

TOWN OF WEST SENECA



SHEILA M. MEEGAN
TOWN SUPERVISOR

To: Fellow Town Board Members

From: Sheila M. Meegan, Town Supervisor

Date: April 10, 2013

Re: National Fish & Wildlife Foundation Grant

Per the attached correspondence and the request of Evelyn Hicks, Chair, West Seneca Environmental Commission, kindly approve and authorize the Supervisor to sign, two additional Independent Contractor Agreements for the Project Coordinator position. This entire request is being funded by the National Fish and Wildlife Foundation Grant, which has been fully secured. The agreements are in the following amounts:

Outreach Coordinator-195 hours at \$25/hour: \$4875.00

Know Your Backyard Video-A Guide to Stream Corridor Stewardship in the Town of West Seneca-travel and expenses related to producing a high quality video: \$5,000.00

Kathy Hauger

From: Evelyn Hicks [hicks276@gmail.com]
Sent: Wednesday, April 10, 2013 12:41 AM
To: Shawn Martin; Sheila Meegan; Eugene P. Hart; John M. Rusinski
Cc: Emily Josefiak; Kathy Hauger
Subject: Environmental Commission - April 15, 2013 meeting

Hello, would it be possible to place the following two items on the April 15 agenda? I will send the paperwork separately for each item, but want to give you the details first...

Both of these requests relate to the Project Coordinator position under the National Fish and Wildlife Foundation Grant that was previously approved, funded and is currently being undertaken by the Town of West Seneca Environmental Commission. As you may recall, the Town Board has already approved the Independent Contractor Agreement with Buffalo Niagara Riverkeeper for part of the Project Coordinator work.

By means of this memo, we are requesting the approval of two additional Independent Contractor Agreements for the Project Coordinator position. This entire request is being funded by the National Fish and Wildlife Foundation Grant, which has already been secured.

1. Mary Rossi - Ms. Rossi will perform tasks related to the Public Outreach component of the grant. This work will include meeting with and educating residents about the oxbow wetland in West Seneca, including the establishment and structuring of a volunteer corps for the ongoing restoration work at the oxbow. Under separate cover I will attach the following three documents:

- a. Independent Contractor Agreement - note that this is the same agreement used for the Buffalo Niagara Riverkeeper contract; the Statement of Work is specific to Ms. Rossi's duties under the Grant.
- b. Certificate of Insurance
- c. Fully executed W-9 form

2. Anna Scime - Ms. Scime is a professional film producer who will create an educational video for future use by the Town and the Environmental Commission to assist in the training of volunteers at the oxbow wetland. We feel that the creation and use of this video will help to ensure consistency for training purposes and will provide a comprehensive view of the importance of the oxbow wetland to the Town of West Seneca as a major part of the Buffalo River Watershed.

a. Independent Contractor Agreement - note that this is the same agreement used for the Buffalo Niagara Riverkeeper contract; except for Number 7 which seeks to protect Ms. Scime's production rights while giving the Town unrestricted use to show and/or reproduce and distribute the video. The Town is prohibited from making a profit from the use of the video. The Statement of Work is specific to Ms. Scime's duties under the Grant.

b. Certificate of Insurance - this is in process per the memo sent under separate cover. I would request that the Town approve this request "to take effect upon receipt of the Certificate of Insurance."

- c. Fully executed W-9 form

Thank you for your consideration. Please contact me with any questions you may have. Evelyn Hicks, Chair
West Seneca Environmental Commission
(716)553-5077 cell/text