will be provided. Included will be development and construction, land and rights, legal, engineering, interest, equipment, contingencies, refinancing and other costs associated with the proposed project. GYMO may rely on the City for estimates of cost for items other than construction, equipment and engineering.

G. Conclusions and Recommendations

Any additional findings and recommendations that should be considered in development of the project will be provided. This may include recommendations for special studies, highlighting the need for special consideration, a recommended plan of action to expedite project development, etc.

Public Meetings

GYMO, P.C. will attend one public meeting pertaining to this project as outlined in the Request for Proposals.

Plans, Specifications and Estimates

GYMO, P.C. will prepare preliminary plans and an estimate for review by City staff detailing the design procedures, assumptions and required calculations to support the recommended alternative. Plans will be prepared utilizing a topographic survey of the proposed utility corridor and according to the Ten States Standards – Recommended Standards for Wastewater Facilities, applicable NYSDEC and NYSDOH regulations as well as City of Watertown codes and specifications.

Engineering Design and Approvals

1. Coordinate with the City of Watertown and attend public meetings to describe the status of the project. Attendance is required to at least one public meeting.
2. Coordinate with the NYSDEC and NYSDOH.
3. Evaluation of alternatives to address the documented issues with the existing Western Outfall Trunk Sewer to include maintenance, rehabilitation, replacement or construction of a parallel sewer main.
4. Preparation of an estimate of the probable construction costs.
5. Preparation of Construction Drawings and Contract Documents for bidding. The Documents will consist of Technical Specifications in Construction Standards Institute (CSI) format and Engineers Joint Contract Documents Committee (EJCDC) Bid, Agreement, General Conditions and Supplemental General Conditions. Itemized payment and bid items will be organized.

- The City will review the plans, specifications and estimate and provide comments to GYMO, P.C. Staff comments will be incorporated into the final package.
- 6. Assist the City in obtaining permanent and temporary easements for construction and operation and maintenance of the facilities by providing a list to the City's attorney of the types of easements needed and corresponding property owners.
- 7. Submittal of final Plans, Specifications and estimate for bid advertisement by the City. The City of Watertown will submit the final plans for approval by the NYSDEC and NYSDOH prior to proceeding with bid advertisement. The City will obtain required permits.

Bidding Phase

GYMO, P.C. will provide the following during the Bidding Phase of the project:

- Fifteen (15) sets of Bidding Documents;
- Assist the City of Watertown in advertising and obtaining bids for construction;
- Respond to bidders' questions regarding the bid documents;
- Issue addenda as appropriate to interpret, clarify and/or expand the bidding documents;
- Prepare bid tabulation sheets and assist the City in evaluating bids and award of the construction contract.

Pre-Construction Meeting

GYMO, P.C. will be available to attend the Pre-Construction Meeting in support of the City of Watertown.

MANAGEMENT & STAFFING

The following individuals are those whom GYMO, P.C. feel will be instrumental in the evaluation of the City of Watertown's Western Outfall Trunk Sewer Upgrade: Chestnut Street to Ives Street, including a brief description of each staff member and a description of their role in the project. Full resumes of each individual can be found at the end of this section.

Patrick J. Scordo, P.E. – Director of Engineering

Mr. Scordo will be the individual directly responsible for activities of the Engineering Department relevant to the scope of work described herein.

Mr. Scordo will directly manage and supervise the Engineers, Subcontractors, Engineering Technicians and the Administrative Assistant within the Engineering Department. He will be responsible for the overall direction, coordination and evaluation of these individuals. His responsibilities will also include planning, assigning and directing work, addressing complaints and resolving problems as they apply to the scope of work within the Engineering Department.

Mr. Scordo will also assist in the planning and development of site components of the project by directing and assembling the resources necessary to obtain the planned goals of the project. He assumes ultimate responsibility for the completeness and accuracy of technical reports, design and cost estimates prepared by the Engineering Department for complete client satisfaction within the Engineering Department. Mr. Scordo will review at least weekly the production of engineering components of the project and visit the job site when required.

Brian J. Drake, P.E. – Senior Project Engineer

Mr. Drake will assume civil engineering project management responsibility for the project which will include the supervision of the work of Design Engineers and Engineering Technicians. He will assume a daily role in client contact activities and coordinate with sub-consultants. The Senior Project Engineer reports directly to the Director of Engineering. The Senior Project Engineer is responsible for duties that include, but are not limited to, the following:

- Coordinates the inspection of the sanitary manholes and the evaluation of the sanitary sewer main.
- Prepares the report detailing the evaluation of the existing Western Outfall Trunk Sewer, which will study the following:
 - a. Installation of pipe and manhole liners;
 - b. Replacement of the existing main;
 - c. Installation of a parallel system; and
 - d. Any combination of "a" through "c" or other alternatives.
- Develops and prepares utility and site plans and details utilizing Computer Aided Drafting.
- Assumes budgetary and scheduling responsibilities as so directed by those in supervision.
- Prepares reports, opinions and recommendations for the approval of the Managing Engineer concerning the direction of the project.

- Executes design computations, develops design criteria, designs sketches, plans, reports, time and expense estimates and economic comparisons on projects under supervision.
- Makes major design recommendations.
- Coordinates with surveyors, architects, the subsurface investigations contractor, and National Water Main Cleaning Co. who will be performing the televising of the sewers and the manhole inspections, retained by GYMO.
- Detailed checking of work done under his direct supervision.
- Supervises the review and processing of shop drawings during construction and in some cases will review shop drawings for conformance to the Contract Documents.
- Attends public meetings, including regular Board meetings, special meetings, public hearings and work sessions as needed.

Ryan G. Churchill, P.E. – Senior Project Engineer

Mr. Churchill will assume civil engineering project management responsibility for the project which will include the supervision of the work of Design Engineers and Engineering Technicians. He will assume a daily role in client contact activities and coordinate with sub-consultants. The Senior Project Engineer reports directly to the Director of Engineering. The Senior Project Engineer is responsible for duties that include, but are not limited to, the following:

- Coordinates the inspection of the sanitary manholes and the evaluation of the sanitary sewer main.
- Prepares the report detailing the evaluation of the existing Western Outfall Trunk Sewer, which will study the following:
 - a. Installation of pipe and manhole liners;
 - b. Replacement of the existing main;
 - c. Installation of a parallel system; and
 - d. Any combination of "a" through "c" or other alternatives.
- Develops and prepares utility and site plans and details utilizing Computer Aided Drafting.
- Assumes budgetary and scheduling responsibilities as so directed by those in supervision.
- Prepares reports, opinions and recommendations for the approval of the Managing Engineer concerning the direction of the project.
- Executes design computations, develops design criteria, designs sketches, plans, reports, time and expense estimates and economic comparisons on projects under supervision.
- Makes major design recommendations.
- Coordinates with surveyors, architects, the subsurface investigations contractor, and National Water

Main Cleaning Co. who will be performing the televising of the sewers and the manhole inspections, retained by GYMO.

- Detailed checking of work done under his direct supervision.
- Supervises the review and processing of shop drawings during construction and in some cases will review shop drawings for conformance to the Contract Documents.
- Attends public meetings, including regular Board meetings, special meetings, public hearings and work sessions as needed.

Jill A. Aikins, I.E. – Design Engineer

Ms. Aikins will assist in developing specific tasks on the project team and is expected to solve engineering problems and contribute to engineering designs. Ms. Aikins may also interact with the client to obtain project requirements. The Design Engineer reports directly to Senior Project and Project Engineers for general administrative, client relations, scheduling, planning and fundamental technical direction.

The Design Engineer is responsible for duties that include, but are not limited to, the following:

- Assists in preparing the report detailing the evaluation of the existing Western Outfall Trunk Sewer, which will study the following:
 - a. Installation of pipe and manhole liners;
 - b. Replacement of the existing main;
 - c. Installation of a parallel system; and
 - d. Any combination of “a” through “c” or other alternatives.
- Prepares plans and details, either developed individually or obtained from other engineers, utilizing Computer Aided Drafting.
- Executes a variety of engineering tasks including data gathering and data preparation for reports and studies, establishment of testing procedures, investigatory studies, engineering design calculations, and layout of facilities, cost estimates and reports.
- Produces designs and performs calculations as a member of the project team.
- Designs portions of projects when assigned.
- Researches and reports on site planning and specific project review requirements.
- Develops correspondence, field reports, meeting minutes and logs for review by Project and Senior Project Engineers.
- Attends public meetings, including regular Board meetings, special meetings, public hearings and work sessions as needed.

Thomas H. Ross – Design Engineer

Mr. Ross will also assist in developing specific tasks on the project team and is expected to contribute to solving engineering problems and contribute to engineering design. Mr. Ross will report directly to the Senior Project and Project Engineers for general administrative, client relations, scheduling, planning and fundamental technical direction.

The Design Engineer is responsible for duties that include, but are not limited to, the following:

- Assists in preparing the report detailing the evaluation of the existing Western Outfall Trunk Sewer, which will study the following:
 - a. Installation of pipe and manhole liners;
 - b. Replacement of the existing main;
 - c. Installation of a parallel system; and
 - d. Any combination of “a” through “c” or other alternatives.
- Prepares plans and details, either developed individually or obtained from other engineers, utilizing Computer Aided Drafting.
- Executes a variety of engineering tasks including data gathering and data preparation for reports and studies, engineering design calculations, layout of facilities, cost estimates and reports.
- Produces designs and performs calculations as a member of the project team.
- Designs portions of projects when assigned.
- Researches and reports on site planning and specific project review requirements.

Gregory F. Ashley, P.L.S. – Survey Department Manager

Mr. Ashley will provide the direction necessary to plan, control, monitor and measure performance of the resources utilized in carrying out the goals and objectives of the Survey Department as it pertains to the scope of the project. The Survey Department Manager reports directly to the Project Manager. He will establish production schedules and identify significant milestones and will also be responsible for seeing that the Survey Project Manager completes the necessary drawings and reports.

Stephen J. Gracey – Survey Project Manager

Mr. Gracey, as Survey Project Manager, assigns work in the form of established guidelines and refers unusual situations to the supervisor or a higher level employee for assistance. Mr. Gracey is responsible for the receiving and reviewing of collected data for property line, building locations surveys, elevations of sanitary sewer and drainage systems, surveys and topographical surveys to provide product to clients. Mr. Gracey is also responsible for downloading data from field crews, developing AutoCAD drawings and finished maps, preparation of draft and

suggested legal descriptions. Other duties include interacting with clients under the supervision of a Licensed Professional Surveyor.

The Survey Project Manager is responsible for duties that include, but are not limited to, the following:

- Prepare maps using AutoCAD software.
- Provide information to clients.
- Project set up in AutoCAD for use by the Design Engineers and Project Engineers.
- Schedule projects for Field Crews responsible for obtaining field data.
- Responsible for judgment on property line decisions.

Alan E. Cuppernell – Senior Project Representative

Mr. Cuppernell will be assigned specific tasks on the project team and is expected to contribute to solving engineering problems and construction drawing review during the design phase. Specifically on the Western Outfall Truck Sewer Upgrade Project, Mr. Cuppernell will be on-site with National Water Main Cleaning Co. during the inspection of the sanitary sewer manholes and televising operations to obtain first-hand knowledge of the findings and to assist in making field decisions that will directly affect the quality of the televising results. He will be able to provide recommendations for repair, replacement or installation of pipe liners.

In addition, his review of the construction drawings will serve as quality control/quality assurance (QA/QC). Mr. Cuppernell reports to other engineers for most aspects of the engineering and communications disciplines. He would be GYMO's on-site representative during field studies and investigations performed by the City of Watertown or other third party contractors. Mr. Cuppernell would be responsible for documenting the work through field reports and photo documentation. He would also submit written summaries of progress of the investigations and identify problems to be addressed based on his field observations and recommend additional testing and investigations. Should the project proceed to construction, Mr. Cuppernell would be the full-time on-site field representative.

AVAILABILITY OF KEY STAFF

The following is a listing of current assignments that require 20 percent or more of their time. Note that GYMO, P.C. personnel often work 50 to 60 hours per week, so even with current assignments of 30 to 40 hours per week, approximately 20 to 30 hours per week would be available to work on the Western Outfall Trunk Sewer Upgrade Project.

Patrick J. Scordo, P.E.

5/2012 to 9/2012:	Lend Lease Maintenance & Office Facilities	12 hours/week
	LeRay Development	8 hours/week
	Washington Summit	8 hours/week
10/2012 to 2/2013:	Lend Lease Maintenance & Office Facilities	12 hours/week
	LeRay Development	8 hours/week

Brian J. Drake, P.E.

5/2012 to 9/2012:	LeRay Development	8 hours/week
	Eagle Ridge Development	8 hours/week
	West Carthage South Main Street Trailhead	8 hours/week
	Alexandria Bay Retail Plaza	8 hours/week
10/2012 to 2/2013:	LeRay Development	8 hours/week
	Alexandria Bay Retail Plaza	8 hours/week
	Miscellaneous Development Projects	8 hours/week

Ryan G. Churchill, P.E.

5/2012 to 9/2012:	Lend Lease	8 hours/week
	Lusk Waterline	8 hours/week
	Samaritan Senior Village	8 hours/week
	Washington Summit	8 hours/week
10/2012 to 2/2013:	Lend Lease	8 hours/week
	Lusk Waterline	8 hours/week
	Miscellaneous Development Projects	8 hours/week

Jill A. Aikins, I.E.

5/2012 to 9/2012:	Northeast Water District	8 hours/week
	West Carthage South Main Street Trailhead	8 hours/week
	Environmental Projects	8 hours/week
	Miscellaneous Development Projects	8 hours/week
10/2012 to 2/2013:	Northeast Water District	8 hours/week
	West Carthage South Main Street Trailhead	8 hours/week
	Environmental Projects	8 hours/week

Tom H. Ross

5/2012 to 9/2012: Lend Lease 24 hours/week
LeRay Development 8 hours/week

10/2012 to 2/2013: Lend Lease 12 hours/week
LeRay Development 8 hours/week

Gregory F. Ashley, P.L.S.

5/2012 to 10/2012: Miscellaneous Boundary & Topographic Surveys 8 hours/week
NRCS Surveys 8 hours/week
Construction Stakeout 8 hours/week

Stephen J. Gracey

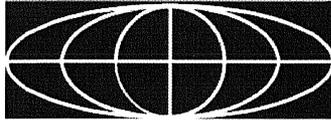
5/2012 to 10/2012: Miscellaneous Boundary & Topographic Surveys 24 hours/week
Construction Stakeout 8 hours/week

Alan E. Cuppernell

5/2012 to 10/2012 Samaritan Senior Village 32 hours/week

Survey Field Crews

5/2012 to 10/2012: Miscellaneous Boundary & Topographic Surveys 32 hours/week



PATRICK J. SCORDO, P.E.

DIRECTOR OF ENGINEERING

Mr. Scordo is the Director of Engineering in GYMO's civil engineering department. Mr. Scordo has over 24 years of experience in engineering design and project management of storm water, roadway, water, sanitary sewer, and parking facilities for at least 250 municipal, institutional, governmental, commercial and residential site development projects. He oversees the civil engineering department, and reviews work prepared by the Project Engineers and Design Engineers. Mr. Scordo's involvement ranges through all facets of a project, from study and conceptual planning stages through design and bidding and concludes with contract administration, final inspections and project certifications.

EDUCATION

Jefferson Community College,
AS/Engineering Science, 1984

SUNY College of Environmental Science
and Forestry, BS/Forestry Engineering,
1986

CERTIFICATION/AFFILIATIONS

Professional Engineer, New York
American Society of Civil Engineers
Society of American Military Engineers
Association of United States Army

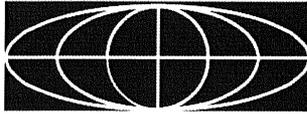
PROFESSIONAL EXPERIENCE

Norstar Development, Summit Wood I and II Watertown, NY

GYMO, P.C. was the Land Surveyor and Site/Civil Engineer for this 200 unit, multi-family apartment complex project located on outer Washington Street (US Route 11). The project overcame severe and complex hurdles during the planning, design and construction process, including a zone change, Special Use Permit, Site Plan Approvals (including multiple public meetings) on a project site with marginal water pressure, extreme site slopes, NYSDEC and US Army Corps of Engineers wetlands, overhead electric lines, high pressure gas transmission lines, shallow bedrock, storm water and erosion control challenges, as well as soil and ground water concerns.

The GYMO team was responsible for all land surveys and site engineering involving over 8,000 linear feet of roadways (including 1,200 linear feet of dedicated roadway to the City of Watertown and 1,200 linear feet of dedicated roadway to the Town of Watertown) and nearly 10,000 linear feet of sanitary and storm sewers and waterline, site lighting, landscaping, sidewalks, retaining walls, curbing, bicycle path and signage. GYMO, P.C. also prepared a very detailed Erosion Control Management and Storm Water Pollution Prevention Plan that addressed the impact resultant from disturbances of nearly 50 acres, while working extensively with the NYSDEC on developing and constructing this detailed Erosion Management Plan.

GYMO, P.C. was also responsible for construction oversight and certification that the infrastructure was installed within substantial conformance of the plans and specifications.



**Jefferson Apartments Residential Development
Town of LeRay, NY**

Mr. Scordo served as the Managing Engineer responsible for the construction drawings and technical specifications for the proposed 402 unit, \$10 million (site work) multi-family housing complex located adjacent to WalMart in the Town of LeRay. Over 3,500 linear feet of dedicated Town roads were designed, which included amenities such as a bicycle path, concrete sidewalks, lighting, striping, signage and roadside ditches. In addition, sanitary and storm sewer and water infrastructure were designed here and along the 2.5 miles of private roadways traversing throughout the proposed residential development. A complex Storm Water Management System was also designed and approved.

**Cedarbrook Senior Living Community
New Hartford, NY**

Mr. Scordo was Managing Engineer for conceptual planning and site engineering for the 72 unit retirement community consisting of a 44 unit congregate living center, 10 duplex units and 8 cottage or single units. The project encompassed the design of over 4,000 feet of roadway, sanitary sewer, sidewalks, and curbing, landscaping, water and storm sewer facilities, including an intricate storm water management basin. A Storm Water Pollution Prevention Plan and Storm Water Management Plan were completed and approved by the Town and the NYSDEC. The Town Planning Board also provided Site Plan Approval.

**Norstar Development, Creekwood Apartment Complex
Watertown, NY**

GYMO, P.C. provided land surveying and site/civil engineering design for the proposed 28 building multi-family residential development located on approximately 40 acres on Mill Street in the City of Watertown. Of the 28 buildings proposed, 27 are a mixture of 6 and 8 unit townhomes. A large community center is also part of the design. Several additional auxiliary structures, such as garages and playgrounds are scattered throughout the development.

GYMO was responsible for site design engineering including site layout, infrastructure design (water, sanitary and storm sewer and roadways), landscaping, lighting, cost estimating, preparation of technical specifications and site plans and details, regulatory approvals and environmental review (SEQR). Coordination with a wetlands biologist was necessary to delineate wetland locations on-site. GYMO, P.C. designed nearly 4,200 linear feet of roadways, including perpendicular parking; 5,400 linear feet of water distribution piping with associated water services, hydrants and valves; and 3,500 linear feet of sanitary sewer mains, 1,800 linear feet of sanitary laterals, manholes, a duplex sanitary sewer pumping station and force mains. Design engineers utilized HydroCAD to verify that storm sewer discharges from the site would not increase after development of the site. Hydraulic calculations were also performed to verify that adequate water pressure and volume were available to the site. The project required the development of a detailed Storm Water Pollution Prevention Plan, which involved incorporating findings from the wetland biologist and storm water management system design information and was approved by the NYSDEC.

**Valley Park Subdivision
Adams, NY**

Mr. Scordo was the Managing Engineer for this single-family residential subdivision that has been phased over the past several years. In 1998, Mr. Scordo prepared civil engineering plans for the site development of several single family lots. Most recently, dedicated roadways with sidewalks, sanitary and storm sewer and water facilities have been extended to serve additional lots. GYMO, P.C. has recently completed the design of additional infrastructure extensions for the development of 98 residential building lots and an extensive storm water management system.

**Watertown City Center Shopping Plaza
Watertown, NY**

Mr. Scordo was responsible for the conceptual planning, site engineering and approvals for this project. Mr. Scordo designed 7,000 linear feet of storm and sanitary sewers, roadways, water mains, and parking facilities,

lighting and landscaping to service the 20 acre commercial development site consisting of a Holiday Inn Express, Ruby Tuesday's, Ponderosa and Starbucks, plus over 20,000 feet of retail space. One of the unique challenges of the project was mitigating the existing and post development storm water shed to the site through the design of two separate storm water detention systems. Mr. Scordo also coordinated survey layouts and performed construction inspections for this development.

City Center Industrial Park, Phase II Infrastructure Construction Watertown, NY

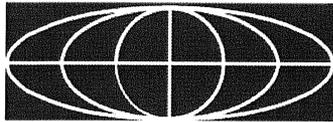
Mr. Scordo was responsible for civil/site layout, design, permitting, bidding, contract administration and construction inspection of the \$1,150,000 City Center Industrial Park Phase II Infrastructure Construction project. The City of Watertown received U.S. Economic Development Administration funding and contracted with GYMO, P.C. to design the Industrial Park's roadways, sanitary sewer, water and storm utilities. The 25 acre, Phase II portion of the City-owned 125 acre Industrial Park property was first developed in the early 1990s with the construction of Bellew Avenue South and the Jefferson County Public Safety Building. Phase II Infrastructure Construction included 23,000 cubic yards of earthwork, 1,500 linear feet of 8-inch sanitary sewer collection mains, one sanitary sewer pumping station, 2,200 linear feet of storm sewer piping, 3,600 linear feet of 8-inch water mains, and 3,000 linear feet of curbed roadways. All utilities and roadways were designed in accordance with City of Watertown, NYSDEC and NYSDOH standards and dedicated to the City. Bids and final construction costs were below the Engineer's estimate, which included two change orders resulting from the discovery of undocumented No. 6 fuel oil and unsuitable fill previously placed on-site. The project was also completed six weeks ahead of schedule.

Wanakana Water Company, System Replacement Wanakana, NY

Mr. Scordo was responsible for the planning and design of the replacement of Wanakena's undersized, problematic water system. The water company's 78 users are estimated to pay \$450 per year. The engineering report, complete with cost estimates, identified deficiencies and recommended improvements, and accompany funding applications score 160 points (2nd highest in St. Lawrence County) with the Environmental Facilities Corporation. State officials provided the water company a 25% grant and 0% interest loan funding for the \$1,200,000 project and a \$200,000 grant from the USDA Rural Development. The project consisted of development of a water source, construction of a control building containing chlorine contact and potable water storage, pumps, hydopneumatic storage and replacement of nearly 21,000 linear feet of transmission, distribution and lateral pipelines. Design and construction was completed including change order work on the existing spring, within the original schedule and budget estimates. GYMO, P.C. also prepared a Water Supply Application and Storm Water Pollution Prevention Plan.

Water District No. 1 Town of Rutland, NY

Mr. Scordo worked with the Rutland Town Supervisor and Board in developing a plan to service Felts Mills and the northern portion of the Town with potable water, through a project estimated to cost \$5.4 million. Applications for project funding were approved by the NYS Environmental Facilities Corporation, resulting in an annual cost of \$390 per EDU. Project designs were completed in Fall 2002, and the project was advertised and bid in Spring 2003, resulting in bids received \$1 million below the Engineer's estimate. Construction was underway in April 2003, the pipeline installed by December 2003 and the project completed in August 2004. Approximately \$1.2 million savings were passed on to the consumer by bringing annual water bills even lower than predicted.



BRIAN DRAKE, P.E., LEED AP

SENIOR PROJECT ENGINEER

Mr. Drake is a Senior Project Engineer in GYMO's civil engineering department. Mr. Drake provides site, civil, storm water and wastewater design under the supervision of the Director of Engineering. Brian's responsibilities consist of full project planning, design, permitting, and project management. Mr. Drake has experience in residential and commercial development, storm water management design, land planning, site development, design, permitting, regulatory approvals and project management.

EDUCATION

Syracuse University,
BS/Civil Engineering, 2006

CERTIFICATIONS/ AFFILIATIONS

Professional Engineer, New York
LEED AP
OSHA 10-Hour Construction Safety
American Society of Civil
Engineers

PROFESSIONAL EXPERIENCE

Watertown Housing Authority Underground Stormwater System City of Watertown

Mr. Drake was responsible for the final design, permitting, approvals, and construction coordination of an underground stormwater detention system to serve the Midtown Towers. In order to connect to the City's combined sewer system in the area, an underground stormwater detention system was designed to capture the stormwater runoff from the site and to release the stormwater to the City's system at a reduced rate.

Northern Federal Credit Union West Carthage, NY

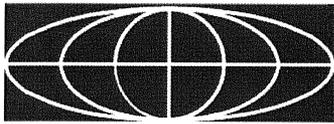
Project Engineer

Mr. Drake was responsible for the final design, permitting, approvals, and construction coordination for the new financial institution in the Village of West Carthage. Mr. Drake was responsible for the design of site components of the credit union, including an underground storm water detention system design, water and sewer lateral, and parking and driveway layouts. Native landscaping was incorporated into the design and the project is attempting a LEED Silver certification.

Maywood Housing Demolition Watertown Housing Authority City of Watertown, NY

Senior Project Engineer

Mr. Drake is responsible for the design, permitting, approvals and construction coordination for the demolition of four of the Maywood Terrace Apartment Buildings in the City of Watertown. The buildings will be demolished to make room for a future park and green area. The project was designed to keep future impervious area to a minimum to a minimum and resulted in an overall increase in impervious area when compared to preconstruction conditions. The project is a key component in the Watertown Housing Authority's desire to become more sustainable in their day to day operations.



Wingate Inn (Village of Black River): Design Engineer responsible for the final design, permitting, approvals, and construction coordination for a planned 4 story-100 room hotel in the Village of Black River. Mr. Drake is responsible for the design of all site components of the hotel, including a storm water detention basin design, water and sewer lateral, and parking and roadway layouts.

Jefferson Apartments Residential Development (Town of LeRay, NY): Design Engineer responsible for the preparation of an Engineer's report for the planned 402 unit development in the Town of LeRay. Mr. Drake's duties also included assisting in the preparation of construction drawings as well as performing a hydraulic analysis for the development.

Ft. Drum Service Station: Project Engineer currently responsible for the design, permitting, approvals, and site development of a 18,112 sq. ft retail store on a 3.0 acre site. Project specifics included design of storm sewer, storm water management area, 526-feet of sanitary sewer, 416-feet of water line, earthwork, and a 24-space asphalt parking lot.

South Indian River Water Control District (Florida): Project Engineer. Assist in reviewing and resolving Board of Supervisors and Landowners issues for general consulting and permitting. Landowner issues include but are not limited to alternative pavement surfaces, and applying open-graded emulsion mix (OGEM) to existing dirt roadways, swales to trails, and potable water distribution. Assist the District Engineer in developing Plans of Improvements, Cost Estimates and Engineer's reports based on homeowner initiatives and District needs.

Troup Indiantown Drainage District (Florida): Project Engineer. Assist District Engineer with general consulting on the works of the District. Review projects using the District's facilities to insure consistency with the District's plan.

The Quarry Community Development District (Florida): Project Engineer. Processed pay applications for the construction of the District's infrastructure.

South Florida Water Management District (SFWMD) Water Use Permitting: Worked on several water use permits for agricultural and Individual clients, including Martin County Correctional Institute. Work includes obtaining renewals, transfers, new water use, modifications, and calibration.

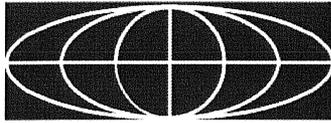
Lake Point Ranches, Martin County (Florida): Drainage Design including modeling drainage system in ADICPR Version 3, and obtaining surface water management permits from federal agencies.

United Auto Supply (City of Watertown): Design Engineer responsible for the permitting, approvals, final design and construction coordination of site components for a one acre auto parts supply store. Mr. Drake is responsible for the design of all site components of the auto-parts store, including water, sewer, and parking layouts.

Salmon Run Mall (Watertown, NY): Design Engineer for various expansion projects for the 646,000 square foot mall. Projects include the design of storm water management basins and underground systems to provide storm water treatment, site design for 31,000 square foot theater expansion, and various retail and restaurant site plans. Mr. Drake is responsible for the design of the various mall projects from conceptual stages thru construction, including attending Town meetings and public hearings on behalf of the client as well as preparing drawings for permitting and construction.

Olive Garden (Town of Watertown, NY) - Provided full site design services for a 7,500 square foot restaurant for Salmon Run Mall. Project included the design of sanitary sewer and water services, underground stormwater detention treatment facilities, site lighting, parking and roadway layout, and a retaining wall. The project was also designed to accommodate future development on the lot.

ABAY Retail Plaza (Town of Alexandria, NY) - Providing full site design services for a 82,869 square foot retail plaza. Project will include the design of a water storage tank for fire suppression and domestic water service, sanitary pump

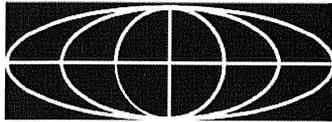


station design, sanitary sewer piping, stormwater piping, stormwater treatment area, site lighting, parking and roadway layout. The project also includes the design and approvals for a dock on St. Lawrence River and is anticipated to be a LEED Certified Project.

Morgan Watertown Townhomes (Town of Watertown, NY) Senior Project Engineer. Responsible for the design, permitting, and approvals for a planned ± 400 unit residential development on County Route 202. This project involves the design of a sanitary sewage pump station, three stormwater treatment ponds, utility designs, private roadways, sidewalks, lighting and all appurtenances required for Town, DOH, DEC, County and DANC approvals.

Maywood Housing Demolition, Watertown Housing Authority City of Watertown, NY-Senior Project Engineer. Responsible for the design, permitting, approvals and construction coordination for the demolition of four of the Maywood Terrace Apartment Buildings in the City of Watertown. The buildings will be demolished to make room for a future park and green area. The project was designed to keep future impervious area to a minimum and resulted in an overall decrease in impervious area when compared to preconstruction conditions. The project is a key component in the Watertown Housing Authority's desire to become more sustainable in their day to day operations.

Ives Hill Duplexes and The Lodge at Ives Hill (City of Watertown, NY) - Senior Project Engineer. Responsible for the design, permitting, and approvals for a multifamily development and Assisted Living Center in Watertown, NY. The project included the design of City dedicated water mains along with all required site design.



RYAN CHURCHILL, P.E.

SENIOR PROJECT ENGINEER

Mr. Churchill has experience in land planning, site development, design, permitting and approvals. Mr. Churchill's involvement typically commences in the conceptual/site planning stage with a preliminary layout, which he builds upon through the design, permitting and approval stages to produce final construction drawings and construction documents. Mr. Churchill is also often involved with project bidding, construction administration, site inspections, and certifications.

EDUCATION

Clarkson University, Engineering and Management, BS, 2004
Construction Management Track

CERTIFICATION

Professional Engineer, New York

PROFESSIONAL EXPERIENCE

Black River Erosion Management Plan – City of Watertown

Project consisted of creating an Erosion Management Plan for the Black River Corridor within the limits of the City of Watertown. This involved performing a full corridor inspection of the river banks and taking photographs. Nearly 100 percent of the banks within the corridor were photographed and analyzed. Critical vantage point photos were also taken at different times throughout the year to illustrate the changes that are seen from season to season in certain areas.

Existing structures along the bank were generally evaluated and recommendations were made on corrective and preventative actions. A Local Waterfront Redevelopment Plan (LWRP) was developed previous to this project and taken into consideration in evaluating the banks for future use. Those familiar with the river were contacted to obtain any pertinent information, including past City Engineers, the NYSDEC, the head of the City of Watertown DPW, and the Black River Regulating District. The full report was submitted to various departments of the City of Watertown, and the Department of State, which funded the study. General erosion controls were recommended for the corridor, which included vegetative and structural controls. General details and specifications were provided.



**Town of Watertown Northeast Water District
Watertown, NY**

The Town of Watertown retained GYMO, PC to complete the design of a new water district. Services included the location and development of a new groundwater source, design of a new water distribution system including services, meters, hydrants and pumping station and construction of elevated water storage to serve approximately 260 properties. Funding applications have been submitted to both USDA Rural Development and the NYS Environmental Facilities Corporation. Construction is anticipated for Spring 2011.

**Summit Wood Apartment Complex – Norstar Development
City and Town of Watertown**

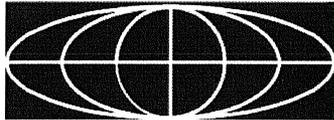
Project involved the residential development of approximately 40 acres. In all, Summit Wood I & II is a proposed 200 unit residential development by Norstar Development located on Washington Street/US Route 11 in the Town and City of Watertown. The site is intersected by the Town/City line and includes 29 buildings. 28 buildings are either 6 or 8-plex townhouses. The remaining building is a community center for the development. This project proved to be complex, as two municipalities had to be dealt with simultaneously and the schedule was fast paced. The project met severe and complex hurdles during the planning, design, and construction process on a project site with marginal pressure, extreme site slopes, NYS DEC and US Army Corps of Engineer wetlands, overhead electric lines, two high pressure gas transmission lines, bedrock close to the surface, and storm water and erosion control challenges.

**Wanakena Storm Sewer System Design
Town of Fine**

Project involved the design of a storm water management system for Wanakena. The system consists primarily of a series of catch basins and various sizes of conveyance piping which discharge to the Oswegatchie River. This project was made possible by utilizing a \$750,000 grant from the NYSDEC. Engineering duties performed include layout, storm sewer system design, preparation of details and bid documents/specifications, approvals, SEQR/EAF preparation, and assisting in award of project.

**Water District No. 1
Town of Rutland, NY**

GYMO, P.C. worked with the Rutland Town Supervisor and Board in developing a plan to service Felts Mills and northern portion of the Town with potable water, at a project cost estimated at \$5.4 million. Applications for project funding were approved by the NYS Environmental Facilities Corporation and the project can be served at a cost of \$390 per year per EDU. Project designs were completed in Fall 2002, and the job was advertised and bid in Spring 2003, resulting in bids being received \$1 million below estimate. Construction was underway in April 2003, the pipeline installed by December 2003, and the project completed in August 2004. Approximately \$1.2 million savings was passed on to the consumer by bringing annual water bills even lower than predicted.



JILL AIKINS, I.E.

DESIGN ENGINEER

Ms. Aikins is a Design Engineer in GYMO's civil engineering department. Ms. Aikins has over 8 years of experience in municipal infrastructure design, permitting and project approvals. Jill has extensive knowledge of funding programs, including USDA Rural Development, NYS Environmental Facilities Corporation and the NYS Office for Community Renewal, formerly the NYS Office for Small Cities. Ms. Aikins' responsibilities consist of conceptual site planning, preparation of preliminary engineering reports, project estimates and potential funding scenarios, as well as analysis and design, including detailed design plan development. Ms. Aikins' duties also include identifying and obtaining required regulatory approvals during all phases of a project including NYS Department of Environmental Conservation, US Army Corps of Engineers as well as navigating the State Environmental Quality Review (SEQR) process.

EDUCATION

Clarkson University, BS/Civil Engineering
with Professional Concentration in
Environmental Engineering, 2003

CERTIFICATIONS/AFFILIATIONS

Intern Engineer, New York
SWT# 2T-111611-9

PROFESSIONAL EXPERIENCE

Town of Watertown Northeast Water District, NY:

The Town of Watertown retained GYMO, PC to complete the design of a new water district. Services included the location and development of a new groundwater source, design of a new water distribution system including services, meters, hydrants and pumping station and construction of elevated water storage to serve approximately 260 properties. Funding applications have been submitted to both USDA Rural Development and the NYS Environmental Facilities Corporation.

Village of Pulaski Water Study, Village of Pulaski

GYMO, P.C. provide professional services to the Village of Pulaski which included the creation of a village wide Engineering Report to analyze the condition of the existing water distribution system in the Village of Pulaski. Work included base mapping creation, field investigations, and coordination with Village Officials, funding analysis, and report preparation.

Town of Alexandria, Redwood Water District Redwood, NY

Mrs. Aikins provided technical and design support for the construction of a water storage and distribution project to provide water to the Hamlet of Redwood. The project consisted of approximately 23,000 linear feet of water mains, 16,000 linear feet of water services and construction of a 150,000 gallon elevated water storage tank. Mrs. Aikins' primary role in this project included completing funding applications on behalf of the Town to the NYS Environmental Facilities Corporation (EFC)

Drinking Water State Revolving Fund (DWSRF) Program, USDA Rural Development (RD) Water Utilities Program and the Office for Small Cities. The project received a \$2,000,000 grant from EFC, \$500,000 grant from USDA RD and a \$400,000 grant from the Office for Small Cities. The NYS Department of Environmental Conservation (DEC) Spill Fund also contributed significant grant money to the project.

Mrs. Aikins was also responsible for completing required environmental documents for this project including State Environmental Quality Review (SEQR), Environmental reports for RD and Community Development Block Grant (CDBG) and environmental permits. The project crossed three regulated tributaries and five regulated wetlands. Mrs. Aikins completed a joint application for permit for the Army Corps of Engineers and the NYSDEC for approval. The project was completed in 2007.

Town of Hounsfield Water District #3, NY: The project consists of the construction of approximately 14,000 linear feet of 8-inch water mains, 16,800 linear feet of 10-inch water mains, 18,500 linear feet of water services including a pump station, hydrants, and other appurtenances.

Ms. Aikins developed the preliminary Engineering Report for District formation and application to the NYSEFC for this project. Mrs. Aikins also provided preliminary design services for this project. She met with the Senior Project Engineer and Municipal officials to advance the project. Funding was provided for the project through the Environmental Facilities Corporation.

Town of LeRay Water District #4, NY: Ms. Aikins developed a Preliminary Engineering Report outlining a proposed water district to serve the Town of LeRay along US Route 11, NYS Route 342 and intersecting Town roads that currently are not supplied by a municipal water service. The project would include the construction of a water distribution system, water service connections, a pump station and elevated water storage tank. Ms. Aikins proposed a preliminary water main alignment, researched existing environmental and cultural and historical resources within the proposed project area and developed preliminary construction costs. She also calculated potential user costs from her construction estimate utilizing available funding sources. Ms. Aikins prepared and submitted on behalf of the Town of LeRay, a funding application to the NYS Environmental Facilities Corporation DWSRF program. The project received a funding award which included a \$2,000,000 grant.

Town of LeRay Water District #2 Extension, NY: Ms. Aikins designed a water distribution system which extended service in the Town of LeRay Water District No. 2 to provide municipal water to several commercial establishments along NYS Route 342. She developed a Preliminary Engineering Report in order to extend the current district boundaries. Ms. Aikins also developed Construction Drawings and Specifications for the project and oversaw the management of the project until its completion.



THOMAS H. ROSS

DESIGN ENGINEER

Mr. Ross has experience in residential and commercial development, storm water management, land planning, site development, design, inspection, permitting and approvals. Mr. Ross' involvement typically begins in the conceptual/site planning stage with a preliminary layout, which progresses through design, permitting and approvals, to producing construction level drawings and documents.

EDUCATION

Clarkson University, Environmental Engineering, BS

PROFESSIONAL EXPERIENCE

Wanakena Storm Sewer System Design, Town of Fine

Mr. Ross served at the Design Engineer which included the design of a storm water management system for Wanakena. The system consists primarily of a series of catch basins and various sizes of conveyance piping which discharges to the Oswegatchie River. This project was made possible by utilizing a \$750,000 grant from the NYSDEC.

Pitcher Street Water Improvements, Town of Adams

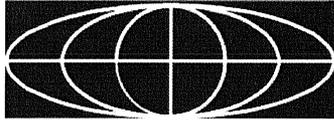
Mr. Ross served as the Design Engineer which included the design of approximately 500 LF of 8" main and two services. Permitting through NYS Department of Health and NYS Department of Transportation was required on this project. Engineering duties included layout, water design, preparation of details and bid documents, approvals, and awarding the project

Riverview Plaza Development, City of Watertown

The project involved the site design for a site that had a +/- 15,000 SF footprint, three story building renovated to become a retail and residential facility on Newell Street in the City of Watertown. Site development included a 34 space parking area and storm water management facilities. Engineering duties performed include demolition plan, site layout, landscaping, lighting, grading, utilities design, cost estimating, preparation of specifications and details, approvals, and coordination.

Village of Pulaski Water Study, Village of Pulaski

Mr. Ross served as the Design Engineer which included creation of a village wide Engineering Report to analyze the existing water distribution system in the Village of Pulaski. Work included base mapping creation, field investigations, and coordination with Village Officials, funding analysis, and report preparation.



GREGORY F. ASHLEY, P.L.S.

SURVEY DEPARTMENT MANAGER

Mr. Ashley is a Professional Land Surveyor with over 29 years of land surveying and mapping experience. He currently serves as Survey Department Manager, responsible for the management of all phases of the department. He ensures that projects meet client needs and quality control. He is responsible for supervising and or performing deed, map and title research, traverse adjustments, surveying calculations, drafting of maps and writing of legal descriptions. He manages Boundary, Topographic, Planimetric and Engineering Design Surveys:

EDUCATION

Queens College, City University of New York,
Tompkins Cortland Community College,
Geology and Land Surveying, New York State Regents
External Degree Program 1980

CERTIFICATIONS/AFFILIATIONS

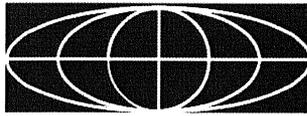
Licensed Professional Land Surveyor,
New York License # 50257
Member: New York State Association of Professional Land Surveyors Black River Valley
Association of Professional Land Surveyors

PROFESSIONAL EXPERIENCE

Recent projects include NYS Department of Parks & Recreation: Black River Recreation Trail, Village of Black River, Town Of LeRay, NY: 2002: which included field property survey and location of utility easements, property survey, mapping and suggested legal descriptions for 1.2 miles of recreation trail boundary near the Black River. Project included coordination with architecture and engineering design of the trail system.

Another recent project includes NYS Department of Environmental Conservation: NYS Easement Boundary Survey, Salmon River Project, Town of Redfield, Oswego County: Current (2010): 12 miles; Boundary retracement through Tug Hill woodlands, establish reservoir FERC elevation boundaries; traverse, mark and monument and paint lines, map and report to NYS DEC standards.

Mr. Ashley has also worked on NRCS Horton, Town of Columbus, Chenango County, NY, 2009: Project Manager responsible for GPS positioning, mapping, deed analysis, and legal description for a 47 acre± Federal Wetland Reserve Parcel with deeded access strip. This is one of many USDA Natural Resources Conservation Service subdivision parcels that Mr. Ashley has been involved with. The Hamlet of Wanakena, Town of Fine, Star Lake, NY: 2000: Topographic Survey and Construction layout for Sanitary Sewer Reconstruction. Topographic and planimetric survey of most of the village of Wanakena and a mile long water line, involving portions of the Oswegatchie River and riverbed along with layout and survey control for the construction phase.



**Norstar Development, Summit Woods
Watertown, NY**

Boundary and Topographic Survey of 200 Unit Residential Development spanning the City of Watertown boundary, with 2 dedicated municipal roads. Subdivision mapping and legal descriptions for parcels and roads with utility and recreational easements.

**Division Troop Barracks Complex
Fort Drum, NY**

Construction coordination for survey layout of new barracks complex.

**Raytheon Radar Tower Installation, Wheeler-Sack Airfield
Fort Drum, NY**

Construction coordination for survey layout and As-built survey with FAA certification of new Radar Tower Global position and elevation.

**Gaffney Drive
Watertown, NY**

Boundary and Topographic Survey of commercial properties and city streets for new connector road design, GPS survey referenced to NYSDOT control points and City of Watertown NYS Plane Coordinate System monuments.

**Fidelity American Holdings
Town of Pamela, NY**

Boundary and Topographic Survey of 270 acre parcel for development, utilizing GPS Survey observations.

**PPM Energy Wind Farm Aerial Photogrammetry Control
Fairfield and Norway, NY**

Surveyed aerial photo control points spanning over 9,0000 acres, utilizing GPS Survey observations.

**Firing Range Aerial Photogrammetry Control
Fort Drum NY**

Installed and surveyed 72 aerial photo targets spanning over 12 miles of Fort Drum, utilizing GPS Survey observations.

**NYS Department of Parks & Recreation: Black River Recreation Trail
Village of Black River, Town Of LeRay, NY**

Work performed included field property survey and location of utility easements, property survey, mapping and suggested legal descriptions for 1.2 miles of recreation trail boundary near the Black River. Project included coordination with architecture and engineering design of the trail system.

**City Center Industrial Park
Watertown, NY**

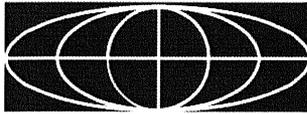
Project Manager of numerous extensive Topographic and Boundary Surveys, with Wetland Delineations for subdivision planning and mapping, and railroad spur design. The project is currently on-going.

**Long Falls Park, Phase 1
Village of Carthage, NY**

Topographic and boundary survey of a 4 acre recreational park site on the Black River. Details include mapping of planned bridge abutment sites to Guyots Island in the Black River. GYMO, P.C. provided survey control and layout for 100' Long Bridge Construction, pedestrian walkways and island trail access.

**Thompson Park Conservancy
City of Watertown, NY**

Perform Topographic and Planimetric Design Surveys of multiple sites in Thompson Park for the design of recreational trails and native animal exhibits along with construction stakeout of site features such as walks, viewing areas, maintenance roadways and service areas.



**The Nature Conservancy, Rome Sand Plains Unique Area
City of Rome, NY**

370 Acre Boundary survey with legal research, mark and monument boundary lines and mapping of significant land features and easements to NYSDEC standards.

**B&D Enterprises
Town of Harrisburg, NY**

Boundary and topographic survey of a 60 acre recreational development for ATV and snowmobile enthusiasts. Assist owners in site planning progress utilizing existing terrain features.

**Lewis County General Hospital
Lowville, NY**

Topographic Survey with Boundary and building layouts, future park access and parking for future "Linear Accessible Park".

**Hamlet of Wanakena, Town of Fine,
Star Lake, NY**

Topographic Survey and Construction layout for Sanitary Sewer Reconstruction. Topographic and planimetric survey of most of the village of Wanakena and a mile long water line, involving portions of the Oswegatchie River and riverbed along with layout and survey control for the construction phase.

**Sears Pond
Town of Montague, NY**

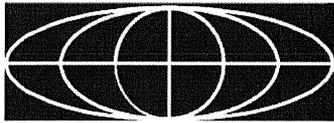
Topographic survey and profiles for proposed dam replacement and recreational development on Tug-Hill in the town of Montague. Project included preparation of data for design of camping and trail developments.

**Mohawk Valley Community College
Oneida County, NY**

Served as the Project Manager of a \pm 50 acre topographic survey of a portion of the Mohawk Valley Community College Campus as a part of a capital improvement project for redevelopment of walkways and recreational amenities on campus.

**NYS Department of Environmental Conservation: NYS Forest Preserve Boundary Survey, Croghan Tract Project
Towns of Croghan, Webb**

Towns of Croghan, Watson and New Bremen, Lewis County and Town of Webb, Herkimer County: 44 miles; 2.5 year project. Boundary retracement through Adirondack woodlands; traverse, mark and monument and paint lines, map and report to NYS DEC standards.



STEPHEN J. GRACEY

SURVEY PROJECT MANAGER

Mr. Gracey is a Survey Project Manager and has over 7 years of land surveying and mapping experience. Mr. Gracey is responsible for the scheduling of crews, supervising and or performing deed research, map and title research, surveying calculations, drafting of maps and writing of legal descriptions. He manages Boundary, Topographic, Construction Layout, Planimetric and Engineering Design Surveys:

EDUCATION

Paul Smith's College: AAS Forest
Recreation. 2001
AAS Surveying Technology, 2002

CERTIFICATIONS/AFFILIATIONS

NYS Association of Professional Land
Surveyors
Black Rive Valley Association of
Professional Land Surveyors

PROFESSIONAL EXPERIENCE

AAFES Shopping Center Expansion Fort Drum, NY, 2007

Mr. Gracey was the project manager performing Office Computations for Site Layout including elevations for mass grading, building and column line calculations for new building addition, storm water and sanitary sewer structures, curb layout, waterline and fire hydrant layout.

Summit Woods Housing Project, City and Town of Watertown, NY, 2007-2009

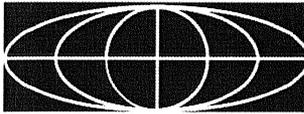
Project Manager responsible for road layout, grade calculations, building layout, storm and sanitary sewer structures with rim and invert elevation calculations, site grading and layout for storm water detention pond.

Watertown Public Square Reconstruction, City of Watertown, NY, 2006

Project Manager performing office calculations, road baseline calculations for layout, road profiles with cross-sections showing road, curbs and walks, storm and sanitary sewer structures layout, light pole layout, underground electrical boxes layout, curb layout and grade calculations.

Whitewater Improvement, "Route 3 Wave", Black River, City of Watertown, Jefferson County, NY, 2005

Project Manager for control and topographic survey of Whitewater Kayaking site on the Black River. Details include profiles and cross sections of existing rock ledges, cliffs, crevices and boulders for engineering design of a river access walkway and footbridge spanning the City's Water intake canal, and topographic and planimetric mapping.



NRCS Wright

Town of Lisle, Broome County, NY

Project Manager responsible GPS positioning, mapping, deed analysis, and legal description for a 27 acre \pm Federal Wetland Reserve Parcel with deeded access strip. This is one of many USDA Natural Resources Conservation Service subdivision parcels that Mr. Gracey has been involved with.

Black Clawson Site, Sewalls Island

City of Watertown, NY

Project Manager responsible GPS positioning, mapping and survey control for environmental remediation at a 65 acre \pm industrial island site in the Black River.

New York State Office of Parks & Recreation, Kring Point State Park, St. Lawrence River

Town of Alexandria, NY

Project Manager for control and topographic survey of 15 acre New York State Campground on the St. Lawrence River. Details include GPS Positioning, detailed topography and mapping of existing site with park buildings, boat launch, dock, underground utilities and bedrock outcrops, for engineering design of park improvements.

Point Peninsula Yacht Club, Inc.,

Town of Lyme, NY

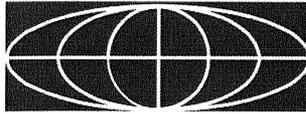
Project Manager for topographic and boundary line survey of 28 acres \pm located on Lake Ontario. Details include deed and title research, boundary line determination including determining the ordinary high water mark of Lake Ontario, and topographic and planimetric mapping.

NYS Department of Environmental Conservation, East Branch Fish Creek Survey

Tug Hill, Lewis County, NY,

Served as a survey technician on the 42 mile long boundary survey performing several tasks including deed research and deed plotting, drafting swing tie diagrams for control and boundary corners and final mapping of the boundary line with significant planimetric features.

Mr. Gracey has also served as Survey Project Manager on many boundary line and subdivision surveys ranging in size from less than an acre to hundreds of acres. He regularly prepares land subdivision plats and represents clients at Town Planning Board Meetings for subdivision approvals.



ALAN CUPPERNELL

CONSTRUCTION PROJECT INSPECTOR

Mr. Cuppernell is a Construction Project Inspector in GYMO's construction inspection department. Alan has exceptional record keeping and site documentation skills, is a dedicated and punctual project representative, with a diligent focus on details. He has the ability to use a range of equipment including pipe levels, theodolites, construction levels, computer work stations, field computers and GPS equipment. This experience gives Mr. Cuppernell a perceptive view of site design and allows him to trouble shoot potential site problems. Mr. Cuppernell regularly performs inspections of new construction project designed by GYMO, P.C. which has included inspection of water lines, sanitary sewer lines, building foundations, site grades, pavement and drainage grades and road construction projects. Experience: 25 years.

EDUCATION

New York State Ranger School, AAS
Forestry, 1972

CERTIFICATIONS/AFFILIATIONS

OSHA 40-Hour HAZMAT Certification
OSHA Confined Space Entry
OSHA Trench Safety
ACI Concrete Field Testing Technician,
Grade I, #01138792
NYSDEC Erosion and Sediment Control,
SWT #002505
NICET III Certification

PROFESSIONAL EXPERIENCE

State Street Reconstruction/NYS DOT Pass Through Project

City of Watertown, NY

Construction Project Inspector

GYMO, P.C. teamed with Clough-Harbour & Associates, LLP on an \$8.5 million reconstruction of 2.6 miles of State Street located in the City of Watertown (Jefferson County). The Federally funded, State administered project included the reconstruction of over 13,000 feet of roadway, storm sewer, sanitary sewer and water infrastructure. GYMO, P.C. was responsible for survey, geotechnical and utility coordination, construction administration and project inspection. Budgeting and billing were completed in accordance with NYS DOT and Federal funding Pass Through Project requirements. Mr. Cuppernell was an inspector for the project and he was requested back upon completion of his scheduled duties, as his knowledge and familiarity with the City of Watertown were unparalleled by other members of the inspection team as described by the Engineer in Charge for the project.

Town of Rutland Water District

Construction Project Inspector

GYMO, P.C. was responsible for overall construction inspection and construction management for the Town of Rutland Water District that included 65,000-feet of 8 and 10-inch water mains, 51,000-feet of laterals, and 7,600-cubic yards of rock removal. Mr. Cuppernell was the chief inspector for the project. Construction of the project was completed in August 2004, nearly 1 million below estimate and within the original bid amount.



Water District #2 Phase I & II Construction

Adams, NY

Construction Project Inspector

Mr. Cuppernell performed Construction Inspections on the Town of Adams Water District #2 project that included North Street, Route 11, Owens, and Caird Roads which consisted of 14,250-feet of 8-inch water mains, 7,780-feet of 3/4-inch laterals, and 1,300-cubic yards of rock removal. Construction of Phase I & II of the \$1,465,000 project was completed in the Fall of 2003.

City Center Industrial Park, Infrastructure Construction

Watertown, NY, 2000-2001

Construction Project Inspector

GYMO, P.C. was responsible for the Civil/Site Layout, Design, Permitting, Bidding and Contract Administration. The Construction Inspections of the \$1,150,000 City Center Industrial Park Phase II - Infrastructure Construction were performed by Mr. Cuppernell. Construction included 23,000-cubic yards of earthwork, 1,513-feet of 8-inch sanitary sewer collection mains, one sanitary sewer pumping station, 2,234-feet of storm sewer piping (12 to 36-inches), 3,567-feet of 8-inch water mains, and 3,000-feet of curbed roads. The project was completed six weeks ahead of schedule below the estimated and bid amounts.

Sanitary Sewer Construction, Lyons Falls

Lewis County, NY, 1999-2000

Construction Project Inspector

GYMO, P.C. provided full Construction Inspection Services to the Design Engineer, Malcolm Pirnie Engineers due to our local engineering and construction administration expertise. Mr. Cuppernell worked with Malcolm Pirnie Engineers, responsible for construction inspection, administration and payment quantity review for this \$3,100,000.00 project. The reconstruction of the Village's 220 service, sanitary sewer system involved the construction of:

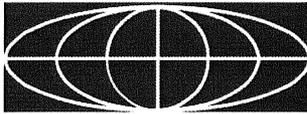
- 75,000 gpd Bioclear packaged treatment plant
- 19,000-feet of 8-inch PVC sewer mains
- 21,000-feet of 4-inch PVC sewer laterals
- 1,100-feet of 4-inch HDPE sewer forcemain
- 2,000-cubic yards of rock blasting
- 3-NYS Highway - bored crossings
- 2-Mohawk, Adirondack & Northern Railroad crossings
- 2-Stream crossings
- 19,000-feet of street replacement

Wanakena Infrastructure Improvements

Hamlet of Wanakena, NY

Construction Project Inspector

GYMO, P.C. completed planning, design and construction inspection of three separate infrastructure projects totaling nearly \$3 million over the course of five years for the Hamlet of Wanakena (St. Lawrence County). Work within the Hamlet included design and construction inspection of a new water source, treatment and distribution system, new sanitary sewer collection system and storm sewer system. Wanakena is located within the New York State Adirondack Park and Adirondack Park Agency approval of the project was required prior to construction in addition to other regulatory approvals and permits.



Wilna Water District #2, Natural Bridge

Town of Wilna, NY

Construction Project Inspector

Mr. Cuppernell performed Construction Inspections of a domestic water system facility to serve 80 Equivalent Development Units (EDU). The total construction cost was \$750,000. The project included:

- Development of two high yield (± 60 and 75 gpm) drilled wells
- 50 kW 3 phase generator
- 16'x20' heated control building
- 2,500 gallon chlorine contact storage tank
- Chlorination facilities

Summit Wood I and II

City/Town of Watertown, NY

Construction Project Inspector

GYMO, P.C. provided completed site design services for the Summit Wood residential development located in the Town and City of Watertown. GYMO, P.C.'s engineering department was responsible for the design of all site storm water, sanitary sewer and potable water piping as well as road design and storm water management basin design. The engineering department also prepared the Storm Water Pollution Prevention Plans required by the New York State Department of Environmental Conservation (NYSDEC). The construction inspection department provided daily project inspections and SWPPP inspections as required by the NYSDEC.

Olive Garden

Town of Watertown, NY

Construction Project Inspector

GYMO, P.C. provided complete site design services for the Olive Garden family restaurant in the Town of Watertown. GYMO, P.C.'s engineering department was responsible for site and utility design, including an underground storm water treatment system, sanitary sewer design, and water service design. Also, a Storm Water Pollution Prevention Plan (SWPPP) was prepared and necessary approvals were obtained. GYMO, P.C.'s inspection department conducted daily site inspections and weekly SWPPP inspections.

SUBCONSULTANTS

National Water Main Cleaning Co.

25 Marshall Street
Canton, Massachusetts 02021
(781) 828-0863

QCQA Laboratories, Inc.

TransTech Geotechnical Services
1594 State Street
Schenectady, New York 12304
Phone (877) 250-8347
Fax (518) 372-6739

Assignments requiring 20 percent or more time:

1. Globalfoundries Computer Chip Plant, Malta, NY – Managing construction phase testing and inspections
2. SUNY CNSE Nano Fab Facility, Albany, NY – Managing construction phase testing and inspections
3. City of Schenectady Arch Culvert Replacement, Schenectady, NY – Geotechnical Engineer of Record
4. Town of Bennington Water Line Upgrade, Bennington, VT – Geotechnical Engineer of Record

See attached proposal package for information on project staffing, experience and methods.



NATIONAL WATER MAIN CLEANING CO.

Specializing in today's needs for environmental protection.

875 Summer Avenue • Newark, NJ 07104-3684 • Phone: 973-483-3200 • Fax: 973-483-5065 • E-Mail: office@nwmcc.com
25 Marshall Street • Canton, MA 02021 • Phone: 781-828-0863 • Fax: 781-828-4397 • E-Mail: boston@nwmcc.com

Sewer Cleaning, Inspection

Description of System and equipment proposed for cleaning and inspecting the pipe

CLOSED CIRCUIT COLOR TELEVISION EQUIPMENT: This equipment will be capable of inspecting underground piping from 8-inch through 66-inch+ with access from manholes.

Main Line Multi-Angle Closed Circuit Color Camera (MAC): This unit is designed for six inch and larger diameter sewer mains with limited access through excavations, manholes, etc. (minimum 24 inches opening). The unit can function on the self-propelled crawler tractor.

The MAC camera shall have a high-resolution lens capable of spanning 360 degrees circumferentially and 270 degrees on the horizontal axis. Focal distance is adjustable through a range of one inch to infinity. The purpose of the rotating head camera is to view all service connections, and to locate all defects, as well as any questionable problem areas. The MAC lets you look directly at each observation to assist in making better assessments. The drawback is you need a minimum opening of 36 inches in a straight pipe.

All camera equipment is specifically designed and constructed for the purpose of televising sewers.

Additional camera lighting will be supplied where feasible to ensure a clear, continuously in-focus picture of the entire periphery of the sewer pipe for all conditions encountered during the work. The camera is able to operate in 100 % humidity conditions.

The camera, television monitor and all other necessary components of the video system shall be capable of producing minimum 600 lines of resolution color video picture.

The narrated video of the TV inspection is digitally recorded in a high quality color MPEG-1 format.

WORK PROCEDURE

All video inspection activities will begin at the farthest upstream manhole and work in a downstream direction from there.

When the line segment is ready for the television inspection work to begin, a camera will be inserted into the upstream manhole. The camera will be advanced in a downstream direction down the pipe.

Ten (10) Television Inspection Job References

Mr. Syamal N. Chaudhuri, DPW Director

Town of Burlington, MA

25 center Street

Burlington, MA 01803

Office: (781) 270-1672

(2005-2006): Clean and TV 210,000 LF of sewer pipe ranging in size from 8-inch to 24-inch. Inspect 700 MH structures.

Mr. Richard D. Kruczek, P.E.

Camp Dresser & McKee, Inc

100 Great Meadow Road, Suite 104

Wethersfield, Connecticut 06109

(860) 529-7615 main

(860) 808-2256 direct

(860) 529-8102 fax

(2006) Clean and TV approximately 500,000 LF of sewer pipe ranging in size from 8-inch to 36-inch sewer

Mr. George M. Pandleton.

Project Manager

Maguire Group, Inc.

One Court Street

New Britain, Connecticut 06051

(860) 224-9141

(2006) Clean and TV appositely 175,000 LF of Sewer pipe ranging in size from 8-inch to 48-inch.

Mr. Michael Abcunas

Department of Public Works

City of Cambridge

147 Hampshire Street

Cambridge, MA 02139

Office: (617) 349-4887

(2008-2009) Clean and TV approximately 300,000 LF of sewer pipe ranging in size from 8-inch to 60-inch sewer

Mr. Yelma Desseta

Department of Public Works

City of Keene

350 Marlboro Street

Keene, NH 03431

Office: (603) 757-0659

(2008) Clean and TV approximately 100,000 LF of sewer pipe ranging in size from 8-inch to 18-inch sewer

Mr. Jim Wilcox
Purchasing
City of Cambridge
147 Hampshire Street
Cambridge, MA 02139
Office: (617) 349-6426
(2006-2007) Clean and TV approximately 70,000 LF of sewer pipe ranging in size from 8-inch to 60-inch sewer

Mr. Blake Lucis
Town of Wellesley, MA
Department of Public Works
Water & Sewer Division
455 Worcester Street
Wellesley, MA 02481
Office: (781) 235-7600
(2007-2008) Clean and TV approximately 72,000 LF of sewer pipe ranging in size from 8-inch to 36-inch sewer

M. John Cherian
City of Revere, MA
Department of Planning &
Community Development
281 Broadway
Revere, MA 02151
Office: (781) 286-8186
(2005-2006) Clean and TV approximately 65,000 LF of sewer pipe ranging in size from 8-inch to 24-inch sewer

Mr. John P. Sullivan
Chief Engineer
Boston Water and Sewer Commission
City of Boston
980 Harrison Boulevard,
Boston MA 02119
Office: (617) 989-7000
(2006-2008) Clean and TV approximately 70,000 LF of sewer pipe ranging in size from 8-inch to 48-inch sewer

Ms. Meg Goulet, P.E.
Narragansett Bay Commission
One Service Road
Providence, RI 02905
Office: (401) 461-8848
(2005-2006) Clean and TV approximately 55,000 LF of sewer pipe ranging in size from 8-inch to 62-inch sewer



DENNIS P. SULLIVAN, P.E.

General Manager - Boston

Vice President – National Water Main Cleaning Company

National Water Main Cleaning Co.

Professional Records

Qualifications

Opened up an office in the Boston area for National Water Main Cleaning Company. Developed NWMCC general scope of services consists of infrastructure rehabilitation including Concrete restoration, epoxy coating, vacuum and television inspection services, and construction/new utility installation services. Built/maintain work force up to 50 workers.

Reports directly to the President of National Water Main Cleaning Company.

Experience

2000-Present National Water Main Cleaning Co. Canton, MA

General Manager

- ④ Responsibilities include supervising all personnel issues, bidding, proposal development, client relations, equipment purchasing and project scheduling.
- ④ Reports directly to the President of National Water Main Cleaning Company.

1999-2000 Boston Water & Sewer Commission Boston, MA

Project Manager

- ④ Storm drain and sewer design and provide construction management duties for multiple water, drain and sewer line installation projects within the City of Boston.
- ④ Develop Plans and Specification to be put out for Bid.
- ④ Answer all design and construction questions.
- ④ Supervise several construction inspectors and two survey parties.
- ④ Processed monthly estimates, negotiate change orders and as built all jobs in Auto Cad from construction total station surveys.

1992-1999 J.F. White Contracting Company Inc. Newton, MA

Project Engineer

- ④ Prepared shop drawings, ordered materials and coordinated subcontractors.
- ④ Utilized the construction management software Expedition to track submittals, pay items, correspondences, RFIs, and change orders.

Education

④ Northeastern University Boston, MA

④ M.S. Civil Engineering Program

④ Worcester Polytechnic Institute Worcester, MA

④ B.S. Civil Engineering

④ Certifications

Certifications

④ Professional Engineer (Massachusetts, No. 39504)

④ Massachusetts Contracting License (CS063459)

④ Scuba Diving Certified



JAMES W. FALCONIERI

Senior Project Manager

National Water Main Cleaning Co.

Professional Records

Qualifications

More than 25 years experience in the investigation and rehabilitation of sanitary collection systems. Areas of specialty knowledge include: heavy cleaning, manhole rehabilitation, pan and tilt TV inspection, mini-camera inspection, and root control.

Several years as a sales consultant provides a strong awareness of customer needs.

Experience

2004- Present National Water Main Cleaning Co. Canton, MA

Senior Project Manager

- ④ Supervise field crews, analysis of field data.
- ④ Oversee no-dig repairs, supervise root control application.
- ④ Municipal sales.
- ④ Equipment design and fabrication.
- ④ Estimation of SSES, rehabilitation, and cleaning work.
- ④ Employee education.
- ④ Enforcement of field safety program.

Education

Manchester Community College

Manchester, CT

- ④ A.S. Business Management

Certifications

Certifications

- ④ Class I Collection System Operation, California State University at Sacramento.
- ④ Class IV Collection System Operators Certificate, N.E. Water Environmental Federation.
- ④ Certificate of Completion in Surveying and Mapping Course, ICS, Scranton, PA.
- ④ Industrial Management and Training Institute – Certified Instructor.
- ④ OSHA Hazardous Waste Operations and Emergency Response.



HERCULES ANASTASIADIS

Project Engineer - Boston

National Water Main Cleaning Co.

Professional Records

Qualifications

Joined NWMCC as an intern until graduating as a Civil Engineer. Areas of specialty include: I/I identification and rehabilitation reports, analysis of CCTV data for main and lateral lines, manage GPS data collection and mapping of infrastructures, Cured in place rehabilitation of lateral connections

Experience

2005-Present National Water Main Cleaning Co. Canton, MA

Project Engineer

- ④ Conduct project/job surveys
- ④ Responsibilities include supervising all personnel issues, bidding, proposal development, client relations and project scheduling.
- ④ Supervise field crews, analysis of field data.
- ④ Oversee no-dig repairs, supervise root control application.
- ④ Enforcement of field safety program.
- ④ Lead customer relations and sales efforts
- ④ Reports directly to the vice President of National Water Main Cleaning Company.

Education

Wentworth Institute of Technology Boston, MA

- ④ B.S. Civil Engineering

Certifications

- ④ PACP Certified-CCTV (U-1008-7623)
- ④ 10 Hour OSHA
- ④ OSHA 40 Hour Training

Peter Ferreira
National Water Main Cleaning Company
(800) 422-0815

Work History

- **Present:** National Water Main Cleaning Co. Boston, MA
(2002 - Present)
Television Truck Operator and Trainer

Plymouth Rubber Co. Revere, MA
(1988 – 2002)
Fork Truck Machine Operator

Television Inspection and Smoke Testing Experience

(March 07 to September 07)
Owner: **Town of Dedham**
Engineer: David Fields 781 751-9353
Clean and TV Inspection 150,000 lf of 8"-15" Sewer Pipe

(March 2010 to July 2010)
Owner: **Town of Dedham**
Engineer: David Fields 781 751-9353
Clean and TV Inspection 150,000 lf of 8"-15" Sewer Pipe

(November 08 to June 2010)
Owner: **Town of Westwood**
DPW Director: Bob Angelo 781 320 1036
Clean and TV Inspection 160,000 lf of 8"-24" Sewer Pipe

(August 06 to October 07)
Owner: **City of Cambridge**
Engineer: Michalel Abcunas 617-349-4887
Clean and TV Inspection 60,000 lf of 8"-60" Sewer Pipe

(October 07 to April 09)
Owner: **City of Cambridge**
Engineer: Michalel Abcunas 617-349-4887
Clean and TV Inspection 160,000 lf of 8"-60" Sewer Pipe

(August 07 to November 07)
Owner: **Town of Holdbrook**
Engineer: Camp Dresser & McKee-Kevin O'Brian 617 452-6585
Smoke Testing 70,000 lf of 8"-12" pipe

(August 07 and September 08)
Owner: **Town of North Brookfield**
Engineer: SEA Consultants-Mr. David Michaelsen (603) 225-7000
Smoke Testing 33,000 lf of 8"-12" pipe

(April 07 and April 08)
Owner: **Town of Narragansett, RI**
Engineer: Darren Hayward, Staff Engineer-Town of Narragansett

Clean and TV Inspection 75,000 lf of 8"-24" Sewer Pipe
Smoke Testing 36,000 lf of 8"-12" pipe

Certifications

- * Certified Osha 40 hr HAZWOPPER;
- * Hazwopper Refresher
- * Certified Confined Space Entry;
- * PACP Certification for CCTV operators Cert#U-504-1064

Certificate of Completion

PIPELINE ASSESSMENT & CERTIFICATION PROGRAM©

THIS CERTIFICATE IS AWARDED TO

Peter Ferreira

IN RECOGNITION OF THE COMPLETION OF THE PACP© USER TRAINING,
INCLUDING MANHOLES, IN OCTOBER 2008.

CERTIFICATE NUMBER: U-1008-1064



11/25/08

SIGNATURE IRWIN BENHIRA, EXECUTIVE DIRECTOR

DATE



NOTE: THE USER IS NOT AN EMPLOYEE, AGENT OR PARTNER OF NASSCO. THE USER ACKNOWLEDGES AND AGREES THAT NASSCO DOES NOT SUPERVISE OR CONTROL THE USER AND THAT NASSCO SHALL NOT BE RESPONSIBLE FOR ANY ACTS OR OMISSIONS OF THE USER.

Gary Millington
National Water Main Cleaning Company
(800) 422-0815

Work History

- **Present:** National Water Main Cleaning Co. Boston, MA
(2000 – Present)
Television/Grout Truck Operator and Trainer

Infrastructure Inc. Florida
(1995 – 1999)
Sewer Worker

National Water Main Cleaning Co., Newark, , New Jersey
(1992 – 1995)
Jet Vac Operator
Sewer Worker

Lateral Sealing Experience

- * 2000-2002
Owner: **Westchester County**
Insituform Metropolitan: Brendan Doyle 508-479-1700
Lateral Sealing (890 Each)

- * 2003-2006
Owner: **City of Quincy**
Lateral Sewer Improvements Phase One
P. Gioioso & Sons, Inc.: John Gioioso 617-364-5800
Lateral Sealing (45 each)

Owner: **Town of Franklin**
Engineer: Malcolm Pirnie 781-224-4488
Lateral Sealing (100 Each)

Owner: **Town of Concord**
Engineer: Elena Proakis 978-318-3253
Lateral Sealing (50 Each)

Owner: **Manchester by the Sea**

Earth Tech: Joe Boccadoro 978-371-4070

Lateral Sealing (250 Each)

Owner: **South Essex Sewer District**

Town of Marblehead: Mr. Dana Snow 781-631-0102

Engineer: Malcolm Pirnie 978-318-3253

Lateral Sealing (40 Each)

Owner: **City of Quincy**

Weston & Sampson: Peter Knowlton 508-523-0209

Lateral Sealing (80 Each)

Certifications

- * Certified Osha 40 hr HAZWOPPER;
- * Hazwopper Refresher
- * Certified Confined Space Entry;

Certificate of Completion

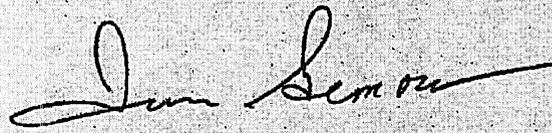
PIPELINE ASSESSMENT & CERTIFICATION PROGRAM ©

THIS CERTIFICATE IS AWARDED TO

Gary Millimton

IN RECOGNITION OF THE COMPLETION OF THE PACPO USER TRAINING,
INCLUDING MANHOLES, IN OCTOBER 2008.

CERTIFICATE NUMBER: U-1008-1238

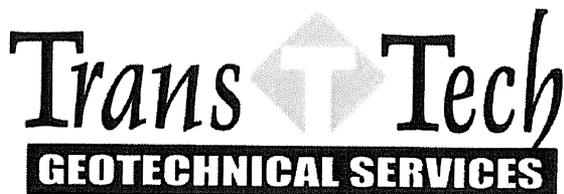


11/26/08

SIGNATURE IRVIN BEMORA, EXECUTIVE DIRECTOR DATE



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Tod M. Kobik, P.E.
Operations Manager
TransTech Geotechnical Services
(a division of QCQA Labs, Inc.)

EDUCATION

B.S. 1996 - Civil Engineering - North Carolina State University – Raleigh, North Carolina

PROFESSIONAL REGISTRATION

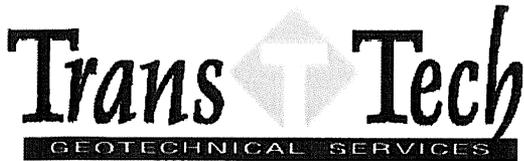
Professional Engineer	New York	No. 82823
Professional Engineer	Vermont	No. 8443
Professional Engineer	North Carolina	No. 27380 (Inactive)

PROFESSIONAL HISTORY

2007 – Present	TransTech Geotechnical Services/QCQA Labs, Inc. – Schenectady, New York Operations Manager
2004 – 2007	Empire Geo-Services, Inc. – Mechanicville, New York Geotechnical/Materials Engineer
2002 – 2004	Novelli Engineering – Shaftsbury, Vermont Project Engineer
1997 – 2002	S&ME, Inc. – Raleigh, North Carolina Assistant Construction Services Manager

SUMMARY OF EXPERIENCE

Mr. Kobik has 15 years of professional experience involving geotechnical engineering, structural engineering and construction materials testing. He currently serves as Operations Manager for QCQA Labs, Inc. and is responsible for administration of all geotechnical engineering and materials testing services and personnel. He has planned and supervised numerous geotechnical subsurface exploration and laboratory testing programs and provided geotechnical evaluations for a variety of projects with geotechnical budgets ranging from \$2,000 to over \$100,000. He has prepared geotechnical engineering reports for a wide range of projects including multi-story university laboratory and educational buildings, stadium and arena buildings, highway bridge foundations, communications and electrical transmission line towers, underground utility lines, power plant baghouse structures, residential and commercial developments and roadway reconstruction. He has also supervised construction testing and special inspection services for numerous projects and has provided field engineering inspections including subgrade evaluations, foundation bearing grade evaluations, drilled shaft foundation inspections, driven pile inspections and reinforcing steel inspections. Other experience includes design of primary structural framing and foundation systems and preparation of complete structural design plans and specifications for a variety of projects from wood framed residential structures to steel framed commercial and school classroom additions.



John Leonhardt
Senior Driller / Drilling Inspector
QCQA Labs, Inc.

CERTIFICATION

OSHA 40 Hour HAZWOPER Safety Training
OSHA 29 CFR 1926 – 10 Hour Construction Safety Training

PROFESSIONAL HISTORY

2007 – Present	QCQA Labs, Inc. – Schenectady, New York Senior Driller
1988 – 2007	SJB Services, Inc. – Mechanicville, New York Driller

SUMMARY OF EXPERIENCE

Mr. Leonhardt has over 23 years of experience in subsurface drilling operations. He has served as lead driller on hundreds of projects throughout New York, Vermont Massachusetts and Connecticut. His experience includes a variety of geotechnical and environmental drilling and sampling techniques including; hollow stem augers, standard penetration testing, flush joint casing with rotary wash, rock coring, Shelby tube with fixed-piston sampling, vane shear testing, installation of groundwater observation wells and decontamination procedures for drill rig and equipment. Mr. Leonhardt has operated a variety of truck-mounted and all terrain vehicle drill rigs.

Recent project experience includes:

- Senior Driller – New Water Line, Moreau, NY
- Senior Driller – Globalfoundries Semiconductor Facility, Malta, NY
- Senior Driller – Cumberland Head Ferry Slip (drilling from barge platform), Cumberland Head, NY
- Senior Driller – Crown Point Ferry Slip (drilling from barge platform), Crown Point, NY
- Senior Driller – Slosson Rd. Bridge over Little Chazy River, Clinton County, NY
- Senior Driller – Fort Drum MEB & ENBN projects, Fort Drum, NY
- Senior Driller – Fort Drum Range 39 Investigation, Fort Drum, NY
- Senior Driller – Fort Drum Unit Maintenance Facility, Fort Drum, NY
- Senior Driller – County Route 11A Bridge over Otego Creek, Laurens, NY
- Senior Driller – Silver Lake Rd. Bridge over Saranac River, Clinton County, NY
- Senior Driller – Narrows Rd. Bridge over Chateaugay Narrows, Clinton County, NY
- Senior Driller – Hudson Valley Community College TEC-Smart facility, Malta, NY
- Senior Driller – University of Vermont Given Building, Burlington, VT
- Senior Driller – Bard College Science Building Phase II, Annandale-on-Hudson, NY
- Senior Driller – Greene County Courthouse Renovations, Catskill, NY
- Senior Driller – Brentwood Union Free School District Additions, Brentwood, NY



Michael Blakely
Driller
QCQA Labs, Inc.

PROFESSIONAL HISTORY

2008 – Present	QCQA Labs, Inc. – Schenectady, New York Driller
2002 – 2008	SJB Services, Inc. – Mechanicville, New York Driller

SUMMARY OF EXPERIENCE

Mr. Blakely has over 9 years of experience in subsurface drilling operations. He has served as lead driller on hundreds of projects throughout New York, Vermont Massachusetts and Connecticut. His experience includes a variety of geotechnical and environmental drilling and sampling techniques including; hollow stem augers, standard penetration testing, flush joint casing with rotary wash, rock coring, Shelby tube with fixed-piston sampling, vane shear testing, installation of groundwater observation wells and decontamination procedures for drill rig and equipment. Mr. Blakely has operated a variety of truck-mounted and all terrain vehicle drill rigs.

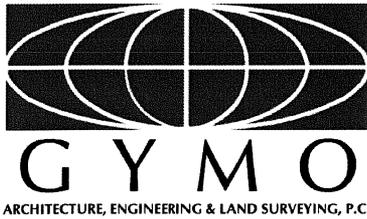
Recent project experience includes:

- Senior Driller – MVP Warehouse, Malta, New York
- Senior Driller – Service Station, Fort Drum, New York
- Senior Driller – Wind Turbine Installation, Burlington, Vermont
- Senior Driller – Water Line Upgrade, Bennington, Vermont
- Senior Driller – Northern Federal Credit Union, West Carthage, New York
- Senior Driller – Ramapo Central School District Additions, Ramapo, New York
- Senior Driller – Jefferson Apartments, LeRay, New York
- Senior Driller – Creekwood Apartments, Watertown, New York
- Senior Driller – LaFayette Sr. High School, Lafayette, New York
- Senior Driller – Unit Maintenance Facility, Fort Drum, New York
- Senior Driller – Tannery Road Bridge, Rome, New York
- Senior Driller – County Road 16 Bridge, New Lisbon, New York
- Senior Driller – Hagan Elementary School, Hagan, New York
- Senior Driller – Tioga County Bridges, Spencer, New York

PROJECT SCHEDULE

GYMO, P.C. anticipates a notification of selected consultant by March 9, 2012. GYMO, P.C. proposes to complete the scope of work herein in accordance with the proposed project schedule:

Review Committee selects Consultant:	March 9, 2012
Council approves professional services agreement:	April 2, 2012
Notice to proceed and kickoff meeting held:	April 27, 2012
Design Report Submitted to City	June 15, 2012
Preliminary Plans submitted:	June 15, 2012
Draft PS&E submitted:	August 30, 2012
PS&E Approval:	December 30, 2012
Project Bid Opening:	February 2013



QUALIFICATIONS

GYMO Architecture, Engineering & Land Surveying, P.C.

GYMO, P.C. is a multi-disciplined professional design firm with a history of doing business throughout New York State that extends over 35 years. GYMO, P.C. professionals know the local community leaders and are accustomed to meeting the varying municipal requirements and schedules. Our firm has the depth of expertise and qualified, experienced personnel to successfully complete projects of any size. GYMO, P.C. has been historically involved with municipal projects in and around Northern New York. Municipal projects range from the distant Hamlet of Wanakena to the nearby City of Watertown. GYMO, P.C. has been procuring funding, designing, bidding and assisting with the construction of these types of projects for over 30 years. Our projects have been historically on time and under budget, a reputation that GYMO, P.C. prides itself on and strives to maintain for our clients.

Engineering

GYMO, P.C.'s Engineering Department provides complete civil, structural, and environmental engineering services. Civil engineering services include: land planning, engineering studies, site reconnaissance, funding agency applications, permitting, contract documentation, bidding and design of sanitary sewer, storm sewer and water distribution systems, and site development features. Structural engineering services offered include: design for reinforced concrete and masonry foundations, steel superstructure and light gauge metal framing. Environmental services provide individuals, industries, municipalities and financial institutions investigative, management and remediation solutions for solid waste, hazardous materials abatement design, asbestos and lead paint abatement design, petroleum cleanup and petroleum tank installation design, and Phase I and Phase II Environmental Assessments.

Surveying

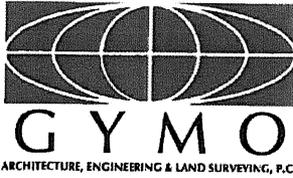
Our experienced, reliable teams provide comprehensive and accurate boundary, geology, topography, and utility surveys. Our experienced staff has accumulated an extensive library of private land surveying information in the City of Watertown and surrounding counties. Our total station instruments provide a seamless interface for integrating data into accurate Architectural & Engineering Design maps, including construction layout.

Architecture

GYMO, P.C.'s Architects provide high quality professional services, engaging in a broad and diverse practice. We have provided complete architectural services to many municipal, town and county governments for projects throughout New York State. Our history of client satisfaction and attention to detail has resulted in a long list of return clientele.

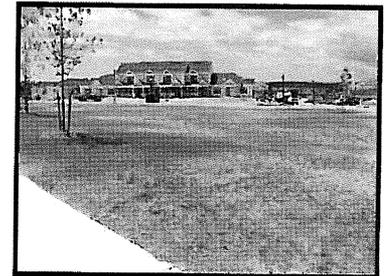
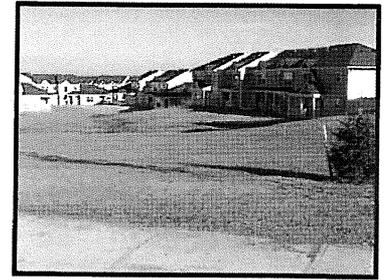
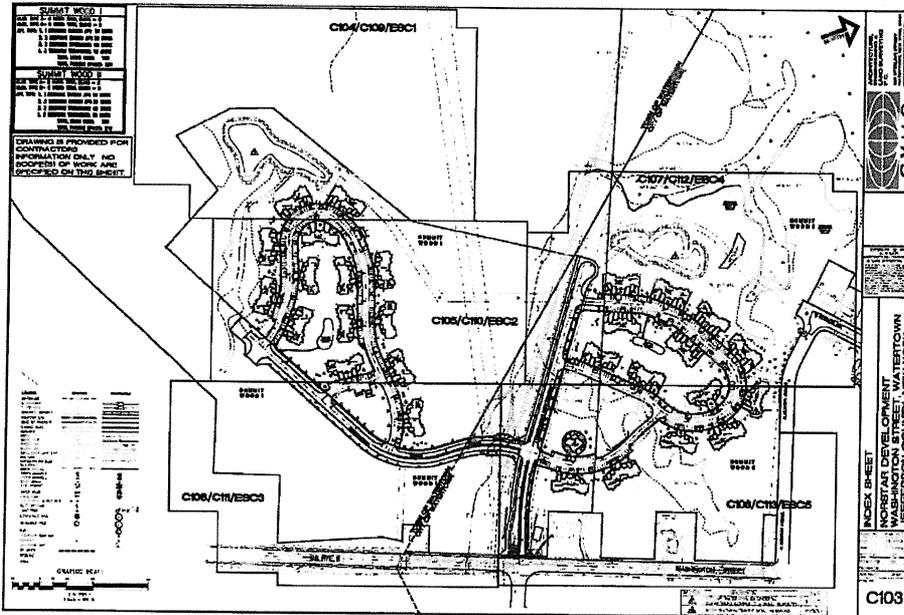
Inspection Services

GYMO, P.C. provides a full array of inspection services that integrate with our core services. Inspection services provided include: construction administration of roadways, water, sanitary and storm sewer facilities; Storm Water Pollution Prevention Plan inspections, environmental project inspections, structural inspections and architectural building inspections and surveys. In addition, our environmental specialists are certified to design, inspect, and provide asbestos air monitoring for abatement projects throughout New York State.



NORSTAR DEVELOPMENT: SUMMIT WOODS

WATERTOWN, NEW YORK



GYMO, P.C. was the Land Surveyor and Site/Civil Engineer on this 200 unit, multi-family apartment complex project located on outer Washington Street. This project met severe and complex hurdles during the planning, design, and construction process including a zone change, Special Use Permit, Site Plan Approvals (including multiple public meetings) on a project site with marginal water pressure, extreme site slopes, NYS DEC and US Army Corps of Engineer wetlands, overhead electric lines, high pressure gas transmission lines, bedrock close to the surface, storm water and erosion control challenges, as well as soil and ground water concerns.

GYMO, P.C. also prepared a very detailed Erosion Control Management and Storm Water Pollution Prevention Plan that addressed the impact resultant from disturbances of nearly 50-acres while working extensively with the NYS DEC on developing and constructing this detailed Erosion Management Plan.

Specific tasks completed by GYMO include:

- Topographic and Planimetric Surveys
- Site Planning, Development and Design
- City and Town of Watertown Planning Board, Zoning Board, and Council Approvals
- NYSDEC Approvals (Sewers, SWPPP)
- NYSDOH Approval (Water)
- Construction Phase Inspection and Contract Administration

Highlights of the Design and Construction include:

- Two large Storm Water Management Basins
- 1,200 feet of dedicated roadway to the City of Watertown
- 1,200 feet of dedicated roadway to the Town of Watertown
- Storm Water Pollution Prevention Plan and Inspections
- 8,000 linear feet of roadway
- 10,000 linear feet of sanitary & storm sewer
- Site lighting and landscaping
- Parking facility design

Contact:

Mr. Richard Higgins, President
Norstar Development, USA
(518) 431-1051



GYMO, P.C. performed site surveys and completed engineering reports, funding applications, final design and construction administration for the replacement of the Madison Barracks sanitary sewer collection system, a 100-year old private sanitary sewer system that was not in compliance with the recommended standards for waste water facilities, NYS DEC conditions, the clean water act and the Environmental Conservation Law. The project included the replacement sanitary sewer mains and laterals and construction of a new pumping station and force main to eliminate infiltration and inflow and overflows to the Black River Bay. The new sanitary facilities were dedicated to the Village of Sackets Harbor as part of the Infrastructure Agreement between the Village and Fort Pike Associates, who purchased the property in 1986.

Specific tasks completed by GYMO include:

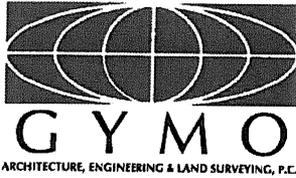
- Cost Estimating
- Conceptual Layout
- Engineering and Environmental Reports
- NYSEFC Funding Application
- Topographic and Utility Surveys
- Final Design
- Construction Documents
- NYS DEC Permitting and Approvals
- Construction Administration
- Resident Project Representation

Highlights of System include:

- 6,700 feet of 8 inch sewer mains
- 6,700 feet of 4 inch sewer laterals
- 4 - 2,000 gallon grease traps
- 32 precast concrete manholes
- Duplex sewage pumping station

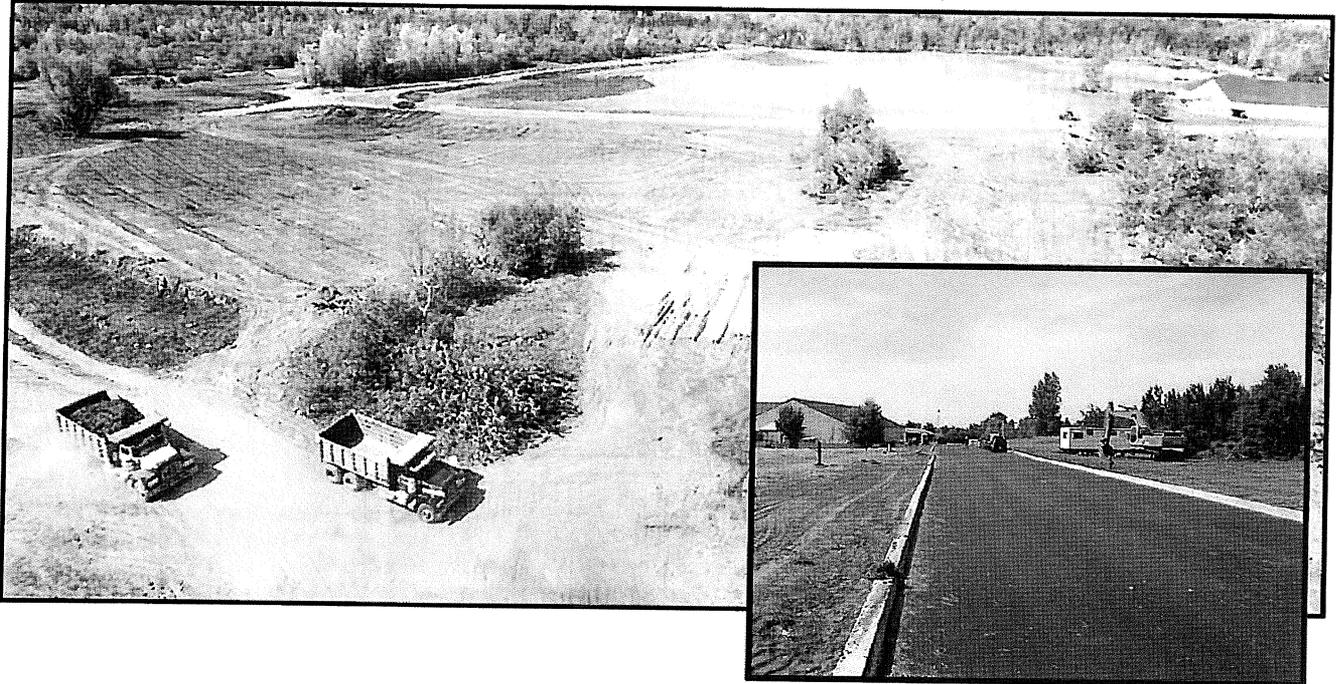
Contact:

Michael Campbell
85 Worth Road
Sackets Harbor, NY 13685
Phone: 315-646-3374



CITY CENTER INDUSTRIAL PARK

WATERTOWN, NEW YORK



GYMO, P.C. performed the preliminary layout, design, permitting, bidding, contract administration, and construction inspection of the Phase II Industrial Park Infrastructure improvements. The \$1,150,000 Phase II Infrastructure construction included roads, sewer, storm, water and power utilities to service eight, 5-10 acre lots. The City of Watertown received a grant from the US Economic Development Administration for the Infrastructure construction and proposed rail siding. Bids and final construction costs were below the Engineer's estimate. This included two change orders resulting from the underground discovery of No. 6 fuel oil and unsuitable fill previously placed on the site. The project was completed six weeks ahead of schedule.

Specific tasks performed by GYMO include:

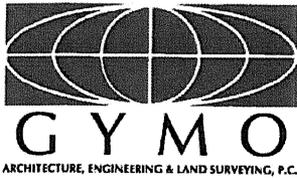
- Design in accordance with City specifications
- Dedication of utilities to the City
- Creation of road rights-of-way for dedication
- NYS DEC, US Army Corps of Engineers, & DOH Permitting
- Topographic and Planimetric surveys
- Right of Way and Subdivision Mapping
- Construction Administration
- Resident Project Representation

Contact:

Mr. Ken Mix
City of Watertown
245 Washington Street
Watertown, NY 13601

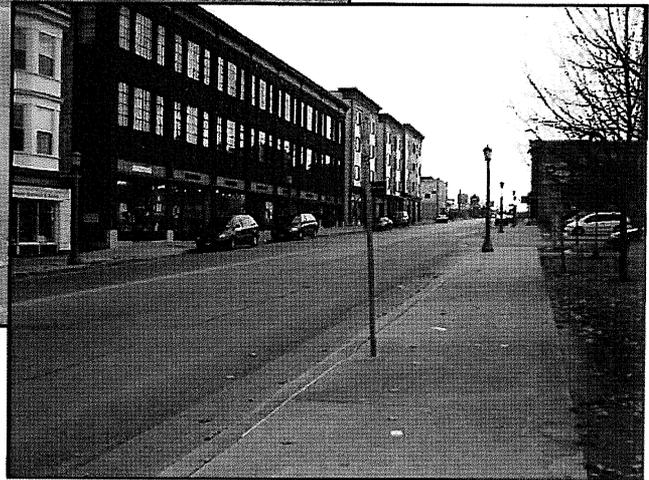
Highlights of the System include:

- 1,513-feet of 8-inch sewer mains
- 8-pre-cast sewer manholes
- 389-feet of 6-inch sanitary sewer services
- 880-feet of 4-inch sewer force main
- 2,234-feet of 12 to 36-inch storm sewer piping
- 22-pre-cast catch basins and manholes
- 3,567-feet of 8-inch water mains
- 3,000-feet of 28 and 32-foot wide curbed roads
- One Duplex submersible pumping station
- 23,000 Cubic yards of earthwork



STATE STREET RECONSTRUCTION

WATERTOWN, NEW YORK

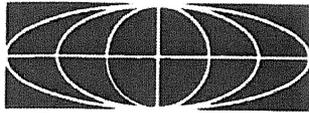


GYMO, P.C. teamed with Clough-Harbor & Associates, LLP on this \$8.5 million reconstruction of 2.6 miles of State Street in the City of Watertown. The Federally-funded, State-administered project included the reconstruction of 4,200 meters of roadway, storm sewer, sanitary sewer and water infrastructure. GYMO, P.C.'s duties included survey, geotechnical and utility coordination, sewer and water design, cost estimating, attendance at public information meetings, design team coordination, construction administration and project inspection.

Budgeting and billing were done in accordance with New York State Department of Transportation and Federal funding Pass-Through Project requirements.

Contact:

Mr. Gary Pilon, former Water Superintendent
City of Watertown
245 Washington Street
Watertown, New York 13601
(315) 785-7838

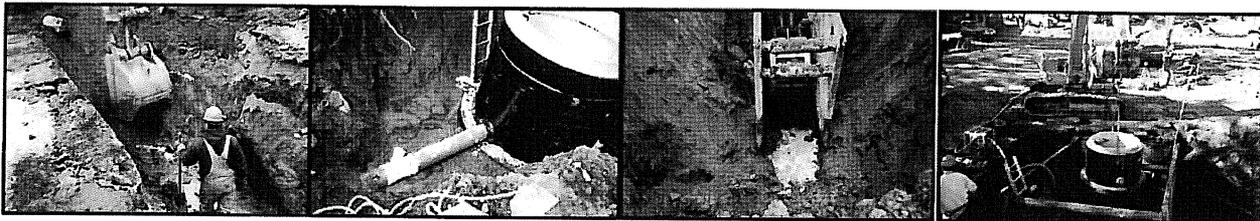


GYMO

ARCHITECTURE, ENGINEERING & LAND SURVEYING, P.C.

TOWN OF FINE WANAKENA SEWER RECONSTRUCTION

WANAKENA, NEW YORK



GYMO, P.C. performed the preliminary layout, survey, final design, and construction administration of the Hamlet of Wanakena's sanitary sewer collection system reconstruction. The \$310,000 collection system reconstruction project included the replacement of sewer mains, manholes, service laterals, and rock removal. The reconstruction eliminated high levels of ground water inflow and infiltration into the existing treatment system and resulting NYS DEC discharge permit violations. GYMO, P.C. was responsible for the coordination with the NYS Department of Conservation, NYS Department of Health, and the Town of Fine Highway Department regarding permitting, construction conflicts, crossings, connections, repairs, and roadway replacement. This project required extensive on-site field decisions due to the replacement of the unmapped, 90-year old existing sewer system and blasting around the 30-year old, unmapped, plastic water distribution system. This project also included the coordination with and payment applications to the U.S. Department of Housing and Urban Development (H.U.D.).

Specific tasks performed by GYMO include:

- Topographic and Planimetric Surveys
- Route Selection
- Existing Utility Location and Mapping
- Sanitary Sewer Design
- Permitting and Coordination w/NYS DOH,DEC, & Town of Fine
- Construction Administration
- Construction Stakeout

Highlights of the System include:

- 650-cubic yards of rock removal
- 2,600-feet of 8-inch mains
- 750-feet of 4-inch service laterals
- 175-feet of 6-inch service laterals
- 20 pre-cast concrete manholes
- Pavement & Sidewalk replacement
- Final Clean-up & Site Restoration

Contact:

Mr. Ronald Frank, Supervisor (former)
Town of Fine
4078 NYS Route 3
Star Lake, NY 13690
(315) 848-2425

FEE PROPOSAL

Topographic Survey of 3,100 feet of Western Outfall Trunk Sewer	\$ 10,000.00 <i>NTE</i>
Evaluation of 3,100 LF of 21-inch Western Outfall Trunk Sewer and Design Report	\$ 25,000.00 <i>NTE</i>
<u>Subconsultant: National Water Main Cleaning</u>	
<ul style="list-style-type: none"> • (TV Inspection 21-inch Sewer, Manhole Inspections) • <i>Bypass pumping (use three days as a budget)</i> • <i>Sediment disposal (use 50 tons as a budget)</i> 	<ul style="list-style-type: none"> \$ 19,500.00 <i>LS</i> \$ 3,500.00/day \$ 300.00/ton
<u>Subcontractors</u>	
<ul style="list-style-type: none"> • <i>Site restoration</i> • <i>Maintenance and protection of traffic</i> 	<ul style="list-style-type: none"> \$ 9,500.00 <i>NTE</i> \$ 1,500.00 <i>NTE</i>
Engineering Design, Estimate and Approvals*	\$ 33,000.00 <i>NTE</i>
Subconsultant: TransTech Geotechnical Services	\$ 6,050.00 <i>LS</i>
Bidding Phase	\$ 4,000.00 <i>NTE</i>
Pre-Construction Meeting	\$ 2,500.00 <i>NTE</i>

NTE = Not to Exceed Fees

LS = Lump Sum Fees

*Fees for engineering design, estimate and approvals can be prepared once an alternative is selected:
~~-is based on the assumption that the scope is the:~~

- a. Installation of pipe and manhole liners; **use 4% of an estimated project cost of \$825,500.00.**
- ~~b. Replacement of the existing main;~~
- ~~c. Installation of a parallel system;~~
- ~~d. Any combination of "a" through "c" or other alternative.~~

However, for budgeting purposes, we propose a target range of 3.5 to 5.5%

Ord. No. 1

April 10, 2012

To: The Honorable Mayor and City Council
From: Mary M. Corriveau, City Manager
Subject: Parks and Recreation and Clerk's Office Fees

At its adjourned meeting on March 26, 2012, City Council reviewed the fee schedule for the Parks and Recreation Department and the City Clerk's Office. At that time, Council agreed to numerous adjustments in the fee structure for the Department of Parks and Recreation. Similarly, Council agreed to City Clerk Ann M. Saunders' recommendation to amend the City Code to reflect the current fees charged by the City Clerk's office.

Attached for Council's consideration is an Ordinance codifying the new fee schedule for the Department of Parks and Recreation and the City Clerk's Office.

ORDINANCE

Page 1 of 7

Amending City Municipal Code § A320, Fees

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member MACALUSO, Teresa R.
 Council Member SMITH, Jeffrey M.
 Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

Introduced by

BE IT ORDAINED that Article IA, Vital Records; Commissioner of Deeds of the City Code of the City of Watertown is amended to be named City Clerk Fees

and,

BE IT FURTHER ORDAINED that Section A320-1.1 of the City Code of the City of Watertown is amended for only there herein-references paragraphs to read as follows:

§ A320-1.1. Birth, death and marriage certificates.

- A. The City Clerk shall charge and receive from the applicant a fee of \$10 for each certified copy of the record of any birth, death or marriage and \$5 for each certified copy of the record paternity acknowledgement issued by such clerk.
- B. Fees for genealogical searches shall be \$22.
- D. The fee for an heirloom record of marriage shall be \$15.

and,

BE IT FURTHER ORDAINED that the City Code of the City of Watertown is amended by adding the following Section to read as follows:

§ A320-1.2. Marriage licenses and wedding ceremonies.

- A. Marriage license: \$40.
- B. Duplicate marriage license: \$20.
- C. Marriage solemnization (ceremony): \$50.

ORDINANCE

Page 2 of 7

Amending City Municipal Code § A320, Fees

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member MACALUSO, Teresa R.
 Council Member SMITH, Jeffrey M.
 Mayor GRAHAM, Jeffrey E.
 Total

YEA	NAY

D. Marriage photos: \$15 per sheet and \$5 per 4x6 photo.

and,

BE IT FURTHER ORDAINED that the City Code of the City of Watertown is amended by adding the following Section to read as follows:

§ A320-2.1. Business permits and licenses.

- A. Garbage collector, private, per year: \$100, plus \$30 per vehicle.
- B. Liquidation sale, per month: \$500 for original application of 30 days, and \$50 per 30 day renewal. If sale is completed within 60 days, all fees described in this paragraph are refunded to the applicant except for \$75.
- C. Transient retail business, first three (3) days: \$300.
- D. Transient retail business, each additional day after three (3), \$100.
- E. Vending is designated public places, per year: \$250.
- F. Vending on public streets, per year: \$50.

and,

BE IT FURTHER ORDAINED that Section A320-4 of the City Code of the City of Watertown is amended to read as follows:

§ A320-4. Schedule of fees.

ORDINANCE

Page 3 of 7

Amending City Municipal Code § A320,
Fees

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member MACALUSO, Teresa R.
 Council Member SMITH, Jeffrey M.
 Mayor GRAHAM, Jeffrey E.

YEA	NAY

A. The schedule for general admission to the City's Fairgrounds Municipal Arena shall be established and enforced as follows:

- (1) Public skating session: \$2 per person, per session.
- (2) Minor hockey and figure skating: \$70 per hour.
- (3) High school and college practice: \$70 per hour.
- (4) Adult and out-of-town groups: \$80.
- (5) Rock and Skate: \$3 per person, per session.
- (6) Events where admission or donation is charged: \$100 per hour.
- (7) Shows and events: \$500 per day; \$250 per day to reserve the Arena prior or post event; plus additional expenses agreed upon and included in the contract.
- (8) Performances: \$1,000 per day; \$500 per day to reserve Arena prior or post event; plus additional expenses agreed upon and included in the contract.
- (9) Use of the Arena by the Jefferson County Agriculture Society during Jefferson County Fair week: \$2,500 for the calendar year beginning January 1, 2012 and \$3,000 for the calendar year beginning January 1, 2013 and thereafter.
- (10) (Reserved)

ORDINANCE

Page 5 of 7

Amending City Municipal Code § A320,
Fees

Type

Baseball and Softball

Adult Leagues

Youth Leagues

Non-City resident

T-ball

Midget

Grasshopper

Ice skate rental, per pair

Ice skate sharpening, per pair

RV site users (Alex T. Duffy Fairgrounds)

With utility hookup

With no utility hookup

Jefferson County Agriculture Society during

Jefferson County Fair week (Society will be

responsible for payment to the City and for

collection of fees from individual sites)

Fingerprint impressions

Record of conviction checks, local

Snow dump permit

Tax certification

Tax search

Council Member BURNS, Roxanne M.

Council Member BUTLER, Joseph M. Jr.

Council Member MACALUSO, Teresa R.

Council Member SMITH, Jeffrey M.

Mayor GRAHAM, Jeffrey E.

\$150 per team

Total

YEA	NAY

\$15 per child

\$15 per child

\$15 per child

\$2

\$5

\$20 per night

\$10 per night

\$75 per site/week

\$2, per card

\$10 per check

\$125 per truck, up to three (3) trucks per
business; \$500 flat fee for four (4) or more
trucks per business

\$5

\$10

and,

BE IT FURTHER ORDAINED that Section A320-9 of the City Code of the City of Watertown is amended to read as follows:

§ A320-9. Schedule of Fees.

Municipal Fairgrounds facility fees shall be as follows:

A. Municipal Fairgrounds main baseball field fees:

ORDINANCE

Page 6 of 7

Amending City Municipal Code § A320,
Fees

Council Member BURNS, Roxanne M.

Council Member BUTLER, Joseph M. Jr.

Council Member MACALUSO, Teresa R.

Council Member SMITH, Jeffrey M.

Mayor GRAHAM, Jeffrey E.

YEA	NAY

- (1) Single game: \$60 plus \$25 for lights. Total
- (2) Doubleheader (same teams): \$90 plus \$25 for lights.
- (3) Performances: \$1,000 per day; \$500 per day to reserve the field prior or post event; plus additional expenses agreed upon and included in the contract.

B. Municipal Fairgrounds main multi-use field:

- (1) \$60 per game or \$30 per hour, plus \$50 per game for lights.

C. Municipal Fairgrounds horse ring:

- (1) \$60 per show.

D. Municipal Fairgrounds rental:

- (1) \$200 per day.

E. Other athletic fields:*

- (1) Single game: \$30 per game.
- (2) Doubleheader: \$45 per game.
- (3) Performances: \$1,000 per day; \$500 per day to reserve the field prior or post event; plus additional expenses agreed upon and included in the contract.

*Other athletic fields include: Fairgrounds (3), Marble Street (2), North Elementary (5), and Kostyk field (1).

Ord No. 2

April 12, 1012

To: The Honorable Mayor and City Council

From: Kenneth A. Mix, Planning & Community Development Coordinator

Subject: Changing the Approved Zoning Classification of 703 through 719 Washington Street, Parcels 11-12-126, 11-12-125, 11-12-124, and 11-12-123, from Limited Business District to Neighborhood Business District

A request has been submitted by Hedy Cirrincione for the above subject zone change request. The Planning Board reviewed the request at its March 6, 2012 and April 3, 2012 meetings and defeated motions at both meetings recommending that the City Council approve the zone change request.

Attached are the reports on the zone change request prepared for the Planning Board, along with excerpts from its minutes.

The ordinance attached for City Council consideration approves the zone change as requested. The Council must hold a public hearing on the ordinance, before it may vote on it. It is recommended that a public hearing be scheduled for 7:30 pm on Monday, May 7, 2012. A SEQRA resolution will also be presented for City Council consideration at that meeting.

ORDINANCE

Page 1 of 1

Changing the Approved Zoning Classification of 703 through 719 Washington Street, Parcels 11-12-126, 11-12-125, 11-12-124, and 11-12-123, from Limited Business District to Neighborhood Business District

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member MACALUSO, Teresa R.
 Council Member SMITH, Jeffrey M.
 Mayor GRAHAM, Jeffrey E.

YEA	NAY

Total

Introduced by

BE IT ORDAINED where Hedy Cirrincione has submitted a request to change the approved zoning classification of 703 through 719 Washington Street, parcels 11-12-126, 11-12-125, 11-12-124, and 11-12-123, from Limited Business District to Neighborhood Business District, and

WHEREAS the Planning Board of the City of Watertown considered the zone change at its meetings held on March 6, 2012 and April 3, 2012, and defeated motions at both meetings recommending that the City Council approve the zone change as requested, and

WHEREAS a public hearing was held on the proposed zone change on May 7, 2012, after due public notice, and

WHEREAS the City Council has made a declaration of Negative Findings of the impacts of the proposed zone change according to the requirements of SEQRA, and

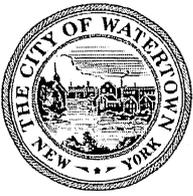
WHEREAS the City Council deems it in the best interest of the citizens of the City of Watertown to approve the requested zone change,

NOW THEREFORE BE IT ORDAINED that the approved zoning classification of 703 through 719 Washington Street, parcels 11-12-126, 11-12-125, 11-12-124, and 11-12-123, is hereby changed to Neighborhood Business District, and

BE IT FURTHER ORDAINED that the Zoning Map of the City of Watertown shall be amended to reflect these changes, and

BE IT FURTHER ORDAINED this amendment to the Zoning Ordinance of the City of Watertown shall take effect as soon as it is published once in the official newspaper of the City of Watertown, or printed as the City Manager directs.

Seconded by



MEMORANDUM

CITY OF WATERTOWN, NEW YORK – PLANNING OFFICE
245 WASHINGTON STREET, ROOM 304, WATERTOWN, NY 13601
PHONE: 315-785-7730 – FAX: 315-782-9014

TO: Planning Board Members

FROM: Kenneth A. Mix, Planning and Community Development Coordinator

SUBJECT: Resubmitted Zone Change Request – 703 through 719 Washington Street ^{KAM}

DATE: March 26, 2012

Request: To change the approved zoning classification of 703 through 719 Washington Street, parcels 11-12-126, 11-12-125, 11-12-124, and 11-12-123, from *Limited Business* to *Neighborhood Business*.

Applicant: Hedy Cirrincione

Owner: Hedy Schwandner (Cirrincione) (703, 707, 715), Maryellen Blevins (719)

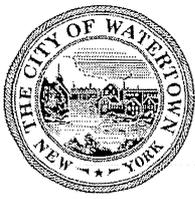
SEQRA: Unlisted

County review: Not required

Comments: This proposed zone change was previously considered by the Planning Board on March 6, 2012, at which time it was defeated 4-0. The applicant was not in attendance at that meeting. She withdrew that request and re-submitted her application so she would have an opportunity to speak to the Planning Board.

Attached are the previous staff report and the relevant excerpt from the minutes of last month's meeting.

cc: City Council Members
Robert J. Slye, City Attorney
Justin Wood, Civil Engineer II
Hedy Cirrincione, 427 Flower Ave. E.
Maryellen Blevins, 719 Washington St.



MEMORANDUM

CITY OF WATERTOWN, NEW YORK – PLANNING OFFICE
245 WASHINGTON STREET, ROOM 304, WATERTOWN, NY 13601
PHONE: 315-785-7730 – FAX: 315-782-9014

TO: Planning Board Members

FROM: Kenneth A. Mix, Planning and Community Development Coordinator HAM

SUBJECT: Zone Change – 703 through 719 Washington Street

DATE: February 24, 2012

Request: To change the approved zoning classification of 703 through 719 Washington Street, parcels 11-12-126, 11-12-125, 11-12-124, and 11-12-123, from *Limited Business* to *Neighborhood Business*.

Applicant: Hedy Cirrincione

Owner: Hedy Schwandner (Cirrincione) (703, 707, 715), Maryellen Blevins (719)

SEQRA: Unlisted

County review: Not required

Comments: The applicant is requesting that the majority of the eastern side of the 700 block of Washington Street be rezoned to Neighborhood Business District. The applicant owns three of the subject properties, and wishes to use one for a healthcare-oriented retail use. The applicant does not specify which of the three structures would be converted to retail. All three are currently multi-unit residences.

The proposed retail use would change the parking requirements for the property. Retail businesses must have 5 spaces for each 1,000 square feet of floor area. 707 and 715 Washington both appear to have sufficient lot depth to accommodate 10 to 15 parking spaces, but 703 Washington is located on a shallow corner lot. The largest of the buildings has approximately 3,900 square feet of gross floor area, which could necessitate up to 20 parking spaces.

Setbacks and landscaping buffer requirements would be unaffected by the change.

The adopted Land Use Plan shows the area in question as “Medium Density Residential.” The zoning was changed from Residence C to Limited Business in 1989 at the request of Ms. Cirrincione. The change was controversial at the time because it was contrary to the Land Use Plan, which was under development.

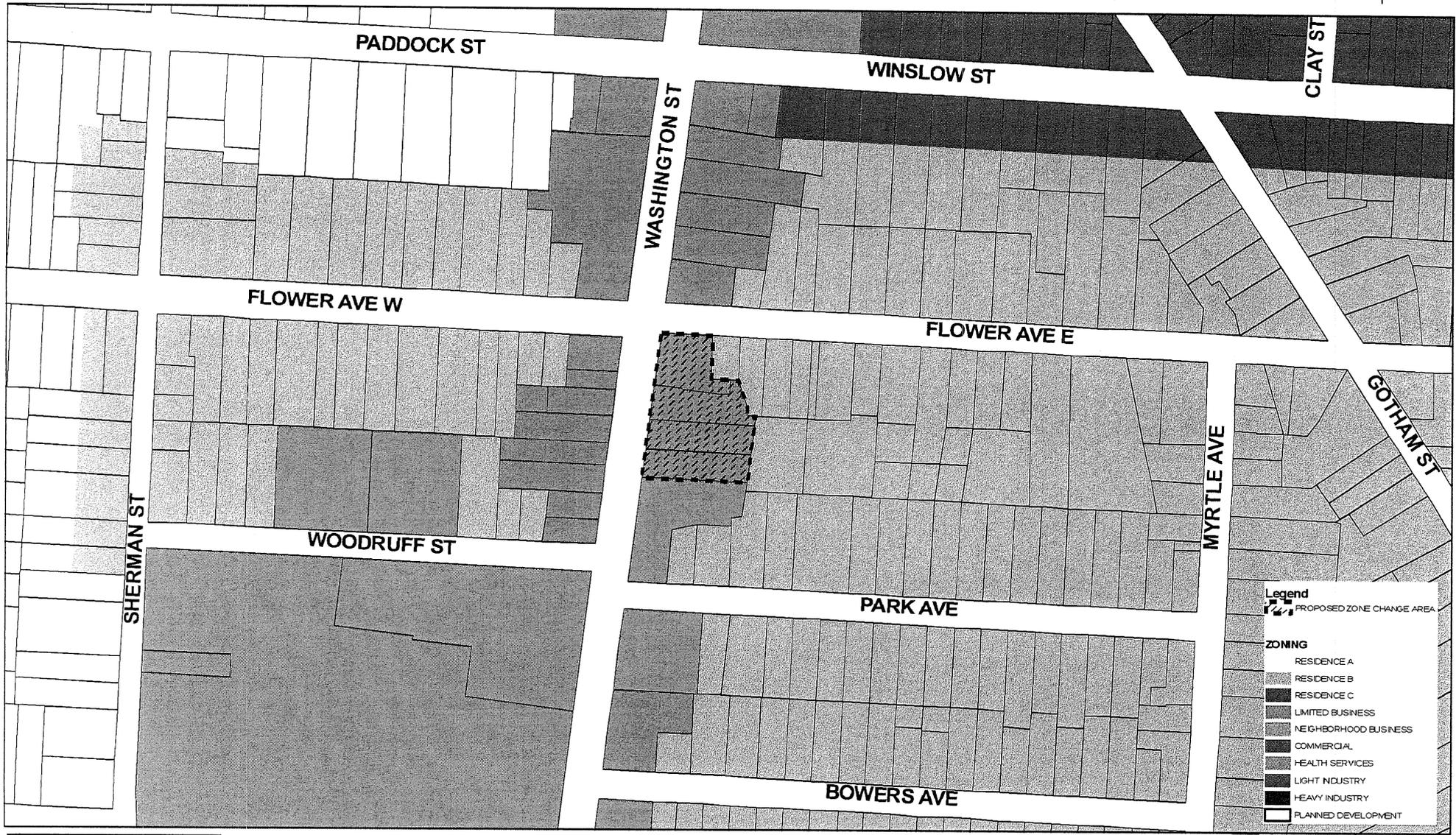
This request would be a significant change in allowed uses. There have been a number of attempts to change sections of Washington Street to Neighborhood Business District (NBD) over the years that have failed. The nearest existing NBD parcel is approximately 1/3 of a mile south of the proposed change area. The nearest Commercial District is almost as far to the north.

If the Planning Board recommends approval, it should be clear in its decision that it does not consider the rezoning of these parcels to be "spot zoning." The New York Court of Appeals has defined spot zoning as: "the process of singling out a small parcel of land for a use classification totally different from that of the surrounding area, for the benefit of the owner of such property and to the detriment of the other owners...; spot zoning is the very antithesis of planned zoning." The New York Supreme Court has said that so long as a zoning amendment is made in accordance with the comprehensive plan, it will not be spot zoning.

The zoning along Washington Street has evolved differently than envisioned when the Land Use Plan was adopted. In addition to the zone change mentioned above, more area has been changed to Health Services District than originally intended.

cc: City Council Members
Robert J. Slye, City Attorney
Justin Wood, Civil Engineer II
Hedy Cirrincione, 427 Flower Ave. E.
Maryellen Blevins, 719 Washington St.

PROPOSED ZONE CHANGE
 703, 707, 715, & 719 WASHINGTON ST
 LIMITED BUSINESS to NEIGHBORHOOD BUSINESS



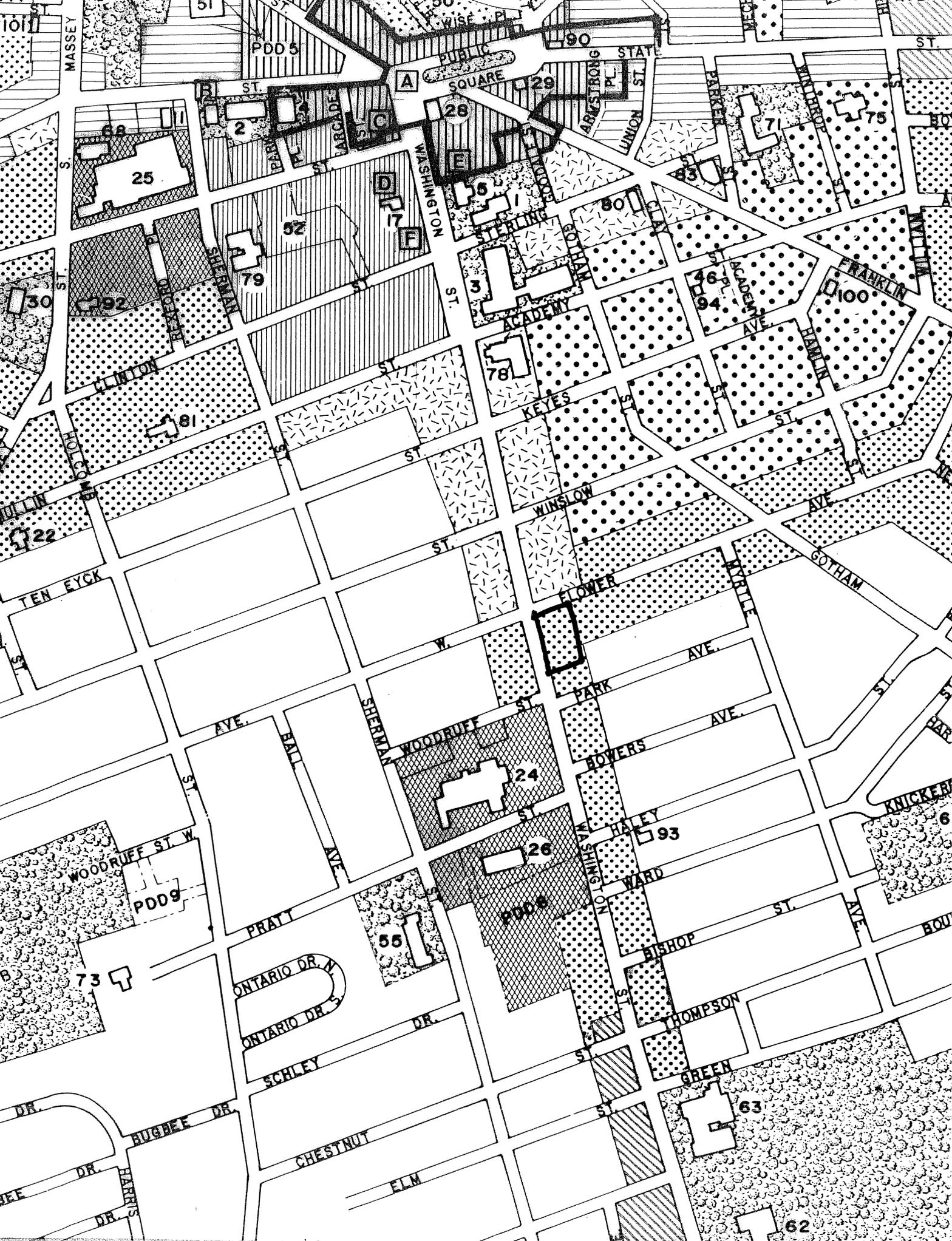
Legend

PROPOSED ZONE CHANGE AREA

ZONING

- RESIDENCE A
- RESIDENCE B
- RESIDENCE C
- LIMITED BUSINESS
- NEIGHBORHOOD BUSINESS
- COMMERCIAL
- HEALTH SERVICES
- LIGHT INDUSTRY
- HEAVY INDUSTRY
- PLANNED DEVELOPMENT

0 200 400 Feet



PUBLIC SQUARE

WASHINGTON ST

KEYES ST

WINSLOW ST

WOODRUFF ST

PRATT AVE

SHERMAN ST

WOODRUFF ST

WASHINGTON ST

WARD ST

BISHOP ST

THOMPSON ST

GREEN ST

ELM ST

25

79

81

22

TEN EYCK

WOODRUFF ST W

73

ONTARIO DR N

ONTARIO DR S

SCHLEY DR

RUGBEE DR

HARRIS DR

2

52

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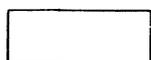
THIS PLAN ESTABLISHES BASIC LAND USE OBJECTIVES OF THE CITY OF WATERTOWN. THE LAND USE PATTERNS AND FUNCTIONS SHOWN ON THE PLAN SHOULD BE PROTECTED AND PROMOTED THROUGH THE ZONING ORDINANCE AND OTHER LAND USE AND DEVELOPMENT CONTROLS.



CITY CENTER: HIGH DENSITY CONCENTRATION OF SHOPPING, SERVICE, OFFICE, CULTURAL, RESIDENTIAL, AND RELATED USES APPROPRIATE AND NECESSARY TO SERVE THE COMMUNITY AND REGION. PROMOTES RETAIL AND FOOD SERVICE USES ON GROUND FLOOR WITH OTHER SERVICE, OFFICE AND RESIDENTIAL USES IN UPPER FLOORS.



PUBLIC AND INSTITUTIONAL SERVICES INCLUDING PARK AND OTHER OPEN SPACE: ADMINISTRATIVE, EDUCATIONAL, RELIGIOUS, RECREATIONAL, CULTURAL, AND RELATED SERVICE FACILITIES. SUCH USES ARE DETERMINED BY GOVERNMENT AND OTHER SPONSORS, MAY GENERALLY BE LOCATED IN ANY OTHER LAND USE AREAS, AND ARE SUBJECT TO EXPANSION, MODIFICATION, AND REMOVAL AS THE NEED FOR SERVICES CHANGES. SEE LIST: SMALLER FACILITIES ARE IDENTIFIED ONLY BY NUMBER.



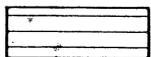
LOW DENSITY RESIDENTIAL: PREDOMINANT USE FOR ONE-FAMILY DWELLINGS.



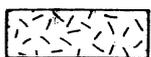
MEDIUM DENSITY RESIDENTIAL: SUBSTANTIAL USE FOR ONE- AND TWO-FAMILY DWELLINGS.



HIGH DENSITY RESIDENTIAL: CONCENTRATIONS OF MULTI-FAMILY DWELLINGS, MAY HAVE OTHER DWELLINGS.



COMMERCIAL: CONCENTRATIONS OF SHOPPING, SERVICE, AND RELATED USES SERVING THE NEIGHBORHOOD, COMMUNITY, OR REGION, AND COMPATIBLE WITH THE LOCATION.



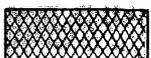
LIMITED OFFICE: NEW CONSTRUCTION AND CONVERSION OF RESIDENTIAL STRUCTURES TO OFFICE AND MIXED (OFFICE PLUS APARTMENT) USE, EXCLUDING RETAIL USE.



OFFICE/BUSINESS: PREDOMINANT USE FOR OFFICES AND NON-RETAIL BUSINESSES.



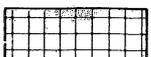
NEIGHBORHOOD BUSINESS: HIGH DENSITY CONCENTRATION OF LOCAL SHOPPING, SERVICE AND OFFICE USES TO SERVE IMMEDIATE NEIGHBORHOODS.



HEALTH SERVICES: PREDOMINANT USE FOR HOSPITAL WITH ACCESSORY USES - MEDICAL OFFICES, INTERMEDIATE AND LONG-TERM CARE FACILITIES AND DIRECT SUPPORT SERVICES.



RIVERFRONT DEVELOPMENT: RECOGNIZES AND PROMOTES THE BLACK RIVER AS AN AMENITY WHICH CAN SPUR DEVELOPMENT OF ADJOINING OLDER AREAS OF THE CITY. REDEVELOPMENT WILL COMBINE ADAPTIVE RE-USE OF HISTORIC BUILDINGS AND NEW CONSTRUCTION TO UTILIZE THE RIVERFRONT TO ITS FULLEST POTENTIAL. LAND USES WILL INCLUDE A MIX OF RESIDENTIAL, COMMERCIAL AND PARK AND RECREATIONAL USES.



INDUSTRY: PERMITTED MANUFACTURING AND OTHER INDUSTRIAL USES.



DRAINAGE MANAGEMENT AREAS: PORTIONS OF VACANT AREAS MAY HAVE SOME DEVELOPMENT LIMITATIONS TO MAINTAIN DRAINAGE CAPACITY.



MAJOR HIGHWAY SYSTEM IMPROVEMENT.

Hedy M. Cirrincione
427 Flower Ave. E
Watertown, NY 13601
March 27, 2012

Mr. Kenneth A. Mix, Coordinator
Watertown City Planning Board
245 Washington Street
Watertown, NY 13601

Dear Mr. Mix,

I received copies of the March 6, 2012 Planning Board Minutes and the Rothschild / Breuer comment letter on the proposed zone change request of 703-719 Washington Street from Limited business to Neighborhood Business. Thank you for that courtesy, as well as adding the proposal to the next meeting agenda on April 3, 2012. Review of the minutes and correspondence will allow me to appropriately address any concerns and to clarify my proposal both in this letter and also in person at the April 3, 2012 meeting. I will address the following concerns:

Spot Zoning: The proposed change does not seem to match the definition of spot zoning, in that, the applicant or any one individual will not benefit exclusively by the proposed rezoning because the parcels are not owned by one individual. Secondly, Rothschild/Breuer's concern of spot zoning relating to the scope of the proposal limitation to the East side of the 700 block of Washington Street and the exclusion of the west side is unfounded. Historically, prior to 1989, the west side of the 700 block of Washington Street was zoned Limited Business and the East side was zoned Residential C until a 1989 zone change to Limited Business for the East side. The zone change proposal for the only the East side of the 700 block of Washington Street, therefore, appears acceptable.

Auto Sales & Gas Stations: The Zoning Ordinance of the City of Watertown clearly states in Ss 310-8 that these uses are permitted *only by special approval of the City Council*. In contrast, this proposal specifies use for a retail store for equipment and supplies used by hospital employees including scrubs. During discussions with owners of 702 and 706 Washington Street they also expressed concerns about auto sales and gas stations. When presented with the ordinance and clarification, Sharon Kehoe, trustee, stated she did not oppose the zone change.

Land Use Plan: Although the Land Use Plan adopted in the mid 1980's, still shows the area as medium density residential, the use was actually modified when rezoned to Limited Business in 1989 and later, Health Services District for a portion of the block. The Planning Board and City Council reserve the right to deny uses that are "too drastic" under neighborhood Business, such as gas stations or auto sales lots. Under the Land use Plan of the 1980's, the area was orientated toward medical offices and residential use. Expansion of Fort Drum has sparked extensive housing developments which included tax incentives to developers. The completion of these new housing complexes will make old multiple family homes more undesirable, particularly on one of the busiest streets in Watertown. Families do not want to raise children on a busy street with limited yard space, dangerous traffic, and blaring noise from the ambulance sirens and fire trucks.

There have also been drastic changes with the expansion of SMC, in that, many of the residences have been converted to parking lots, garages or ancillary uses. Medical professionals and offices have moved just outside the City on outer Washington Street and outside the tax zone. The 1980's vision of Washington Street has changed dramatically to the current reality.

In an attempt to exercise due diligence, I have canvassed the neighborhood to ascertain the opinions of my neighbors on Washington Street regarding this proposed zone change for the East side of the 700 block of Washington Street. The neighbors have not expressed opposition to this proposed zone change and I will be present at the meeting on April 3, 2012 for discussion.

Thank you for your assistance and consideration of this proposal. You may reach me at 315-778-8482 or via email hedy_007@hotmail.com.

Respectfully submitted,



Hedy M. Cirrincione

Hedy M. Cirrincione
427 Flower Ave. E
Watertown, NY 13601
March 9, 2012



Mr. Kenneth A. Mix, Coordinator
Watertown City Planning Board
245 Washington Street
Watertown, NY 13601

Dear Mr. Mix,

Thank you for taking the time to discuss my proposal and the actions the Board took during the March 6, 2012 meeting. I am writing to request withdrawal of the Planning Board's recommendation to the City Council because I was not present at the meeting. Please consider adding my proposal to the April 4, 2012 agenda, to provide an opportunity for me to attend the meeting and participate in a discussion before a recommendation is made to the City Council.

Thank you for your assistance and consideration of this proposal. You may reach me at 315-778-8482 or via email hedy_007@hotmail.com.

Respectfully submitted,


Hedy M. Cirrincione

Hedy M. Cirrincione
427 Flower Ave. E
Watertown, NY 13601
February 14, 2012



Watertown City Engineering Department
245 Washington Street
Watertown, NY 13601

Honorable Mayor Jeffrey Graham:
Watertown City Council:

Please accept this proposal for a zone change for the properties located at 703 – 719 Washington Street, Watertown, NY 13601 from Limited Business to Neighborhood Business. The current usage under Limited Business of my properties of 703, 707, and 715 Washington St. includes multi-family dwellings and no retail. The buildings are outdated rental units compared to many recently approved new units, making them less marketable. The remainder of the east side of the 700 block of Washington St consists of, 719, an owner occupied business, owned by MaryEllen and Randall Blevins, and 727, Urgent Care, zoned Health Services District, owned by Jeffrey and Millie Smith.

The projected use of the Neighborhood Business property is for a retail store specializing in hospital uniforms (scrubs), and small equipment used by hospital employees. The facades would be updated and made more attractive. The properties would remain on the tax rolls and would also generate sales tax dollars. Parking space is adequate.

Many of the neighboring property owners have been contacted to discuss the proposed zone change from Limited business to Neighborhood Business. Some have signed “non-opposition” letters (attached), some have not responded, and some have discussed concerns which I have addressed as follows.

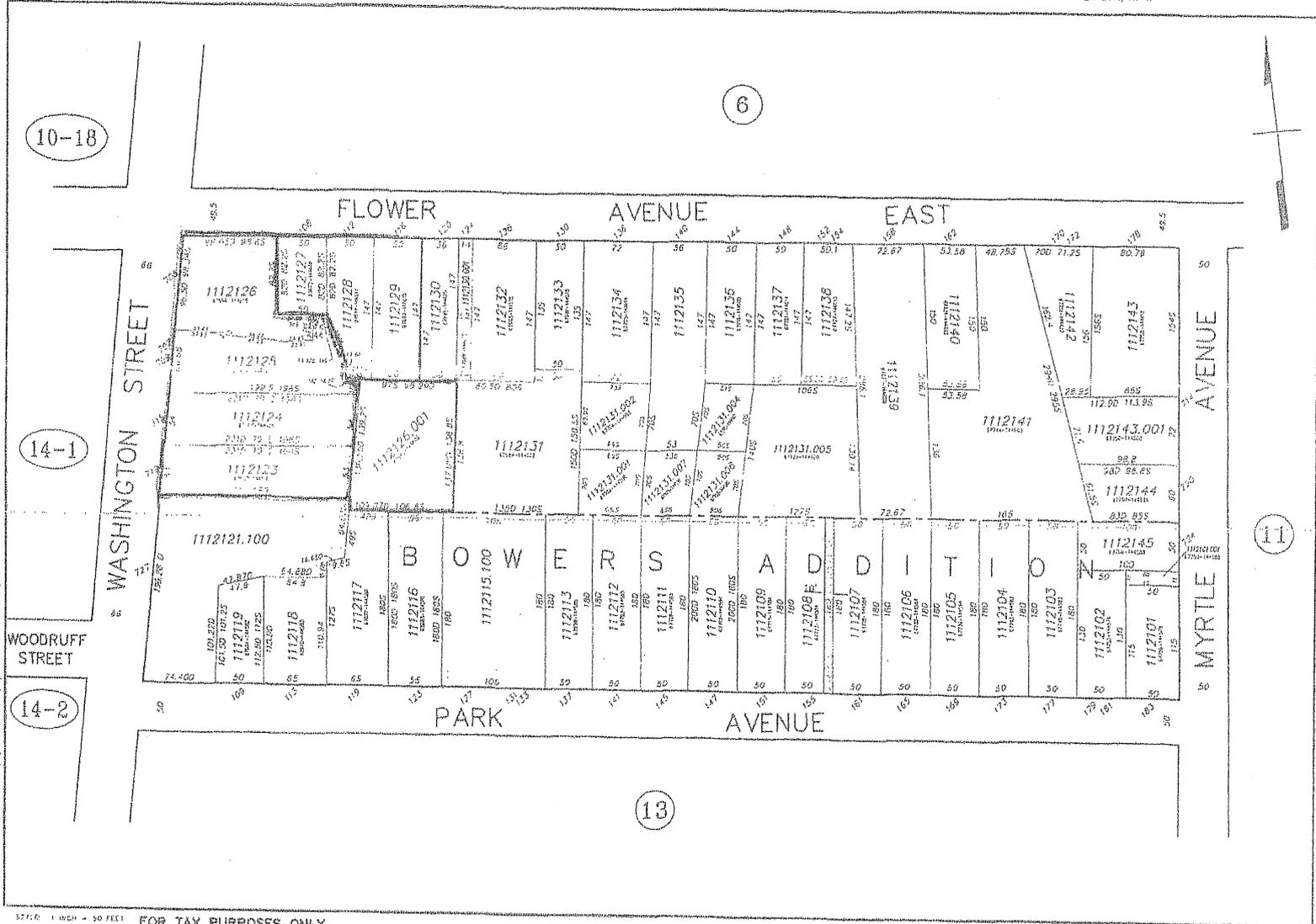
Encroachment and parking: Property owners of 124 Flower Ave. E., G. and S. Rutledge Jr. expressed concern that the vacant lot associated with 116 Flower Ave. E. (1112126.001) would be included in the zone change and might be used for parking. The proposed zone change does not include this large vacant lot, thus maintaining a large buffer between the residential property of 124 Flower Ave. E. and the proposed Neighborhood Business on Washington St.. In addition, 703, 707, and 715 Washington St. have deep lots which will accommodate adequate parking.

Special Approval categories E,F,G,H, or I of Ss 310.8 Watertown Code: This proposal does not include any of these special approval categories for Hotels, automobile sales lots, service stations, car wash, repair shop, or storage.

Thank you for your consideration of this proposal. You may reach me at 315-778-8482 or via email hedy_007@hotmail.com. *hedy - 007@hotmail.com*

Respectfully submitted,

Hedy M. Cirrincione



Printed & Published by: *Mapco, Inc.* 11100 20th St., Watertown, N.Y. 13155

SCALE: 1 INCH = 50 FEET FOR TAX PURPOSES ONLY
NOT TO BE USED FOR CONVEYANCE

DISTRICT 11 MAP 12
REVISED 3/2007

SCHEDULE A

All that tract or parcel of land situate in the City of Watertown, County of Jefferson and State of New York, described as follows: Beginning at an iron pipe in the supposed Sly. margin of Flower Ave. East (formerly Munson Street) and at the N. Ely corner of a lot conveyed by Arthur L. Chapman and wife to John R. Wilson by deed dated May 21, 1906, and recorded in Jefferson County Clerk's Office May 22, 1906 in Liber 319 of Deeds, page 86; thence southerly at right angles to the margin of said street 82 feet more or less to an iron pipe in the Nly line of the lot in 1913 owned or occupied by George M. Sayles; thence Nly along said Sayles Nly. line 168 feet more or less to an iron pipe in the supposed Ely margin of Washington Street, and said course continued to the center of Washington Street; thence Nly along said center 82 feet more or less to where the Sly margin of Flower Ave. East extended Nly. intersects the same; thence Ely along said Nly margin 134 feet more or less to the place of beginning.

Also all that tract or parcel of land, situate in the City of Watertown, County of Jefferson and State of New York, bounded and described as follows: Beginning at a point in the center of Washington Street 82 1/2 feet southerly along said center from the intersection of said center with the southerly margin of Flower Ave. East (formerly Munson Street) extended which point is also the southwesterly corner of E.G. Charlebois land; thence easterly and parallel with the southerly margin of Flower Ave. East along said Charlebois southerly line and the southerly line of the lands of A.E. Stevens and F.E. Cook, 214 1/2 feet to a fence post; thence southerly and parallel with the center of Washington Street 82 1/2 feet to a point in the Nly line of F.H. Herrick's land; thence Nly and parallel with said Sly. margin of Flower Ave. East and along said Herrick's northerly line and passing through an iron pipe set in the concrete walk in the easterly margin of Washington Street, 214 1/2 feet to the center of Washington St.; thence northerly along said center of Washington Street 82 1/2' to the place of beginning.

Also all that other piece or parcel of land, bounded and described as follows: Beginning at the southeasterly corner of the first above described piece of land and running thence Ely. and parallel with the Sly. margin of Flower Ave. East (formerly Munson Street) about 18 feet to a fence post set in the Nly. line of land owned by E.G. Charlebois, thence Nly. and parallel with the center line of Washington Street and along said Charlebois Nly. line about 18 feet to a fence post set in the Sly. line of F.E. Cook's land; thence Sly. and along said Cook's Sly. line about 18 feet to a fence post set in the Ely. line of the first above described piece of land; thence Sly. along said Ely. line of the first above described piece of land about 18 feet to the place of beginning.

Excepting and reserving from the last two described parcels, all that tract or parcel of land situate in the City of Watertown, County of Jefferson, State of New York, bounded and described as follows: Beginning at a cross cut in the concrete, joint driveway upon said cross bearing S. 71° E. 3.87 feet from an iron pipe set in concrete; said point being on the easterly southerly margin of Washington St. as monumented by the Dept. of Engineering of the City of Watertown, N.Y. The above point of beginning is also the Southwesterly corner of property known as 787-789 Washington St., Assessment Map Parcel 1112123, and conveyed by Lillie E. Sayles to Edwin G. Charlebois by warranty deed, dated May 12, 1920, recorded in Jefferson County Clerk's Office on the same day in Liber 360 page 259; Thence N. 23° E. 66.66 feet along the Ely.

consented margin of Washington St. to a point just north of the Nly. edge of the concrete walk leading into 707-709 Washington St. this point is east of the Ely. edge of the Washington St. sidewalk 3.57 feet. Thence S. 67° 30' E. along and near the Nly. edge of above approach walk 53.83 feet to a stake; thence S. 22° 30' W. 28 feet to a stake; thence S. 67° 13' E. 66.23 feet to a stake on line with the Nly. side or front of the Charlebois garage and 3' southerly from the Sly. foundation wall of the same; thence S. 73° 30' E. 23.95 feet parallel with and 3 feet Sly. of the garage foundation wall, to a stake; thence N. 16° 45' E. running 3 feet Ely. of and parallel with the foundation wall of the Charlebois garage, 24.54 feet to a stake; in the Sly. line of property known as 8108 Flower Ave. East, assessment map Parcel 0112127, owned (1943) by John A. Flusserfelt; and in the Nly. line of the former Sayles property. Thence S. 71° E. along said former Sayles Nly. line 12.32 feet to an iron pipe; the southeasterly corner of the Flusserfelt property at 108 Flower Ave. E. and the northwesterly corner of a triangular piece of land sold by E.G. Charlebois to D.M. Wallace of 112 Flower Avenue, by deed dated June 22, 1937, and recorded in Jefferson County Clerk's Office March 3, 1938, in Liber 422 at page 324. Thence S. 6° 40' E. along the Nly. line of above triangular parcel 55.2 feet to a stake; thence S. 23° E. 13.92 feet to an iron pipe in the southwesterly corner of the property owned by David M. Wallace, 8112 Flower Ave. East, Assessment Parcel 0112126; thence S. 71° E. 18.6 feet along Wallace's Sly. line to a point; thence S. 23° W. 16.6 feet to a stake; thence N. 71° W. along the Sly. line of the former Sayles property and the Nly. line of the Francis Herrick property, known as 8715 Washington St., Assessment parcel 0112124, 199.5 feet to the point of beginning, in the Ely. consented margin of Washington Street.

Also all that right, title and interest in a certain right of way set forth in a deed dated the 20th day of June, 1945, from Pearl L. Charlebois, et cetera to William Hayes and Loretta Hayes, said deed having been duly recorded on the 14th day of August 1945, in Liber 433 of Deeds at page 359 in the Jefferson County Clerk's Office, reference to which deed is hereby made for a more complete description of said right of way.

Also excepting and reserving all that tract or parcel of land situate in the City of Watertown, County of Jefferson and State of New York, bounded and described as follows: Beginning at a point in the southwest corner of a lot at No. 112 Flower Avenue East, said lot owned (1937) by David M. Wallace, the said point being about 62' southerly from the southside of Flower Avenue East, running easterly along the lot at No. 112 Flower Avenue East 24' 6"; thence southerly along the westerly line of said David M. Wallace's lot 50' 7"; and thence turning an angle and thence northwesterly 53' 2" to the place of beginning.

Which said premises are the same premises as those described hereinbefore as follows:

All that tract or parcel of land situate in the City of Watertown, County of Jefferson, State of New York, bounded and described as follows: Beginning at a cross cut in the sidewalk located 98.50 feet and on a bearing of South 23° West from the city monument in the corner of Washington Street and Flower Avenue East, thence South 67° 30' East 4.89 feet to a point in the Easterly margin of Washington Street, said point being the point of beginning of this parcel, thence 53.83 feet on the said bearing of South 67° 30' East to a nail set in the blacktop driveway, thence South 22° 30' West 2.88 feet to a wooden stake, thence South 67° 13' East 66.23 feet to an iron pin, thence South 73°

LIBER 1580 PAGE 133

LIBER 1580 PAGE 134

30° East 23.95 feet to a iron pin, thence North 16° 43' East 24.54 feet to an iron pin, thence North 72° 0' West 37.66 feet to an iron pin, thence North 16° 44' East to an iron pin set flush in the ground, thence North 71° 16' West 98.65 feet along the Southerly margin of Flower Avenue East to the intersection point of the above said margin and the Washington Street margin, thence South 23° 00' West more or less 96.50 feet to the point of beginning.

Being the same premises as are commonly known and referred to as 703 Washington Street, in the City of Watertown, Jefferson County, New York, as surveyed by Michael J. Ross, P.E., on October 12, 1949.

ALL THAT TRACT OR PARCEL OF LAND known as 719 Washington Street and situate on the easterly side thereof in the City of Watertown, County of Jefferson, State of New York, being designated as Parcel No. 1112123 on the City of Watertown Assessment Maps, and being further described as follows:

BEGINNING at a point in the easterly street margin of Washington Street at the intersection of the northwesterly corner of the parcel of land herein described and the southwesterly corner of a 0.244 acre parcel of land that was conveyed to Hedy M. Cirrincione by deed dated December 18, 1987 (Liber 1104, page 90); said point of beginning also being situate the following two courses and distances from the intersection of said easterly street margin and the southerly street margin of Flower Avenue East (formerly Munson Street): (1) South 22 degrees 04 minutes 55 seconds West along the easterly street margin of Washington Street a distance of 2.73 feet to an angle point in said margin; (2) South 22 degrees 05 minutes 08 seconds West continuing along said easterly street margin a distance of 214.64 feet to the true point of beginning; said point of beginning further being situate South 72 degrees 35 minutes 06 seconds East a distance of 3.68 feet from a 3/4 inch iron found at the back of walk;

THENCE from said point of beginning South 72 degrees 35 minutes 06 seconds East along the southerly line of Cirrincione and being in part along a wire and chain link fence line a total distance of 198.00 feet to a 1/2 inch iron pipe set at the southeasterly corner of Cirrincione and in the westerly line of a 0.324 acre parcel of land described in a deed with other land to Sidney A. Pond, II and Jean C. Pond (Liber 1367, page 135) and passing on line at 190.87 feet a 3/4 inch iron pipe found;

THENCE South 22 degrees 08 minutes 03 seconds West along the westerly line of Pond a distance of 52.83 feet to a 1/2 inch iron pipe set;

THENCE North 72 degrees 44 minutes 41 seconds West in part along the northerly line of Millman (Liber 1284, page 300) and being in part along a wire fenceline a total distance of 198.00 feet to a 3/4 inch iron pipe found at the northwesterly corner of Millman and in the easterly street margin of Washington Street and passing on line at 6.14 feet a 3/4 inch iron pipe found;

THENCE North 22 degrees 05 minutes 08 seconds East along the easterly street margin of Washington Street a distance of 53.38 feet to the point of beginning.

CONTAINING 0.240 acres of land more or less.

SUBJECT to all rights or restrictions of record.

AS SURVEYED by Patsy A. Storino, Licensed Land Surveyor, on November 30 and December 6, 1994 and shown on a plat titled, "Survey Plat of a Parcel of Land Known as 719 Washington Street," and dated December 6, 1994.

ALL BEARINGS referenced to magnetic north as observed on November 30, 1994.

BEING AND INTENDING to describe the same premises as conveyed by Theresa W. Tundo to Joseph P. Sanzone and Kellie A. Sanzone, his wife, by deed dated November 14, 1994 and recorded in the Jefferson County Clerk's Office on January 27, 1995 in Liber 1439 of Deeds at Page 253.

07744

This Indenture

LIBER 1136 PAGE 0198

Made the 29th day of August

Nineteen Hundred and Eighty-eight

Between

JOSEPH S. GUARDINO and DOROTHY A. GUARDINO, his wife,
residing at 511 Franklin Street, Watertown, New York,

parties of the first part, and

MADE →

HEDY M. CIRINCIONE, residing at 427 Flower Avenue East,
Watertown, New York,

Witnesseth that the parties of the first part, in consideration of

----- ONE ----- Dollar (\$ 1.00)

lawful money of the United States, and other valuable consideration paid by the party of the second part, do hereby grant and release unto the party of the second part, her distributees and assigns forever, all THAT TRACT OR PARCEL OF LAND, situate in the City of Watertown, County of Jefferson, State of New York, bounded and described as follows:

BEGINNING at a cross cut in the concrete, joint driveway apron, said cross bearing S 71° E 3.87 feet from an iron pipe set in concrete; said point being on the easterly monumented margin of Washington Street, as monumented by the Department of Engineering of the City of Watertown, New York. The above point of beginning is also the Southwesterly corner of property known as 707-709 Washington Street, Assessment map Parcel 1112125, and conveyed by Lillis E. Sayles to Edwin G. Charlebois by warranty deed dated May 12, 1920, and recorded in the Jefferson County Clerk's Office on the same day, in Liber 360, at page 259. Thence N 23° E 66.66 feet along the Easterly monumented margin of Washington Street to a point just north of the Northerly edge of the concrete walk leading into 707-709 Washington Street. This point is East of the Easterly edge of the Washington Street sidewalk 3.57 feet. Thence S 67°30' E. along and near the Northerly edge of above approach walk- 53.83 feet to a stake; thence S 22° 30' W - 2.0 feet to a stake; thence S 67°15' E 66.23 feet to a stake on line with the westerly side or front of the Charlebois garage and 3' southerly from the Sly foundation wall of the same; thence S 73°30' E- 23.95 feet parallel with and 3 feet Sly of the garage foundation wall, to a stake; thence N 18°45' E. running 3 feet Easterly of and parallel with, the foundation wall of the Charlebois garage - 24.54 feet to a stake; in the Sly line of property known as #108 Flower Avenue East, assessment map Parcel #1112127, now or formerly owned by John A. Flummerfelt; and in the Northerly line of the former Sayles property. Thence S 71° E along said former Sayles' Northerly line 12.32 feet to an iron pipe, the Southeastery corner of the Flummerfelt property at 108 Flower Avenue East and the Northwesterly corner of a triangular piece of land sold by E. G. Charlebois to D. H. Wallace of 112 Flower Avenue East, by deed dated June 22, 1937, and recorded in the Jefferson County Clerk's Office March 3, 1938, in Liber 422 at page 524. Thence S 5°40' E along the Westerly line of above triangular parcel 55.2 feet to a stake; thence S 23° W 13.92 feet to an iron pipe in the southwesterly corner of the property owned by David H. Wallace #112 Flower Avenue East, Assessment parcel #1112128; thence S 71° E 18.0 feet along Wallace's Sly line to a point; thence S 23° W 18.0 feet to a stake; thence N 71° W along the Southerly line of the former Sayles property and the Northerly line of the Francis Herrick property, known as #715 Washington Street, Assessment parcel #1112124, 199.5 feet to the point of beginning, in the Easterly monumented margin of Washington Street, containing about 0.26 acres of land.

Reserving a right of way 3 feet wide along part of the northerly and easterly sides of the parcel above conveyed as reserved in a deed from Pearl L. Charlebois and Theodore W. Charlebois to William Hayes and Loretta Hayes dated June 20, 1945, and recorded in the Jefferson County Clerk's Office August 14, 1945 in Liber 453 of Deeds at Page 359, reference to which deed is hereby had for a more particular description of such reservation.

Being the same premises conveyed by Eileen F. Bellinger as Executrix of the Estate of Mildred M. Bellinger Hayes to Joseph S. Guardino and Dorothy A. Guardino by deed dated September 25, 1970 and recorded the same day in the Jefferson County Clerk's Office in Liber 824 of Deeds at page 779.

Also conveying any and all rights which the estate of Mildred M. Bellinger Hayes may have had in a joint driveway as established in a deed from William Hayes and Loretta Hayes to Francis H. Herrick dated July 16, 1945 and recorded in the Jefferson County Clerk's Office August 14, 1945 in Liber 453 of Deeds at Page 360.

TAX
238.00

Form 1582 N.Y. DEED - WARRANTY with Lien Coverage

CHARTERED LEGAL SERVICE INC., PARSIPPANY, NJ 07654-1000
P.O. Box 1604, Parsippany, New Jersey 07654-1604

00763

This Indenture, Made the 18th day of December Nineteen Hundred and Eighty-seven

Between JOSEPH S. GUARDINO and DOROTHY A. GUARDINO, his wife, residing at 511 Franklin Street, Watertown, New York,

parties of the first part, and HEDY M. CIRINCIONE, residing at 427 Flower Avenue East, Watertown, New York,

Witnesseth that the parties of the first part, in consideration of

part y of the second part, lawful money of the United States, and other valuable consideration paid by the party of the second part, do hereby grant and release unto the party of the second part, her distributees and assigns forever, ONE Dollar (\$ 1.00)

ALL THAT TRACT OR PARCEL OF LAND situate in the City of Watertown, County of Jefferson and State of New York, bounded and described as follows:

BEGINNING at a point in the east line of Washington Street, said point located the following two (2) courses from the southerly of two reference monuments set near the southeast corner of Washington Street and East Flower Avenue:

- 1) S 22°05'15" W a distance of 160.98 feet to a point marked by an existing iron pipe set in the east walk line of Washington Street;
 - 2) S 71°-07'-15" E a distance of 3.9 feet to the place of beginning;
- THENCE running S 71°-07'15" E a distance of 197.23 feet to a point marked by a 5/8" rebar with survey cap;
- THENCE running S 23°-00' W a distance of 54.00 feet to a point marked by a 5/8" rebar with survey cap;
- THENCE running N 71°-07'-15" W a distance of 197.23 feet to a point marked by a 5/8" rebar with survey cap set in the east line of Washington Street;
- THENCE running N 23°-00' E a distance of 54.00 feet to a point and the place of beginning and containing 0.244 acres of land, more or less.

Being the same premises conveyed by Ralph M. Scarabino as Executor of the last Will and Testament of Gilda E. Scarabino to Joseph S. and Dorothy A. Guardino by deed dated April 28, 1972 and recorded in the Jefferson County Clerk's Office May 25, 1972 in Liber 836 of Deeds at page 1007.

RECEIVED
\$.....238.00
REAL ESTATE
DEC 30 1987
TRANSFER TAX
JEFFERSON
COUNTY

MAIL →

SHORT ENVIRONMENTAL ASSESSMENT FORM

For UNLISTED ACTIONS Only

PART 1 - PROJECT INFORMATION (To be completed by Applicant or Project Sponsor)

1. APPLICANT/SPONSOR <u>Hedy M. Cirrincione</u>	2. PROJECT NAME <u>Washington St. Rezoning request 703, 707, 715, 719</u>
3. PROJECT LOCATION: Municipality <u>Watertown</u> County <u>Jefferson</u>	
4. PRECISE LOCATION (Street address and road intersections, prominent landmarks, etc., or provide map) <u>700 Block E. Washington St. between Flower Ave + Park Ave. 703, 707, 715, 719 727 is Health Services District</u>	
5. IS PROPOSED ACTION: <input type="checkbox"/> New <input type="checkbox"/> Expansion <input checked="" type="checkbox"/> Modification/alteration	
6. DESCRIBE PROJECT BRIEFLY: <u>Proposed rezoning of property from Limited Business to Neighborhood business. All property owners 703-719 are in agreement. Rezoning would permit retail and business according to § 310.8 of the Watertown Code</u>	
7. AMOUNT OF LAND AFFECTED: Initially <u>.969 Acre</u> acres Ultimately <u>.969 Acre</u> acres	
8. WILL PROPOSED ACTION COMPLY WITH EXISTING ZONING OR OTHER EXISTING LAND USE RESTRICTIONS? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If no, describe briefly <u>currently limited business</u>	
9. WHAT IS PRESENT LAND USE IN VICINITY OF PROJECT? <input type="checkbox"/> Residential <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Agriculture <input type="checkbox"/> Park/Forest/Open Space <input checked="" type="checkbox"/> Other Describe: <u>limited business, health services, residence B</u>	
10. DOES ACTION INVOLVE A PERMIT APPROVAL, OR FUNDING, NOW OR ULTIMATELY FROM ANY OTHER GOVERNMENTAL AGENCY (FEDERAL, STATE OR LOCAL)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, list agency(s) and permit/approvals	
11. DOES ANY ASPECT OF THE ACTION HAVE A CURRENTLY VALID PERMIT OR APPROVAL? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, list agency(s) and permit/approvals	
12. AS A RESULT OF PROPOSED ACTION, WILL EXISTING PERMIT/APPROVAL REQUIRE MODIFICATION? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE	
Applicant/sponsor name: <u>Hedy M. Cirrincione</u>	Date: <u>2/15/12</u>
Signature: <u>Hedy M. Cirrincione</u>	

If the action is in the Coastal Area, and you are a state agency, complete the Coastal Assessment Form before proceeding with this assessment

Yes No

B. WILL ACTION RECEIVE COORDINATED REVIEW AS PROVIDED FOR UNLISTED ACTIONS IN 6 NYCRR, PART 617.6? If NO, a negative declaration may be superseded by another involved agency.
 Yes No

C. COULD ACTION RESULT IN ANY ADVERSE EFFECTS ASSOCIATED WITH THE FOLLOWING: (Answers may be handwritten, if legible)

C1. Existing air quality, surface or groundwater quality or quantity, noise levels, existing traffic patterns, solid waste production or disposal, potential for erosion, drainage or flooding problems? Explain briefly:

C2. Aesthetic agricultural, archaeological, historic, or other natural or cultural resources; or community or neighborhood character? Explain briefly:

C3. Vegetation or fauna, fish shellfish or wildlife species, significant habitats, or threatened or endangered species? Explain briefly:

C4. A community's existing plans or goals as officially adopted, or a change in use or intensity of use of land or other natural resources? Explain briefly:

C5. Growth, subsequent development, or related activities likely to be induced by the proposed action? Explain briefly:

C6. Long term, short term, cumulative, or other effects not identified in C1-C5? Explain briefly:

C7. Other impacts (including changes in use of either quantity or type of energy)? Explain briefly:

D. WILL THE PROJECT HAVE AN IMPACT ON THE ENVIRONMENTAL CHARACTERISTICS THAT CAUSED THE ESTABLISHMENT OF A CEA?
 Yes No

E. IS THERE, OR IS THERE LIKELY TO BE, CONTROVERSY RELATED TO POTENTIAL ADVERSE ENVIRONMENTAL IMPACTS?
 Yes No If yes, explain briefly

PART III - DETERMINATION OF SIGNIFICANCE (To be completed by Agency)

INSTRUCTIONS: For each adverse effect identified above, determine whether it is substantial, large, important or otherwise significant. Each effect should be assessed in connection with its (a) setting (i.e. urban or rural); (b) probability of occurring; (c) duration; (d) irreversibility; (e) geographic scope; and (f) magnitude. If necessary, add attachments or reference supporting materials. Ensure that explanations contain sufficient detail to show that all relevant adverse impacts have been identified and adequately addressed.

- Check this box if you have identified one or more potentially large or significant adverse impacts which **MAY** occur. Then proceed directly to the FULL EAF and/or prepare a positive declaration.
- Check this box if you have determined, based on the information and analysis above and any supporting documentation, that the proposed action **WILL NOT** result in any significant adverse environmental impacts AND provide on attachments as necessary, the reasons supporting this determination:

Name of Lead Agency

Print or Type Name of Responsible Officer in Lead Agency

Title of Responsible Officer

Signature of Responsible Officer in Lead Agency

Signature of Preparer (if different from responsible officer)

Date

Re: zoning proposal

2/18/12

Sharon Kehoe Add to contacts
To hedy_007@hotmail.com
From: Sharon Kehoe (sk320@aol.com)
Sent: Sat 2/18/12 7:46 AM
To: hedy_007@hotmail.com
Good morning Hedy

Please clarify for me. You have multiply houses involved in this proposal for zoning change. You indicated that you plan a uniform store there. I assume that would be for one property. What do yo have planned for the others?

Sharon

From: .. Hedy <hedy_007@hotmail.com>
To: sk320 <sk320@aol.com>
Sent: Tue, Feb 14, 2012 11:50 am
Subject: zoning proposal

Dear Sharon,

Attached please find the draft of the zone proposal. I addressed your concern re: gas stations and the "like". Hope this meets with your approval. I will be following up today or tomorrow as I'd like to address any concerns and ultimately submit to the zoning board.

Thank you for your consideration.

Sincerely,
Hedy

From: agnetto@twcny.rr.com
To: hedy_007@hotmail.com
Subject: RE: clarification?.....RE: Zone Change
Date: Mon, 20 Feb 2012 10:45:02 -0500

I thought you were trying for both sides of the street. So then actually I'm not affected. I like my zoning the way it is. Sorry. So, since I'm not affected, then by all means, go for the change. But Hedy, between us, that looks like "spot zoning". Good luck!

Tony

-----Original Message-----

From: .. Hedy [mailto:hedy_007@hotmail.com]
Sent: Monday, February 20, 2012 10:34 AM
To: agnetto@twcny.rr.com
Subject: clarification?.....RE: Zone Change

Good Morning,

Thank you for responding to my email. I was hoping you could clarify some of the content because I'm not sure I understand a couple of things.

What properties were excluded? (your statement)"I'm not sure why some properties in the block were excluded from the change".

My proposal only includes the east side of the street. In the late 80's the west side was limited business and the east was residential. I asked for a change to Limited business, which was granted. Jeff Smith spot zoned his Health services which suits his business. Typically the zoning board doesn't grant spot zones, but it seems they do for Health services. My proposal includes the remainder of the property on the east side of the 700 block. There are no exclusions on the east side, that I know of, so I'm not sure what you mean.

This statement, "maybe my property at 716 Washington St should also be excluded from your list of properties affected", confused me. Would you mind explaining what you mean?

Thank you for the opportunity to discuss this.

All the best,
Hedy



821 EAST GENESEE STREET ▾ SYRACUSE NEW YORK 13210-1507 ▾ 315.475.3717 ▾ FAX 315.475.0782

Via Regular mail and
Email: anichols@watertown-ny.gov

March 27, 2012

City of Watertown Planning Board
Attn: Andrew Nichols, Planner
245 Washington Street, Suite 304
Watertown, New York 13601



Re: Re-submitted Zone Change 703-719 Washington Street, Parcels 11-12-126, 11-12-125, 11-12-124 and 11-12-123

Members of the Planning Board:

I am writing on behalf of Rothschild/Breuer Associates, the owner of property located at 720 Washington Street. Our property is located across Washington Street from the property which is applying for a zone change from *Limited Business District* to *Neighborhood Business District*.

As a neighboring property owner, we support this request to change the zoning to *Neighborhood Business District*. It is very difficult to utilize these older residential properties for professional use. We feel a zone change will allow the properties to be put to an appropriate business use, and be consistent with the character of Washington Street.

I appreciate the opportunity to express our support for this proposal. If you have any questions, I can be reached at (315) 475-3717 or via email at mquigley@rothschildcompanies.com

Sincerely,

A handwritten signature in cursive script that reads "Michael Quigley".

Michael A. Quigley
Partner



821 EAST GENESEE STREET ▾ SYRACUSE NEW YORK 13210-1507 ▾ 315.475.3717 ▾ FAX 315.475.0782

Via Regular mail and
Email: anichols@watertown-ny.gov

March 2, 2012

City of Watertown Planning Board
Attn: Andrew Nichols, Planner
245 Washington Street, Suite 304
Watertown, New York 13601

Re: Zone Change 703-719 Washington Street, Parcels 11-12-126, 11-12-125, 11-12-124 and 11-12-123

Members of the Planning Board:

I am writing on behalf of Rothschild/ Breuer Associates, the owner of property located at 720 Washington Street. Our property is located across Washington Street from the property which is applying for a zone change from *Limited Business District to Neighborhood Business District*.

This change would be detrimental to the land use and character of the 700 block of Washington Street, unless the Planning Board makes the zoning consistent for both sides of the street. The properties and uses are similar on both sides of the street. One side of the street should not permit one use and the other be more restrictive and not allow the same uses.

We would support this request if the zoning is changed to *Neighborhood Business District* on both the East and West side of the 700 block. If a zone change is not enacted for both sides of the street, a change for one side of the street would appear to be spot zoning.



Andrew Nichols, Planner

March 2, 2012

Page 2

I recognize the problem the applicant is facing with their property. We are facing the same issue, and need the same flexibility to insure our property can be put to an economically viable use.

I appreciate the opportunity to express our concerns. If you have any questions, I can be reached at (315) 475-3717 or via email at mquigley@rothschildcompanies.com

Sincerely,

A handwritten signature in cursive script, appearing to read "Mike Quigley".

Michael A. Quigley
Partner

**RE-SUBMITTED ZONE CHANGE REQUEST – LBD TO NBD
703-719 WASHINGTON STREET – PARCELS 11-12-123 THROUGH 11-12-126**

The Planning Board then considered a request submitted by Hedy Cirrincione to change the approved zoning classification of 703 through 719 Washington Street, parcels 11-12-126, 11-12-125, 11-12-124, and 11-12-123, from Limited Business District to Neighborhood Business District.

Ms. Cirrincione approached the Board to explain her request. She mentioned that she had received a copy of the minutes from the previous meeting, and also noted the recent letter from Rothschild/Breuer Associates in support of the zone change. She had canvassed the neighbors and found no opposition. She addressed the question of spot zoning, stating that she believes the inclusion of property that is owned by others (the Blevins parcel at 719 Washington St.) should remove any concern regarding undue benefit to a single individual. She also mentioned the proposed changes would not necessarily create a drastic change in the neighborhood. The uses that some neighbors (Sharon Kehoe, 702 Washington) had expressed concern over, like gas stations, are only allowed by Special Use Permit. She further clarified that her proposed retail use would be located at 715 Washington Street.

Ms. Cirrincione proceeded, saying that she had owned property in the area for nearly 25 years, and that the character of Washington Street had changed. She said that she was having trouble finding tenants, now that she has to compete with large housing developments with PILOT agreements. She believes that her proposal would be beneficial to the tax base. She concluded by mentioning that Mr. Netto of 716 Washington Street was no longer opposed to the change.

Mr. Nichols relayed comments via phone call from Sandra Rutledge of 124 Flower Ave E, who expressed concern regarding the possible use of Ms. Cirrincione's vacant interior lot for parking. The zone change has not been requested for that parcel, so it could not be used as parking for a retail use.

Mrs. Gervera stated that she understands the investment of ownership, and the desire to use the property in a manner beneficial to the community. She explained that Washington Street was supposed to be a buffer area of low-intensity land uses as one progresses toward the commercial areas downtown. Once the zoning is changed, the next owner may not see fit to keep the use of the property low-key. This is especially concerning because there are residences so close to the change area. Limited Business District makes for a softer transition. Changing to NBD could cause a snowball effect in the area, with more and more intense uses sprouting up.

Mrs. Freda said that she agrees with Mrs. Gervera's assessment of the situation. She added that a Special Use Permit does not offer any great protection, because the City's legal counsel will generally advise the City Council to approve SUP's with conditions, rather than reject them outright. Further, there are many intense uses that could negatively impact the neighborhood that are allowed as of right, like a restaurant for example.

Mr. Harris stated that, although the current request is benign, future allowed uses could be detrimental.

Ms. Cirrincione said that the snowball effect could be stemmed by the City if it simply refused to approve further changes. She reiterated her point regarding the tax base, and mentioned that the hospital itself is a rather intense use—they have bulldozed houses for their purposes. She does not believe the Washington Street could ever become like Arsenal Street.

Mrs. Gervera asked about parking. Mrs. Cirrincione replied that she thinks she has plenty of room. At one point she had 23 employees at this location without issue.

Mrs. Gervera then moved to recommend approval by City Council of the request submitted by Hedy Cirrincione to change the approved zoning classification of 703 through 719 Washington Street, parcels 11-12-126, 11-12-125, 11-12-124, and 11-12-123, from Limited Business to Neighborhood Business.

Mr. Harris seconded the motion and it was defeated 4-0.

Mrs. Freda took a moment to inform Mrs. Cirrincione of the process and timeline for referral to City Council.

**ZONE CHANGE REQUEST – LBD TO NBD
703-719 WASHINGTON STREET – PARCELS 11-12-123 THROUGH 11-12-126**

The Planning Board then considered a request submitted by Hedy Cirrincione to change the approved zoning classification of 703 through 719 Washington Street, parcels 11-12-126, 11-12-125, 11-12-124, and 11-12-123, from Limited Business District to Neighborhood Business District.

Mrs. Freda read the request, and asked if the applicant was present. Ms. Cirrincione was not in attendance.

Mrs. Freda mentioned that a letter had been received from Rothschild/Breuer Associates, owners of 720 Washington Street. The letter is on file in the City Engineering office.

Mrs. Freda asked for the Board's thoughts. Mr. Fipps said that he would prefer to leave the zoning as it is. Mrs. Gervera expressed concerns about it being spot zoning, and too drastic of a change to the neighborhood. Mrs. Freda mentioned that things like auto sales and gas stations could be allowed in a Neighborhood Business parcel.

Tony Netto, owner of 716 Washington Street, approached the Board. He asked what the applicant's intent was for the property in question. Mrs. Freda responded that the applicant's letter mentions a medically oriented retail operation—selling scrubs to hospital workers.

Mr. Netto mentioned that the applicant's properties are distressed in appearance. He would like some assurance of improvements to the properties if the rezoning were to be adopted. He also mentioned that he is okay with Ms. Cirrincione's proposal, but he is opposed to rezoning both sides of Washington Street as suggested in the Rothschild/Breuer letter.

Mrs. Gervera asked if the applicant would be able to sell scrubs in a Health Services District (HSD).

Mr. Mix replied that the HSD only allows retail as an accessory to a primary medical use. For example, an eyeglasses shop would not be allowed unless it were associated with an optometrist's office on the same property.

Mrs. Gervera stated that it does not seem wise to allow more retail in this area when there are so many vacant storefronts on Public Square.

Mr. Mix then explained that Ms. Cirrincione had been responsible for the initial change from Residence C to Limited Business in 1989. The change was controversial at the time because it took place during the drafting of the Land Use Plan, which today still shows the area as medium density residential. There was also some discussion at that time regarding the poor state of the buildings and promised improvements.

Mr. Netto then added that he is not opposed to the specific use proposed, but once it is changed to NBD it cannot be easily reverted.

Mrs. Freda stated her concern that changing to NBD opens up a lot of new uses. Mrs. Gervera said that it would not fit the vision for Washington Street, which was a mixed use area of medical offices and residential.

Mrs. Freda asked if the application should be tabled. Mrs. Gervera suggested taking a vote since everyone seemed to be on the same page.

Mr. Fontana then moved to recommend approval by City Council of the request to change the approved zoning classification of 703 through 719 Washington Street, parcels 11-12-126, 11-12-125, 11-12-124, and 11-12-123, from Limited Business District to Neighborhood Business District, as submitted by Hedy Cirrincione on February 21, 2012.

Mrs. Gervera seconded, and the motion was defeated with a 4-0 vote.

Public Hearing – 7:30 p.m.

April 11, 2012

To: The Honorable Mayor and City Council

From: Mary M. Corriveau, City Manager

Subject: Public Hearing Authorizing Spending of Funds from
the Repair Reserve Fund for Duffy Fairgrounds Stadium

In 1996 the City of Watertown received a \$500,000 grant from the Empire State Development Corporation for renovations to the baseball stadium at the Alex T. Duffy Fairgrounds. A condition for accepting the funds required the City establish a reserve fund and contribute \$15,100 to the fund for five years starting in fiscal year 1996-1997 through fiscal year 2000-2001. The fund currently has a balance of \$67,224.

City staff has identified the following three projects that could be funded from the reserve fund:

Masonry wall rehabilitation: The external concrete wall at the grandstand needs surface repairs such as grinding out the joints and re-pointing, replacing damaged blocks and applying a water-proof sealer. The project is estimated to cost \$15,000.

Locker room and manager's office flooring replacement: The flooring in the locker room and manager's office is proposed to be replaced with a rubber surface designed to withstand athletic footwear such as football and baseball cleats. The project is estimated to cost \$35,000.

Heater replacement (10 units): There are 10 wall mounted electric heaters throughout the facility that need to be replaced at an estimated cost of \$3,000.

Prior to spending funds from an established reserve fund, the City Council must hold a Public Hearing to receive public input on the appropriating of funds. A Public Hearing has been set for April 16, 2012 at 7:30 p.m. to discuss the appropriation of these funds. Once the public hearing has been held, the attached resolution authorizing the expenditure of funds and the resolution awarding the contract can be considered by the City Council.

RESOLUTION

Page 1 of 1

Public Hearing Authorizing Spending
From the Duffy Fairgrounds Stadium
Reserve Fund

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member MACALUSO, Teresa R.
 Council Member SMITH, Jeffrey M.
 Mayor GRAHAM, Jeffrey E.
 Total

YEA	NAY

Introduced by

Council Member Jeffrey M. Smith

WHEREAS on June 2, 1997, the City Council approved establishing a Repair Reserve Fund for the costs associated with renovations and capital repairs to the existing stadium at the Alex T. Duffy Fairgrounds, and

WHEREAS the City has determined that the masonry, locker room and office flooring, and heaters at the Alex T. Duffy Fairgrounds need to be repaired/replaced, and

WHEREAS the estimated cost of the repairs/replacements to be \$53,000, and

WHEREAS on Monday, April 16, 2012, at 7:30 p.m., the City Council of the City of Watertown held a public hearing to discuss the expenditure of funds from this reserve fund, and

WHEREAS it has been determined that the expenditure of these funds is in keeping with the purpose for the reserve fund,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby authorizes the appropriation of funds to pay for the masonry repairs, locker room and office flooring replacements, and heater replacements at the City's stadium at the Alex T. Duffy Fairgrounds.

Seconded by Council Member Teresa R. Macaluso

April 11, 2012

To: The Honorable Mayor and City Council
From: Mary M. Corriveau, City Manager
Subject: Public Hearings for 2012-13 Operating Budgets and 2012-13 through
2016-17 Capital Budget

As part of the Budget review process, the City provides the public with an opportunity to voice their opinions about the Proposed Budgets, both Operating and Capital. Staff is recommending that the City Council make a motion to set Public Hearings on the Proposed Budgets as follows:

Monday, May 7, 2012

7:30 p.m. 2012-2013 Operating Budgets

7:30 p.m. 2012-13 through 2016-17 Capital Budget

April 11, 2012

To: The Honorable Mayor and City Council
From: Mary M. Corriveau, City Manager
Subject: Boards and Commissions

Mr. Frank Seminerio has left the area, which requires a replacement to be named to the Board of Ethics. Mr Seminerio's appointment to the Board of Ethics expires on December 31, 2012.

The Board of Ethics is a five-member board appointed by the City Council for one-year terms. At least one member who is an appointed or elected official or employee needs to serve. Since December 16, 2002, I have served in this position. Effective April 18, 2012, I will no longer be an officer of the City, therefore the City Council will need to find someone willing to serve in this position on the Board.

Additionally, on January 6, 2003, the City Council appointed me as their representative to the Watertown Local Development Corporation, I assume that based on the action taken at the January 17, 2012 City Council meeting, the Council no longer wants me to continue representing them on this Board. Therefore, a replacement must be named. The next Watertown Local Development Corporation meeting is scheduled for April 19, 2012 at 8:30 a.m.

April 11, 2012

To: The Honorable Mayor and City Council

From: Mary M. Corriveau, City Manager

Subject: Sales Tax Revenue – March 2012,
Third Quarter Results

The City has received the monthly sales tax revenue numbers from Jefferson County, which also reflect the collections through the City's third quarter. In comparison to March 2011, the March 2012 sales tax numbers are up \$ 178,549 or 12.35%, actual to actual. In comparison to our original budget projection for the month of March, the sales tax numbers are up \$137,185 or 9.22%.

The year to date actual to actual receipts are up \$749,272 or 6.25%, year to date budget to actual receipts are up \$406,054 or 3.29%. Year to date revenues for the current Fiscal Year are \$12,746,563.

Please note that this represents the quarterly true-up payment for the third quarter of Fiscal Year 2011-2012. Collections for the current quarter are up 5.92% over last year, actual to actual, and up 2.97% budget to actual.

The attached spreadsheet shows the detail collections for this year and last year, along with the budgeted numbers. Collections for Fiscal Year's 2007-2008; 2008-2009; 2009-10, and 2010-11 have been added to provide historical prospective.

	<u>Actual 2007-08</u>	<u>Actual 2008-09</u>	<u>Actual 2009-10</u>	<u>Actual 2010-11</u>	<u>Actual 2011-12</u>	<u>Variance</u>	<u>% Inc/(Dec)to Prior Year</u>	<u>Quarterly Variance</u>	<u>% Inc/(Dec) to Prior Quarter</u>
July	\$ 1,202,556	\$ 1,276,583	\$ 1,054,235	\$ 1,294,030	\$ 1,359,433	\$ 65,403	5.05%		
August	\$ 1,150,965	\$ 1,268,437	\$ 1,111,868	\$ 1,250,127	\$ 1,319,714	\$ 69,587	5.57%		
September	\$ 1,777,545	\$ 1,529,231	\$ 1,805,736	\$ 1,777,374	\$ 1,886,899	\$ 109,525	6.16%	244,514	5.66%
October	\$ 1,041,228	\$ 1,103,267	\$ 1,081,394	\$ 1,147,531	\$ 1,215,872	\$ 68,341	5.96%		
November	\$ 1,089,851	\$ 1,106,240	\$ 1,056,203	\$ 1,203,035	\$ 1,207,881	\$ 4,847	0.40%		
December	\$ 1,554,307	\$ 1,413,485	\$ 1,606,018	\$ 1,681,408	\$ 1,897,409	\$ 216,001	12.85%	289,189	7.17%
January	\$ 1,055,815	\$ 1,073,261	\$ 1,103,884	\$ 1,213,795	\$ 1,195,675	\$ (18,121)	-1.49%		
February	\$ 925,894	\$ 843,971	\$ 921,272	\$ 984,089	\$ 1,039,230	\$ 55,141	5.60%		
March	\$ 1,591,250	\$ 1,458,063	\$ 1,572,098	\$ 1,445,902	\$ 1,624,451	\$ 178,549	12.35%	215,570	5.92%
April	\$ 1,044,484	\$ 954,271	\$ 1,121,188	\$ 1,190,708	\$ -	\$ -	0.00%		
May	\$ 1,070,945	\$ 960,159	\$ 1,079,512	\$ 1,164,270	\$ -	\$ -	0.00%		
June	\$ 1,689,660	\$ 1,479,763	\$ 1,709,687	\$ 1,654,800	\$ -	\$ -	0.00%	-	0.00%
YTD	<u>\$ 15,194,501</u>	<u>\$ 14,466,732</u>	<u>\$ 15,223,095</u>	<u>16,007,070</u>	<u>\$ 12,746,563</u>	<u>\$ 749,272</u>	<u>6.25%</u>		

	<u>Original Budget 2011-12</u>	<u>Actual 2011-12</u>	<u>Variance</u>	<u>%</u>	<u>Quarterly Variance</u>	<u>% Inc/(Dec) to Prior Quarter</u>
July	\$ 1,331,050	\$ 1,359,433	\$ 28,383	2.13%		
August	\$ 1,285,891	\$ 1,319,714	\$ 33,823	2.63%		
September	\$ 1,828,221	\$ 1,886,899	\$ 58,677	3.21%	120,884	2.72%
October	\$ 1,180,359	\$ 1,215,872	\$ 35,512	3.01%		
November	\$ 1,237,451	\$ 1,207,881	\$ (29,570)	-2.39%		
December	\$ 1,729,510	\$ 1,897,409	\$ 167,899	9.71%	173,842	4.19%
January	\$ 1,248,520	\$ 1,195,675	\$ (52,845)	-4.23%		
February	\$ 1,012,242	\$ 1,039,230	\$ 26,988	2.67%		
March	\$ 1,487,266	\$ 1,624,451	\$ 137,185	9.22%	111,328	2.97%
April	\$ 1,224,772	\$ -	\$ -	0.00%		
May	\$ 1,197,578	\$ -	\$ -	0.00%		
June	\$ 1,702,142	\$ -	\$ -	0.00%	-	0.00%
YTD	<u>\$ 16,465,000</u>	<u>\$ 12,746,563</u>	<u>\$ 406,054</u>	<u>3.29%</u>		

April 9, 2012

Advisory Council
Jefferson County Office for the Aging
175 Arsenal Street
Watertown, New York 13601

Watertown City Council
245 Washington Street
Watertown, New York 13601

Dear City Manager Corriveau, Mayor Graham and City Council Members,

As President of the Jefferson County Office for the Aging Advisory Council, I would like to take this opportunity to share with you a deep concern that was discussed at the past council meeting on March 13, 2012.

The Advisory Council Members unanimously requested that the city be notified of their concern regarding the possible relocation of the Citibus transfer station. The Council Members recommended that the Citibus Station remain on its present location on Arcade Street where it is easily accessible to all seniors and those with disabilities that require using walkers and wheelchairs. Public transportation is a major issue in Watertown and other proposed Citibus relocation sites have presented a problem with accessibility.

We value the position you have in our city government, and hope that as a local decision makers, you will make every effort to assist seniors and those with disabilities in resolving this potential transportation problem. We truly want to advocate for a future that provides for Senior safety and accessibility.

Respectfully,

Holly White Armstrong

Holly White Armstrong
President of the OFA Advisory Council
Jefferson County Office for the Aging