

Fw: Tree Inventory Grant - Plan of Action

From: Robert Amadon (amadonr@yahoo.com)

To: hicks276@gmail.com; blipiew@gmail.com; tmudd1029@gmail.com; bskiteach@gmail.com; rtaylor375@gmail.com; kathleenireduffy@outlook.com; haricism@buffalo.edu

Cc: agreenan@twyny.org; srobertson@twyny.org; dbagley1979@gmail.com; bhernon13@gmail.com; lelegrit@gmail.com; agoodwin379@hotmail.com

Date: Wednesday, January 22, 2025 at 05:25 PM EST

Hi Everyone,

We finally have the executed contract with NYSDEC for the Tree Inventory grant. I participated in a meeting last week about this. See attendees and summary of the meeting in the email below.

During our commission meetings last year regarding the commission's support this for this grant, we agreed that the Tree sub-committee, and others would be involved at various stages of the grant implementation. Please review the list of identified team members in the email below. We will discuss this in more detail during the February 6th commission meeting.

This grant will be a major project for our commission this year. The February 6th commission meeting will mostly focus on the initial activities listed in the email below, including the RFP process. We will also discuss officially communicating the grant award to the public in a press release which must be coordinated in conjunction with the Town Supervisor's office.

I have attached the grant contract, and the sample RFP mentioned in the email below for your reference. Note that the RFP wording and format will change based on discussions with the town's attorney and the grant writer.

Please let me know if you have any questions or concerns.

Thank you,

Bob Amadon

----- Forwarded Message -----

From: Amelia Greenan <agreenan@twyny.org>

To: Nathan Taylor <nathan@rotellagrants.com>; Scott Robertson <srobertson@twyny.org>; Robert Amadon <amadonr@yahoo.com>; Gary Dickson <gdickson@twyny.org>; Brian Adams <badams@twyny.org>

Cc: Bernard Rotella <bernie@rotellagrants.com>

Sent: Wednesday, January 15, 2025 at 04:26:51 PM EST

Subject: RE: Tree Inventory Grant - Plan of Action

Hi Everyone,

Thank you for your time today! I think we accomplished our two objectives:

- Review next steps for the RFP
- Determine who will serve on the Tree Inventory Project Team/Commission

Just a follow up to our meeting, here are my notes/next steps (NS) for your reference:

- As of 12:00pm TODAY (1/15), the town has received a fully executed contract, giving us the “greenlight” to move forward
- Per Nathan, the DEC will usually host an informational meeting to review expected methodology, roles, responsibilities, & timeline. We will wait to hear more.
- The RFP is not a requirement of the Town’s Procurement Policy, but it IS a requirement of the grant.
- In keeping with page 6, #12 of the application, the Tree Inventory Project Team/Committee will include:
 - Supervisor Gary Dickson/Deputy Supervisor Amelia Greenan
 - Highway Superintendent Brian Adams
 - Principal Engineering Assistant Mark Hummel
 - Tree Subcommittee Member Thomas Mudd
 - Tree Subcommittee Member Danielle Bagley
 - Tree Subcommittee Member Ryan Taylor
 - Tree Subcommittee Member Barb Lipiew
 - Environmental Commission Chairperson Robert Amadon
 - Town Board Liaison Scott Robertson
 - *Possibly* Tree Foreman – assigned by Superintendent Adams
 - *Possibly* Code Enforcement Officer Jeffrey Schieber
- This team will review work to *develop the RFP, interview potential bidders, and guide the hired consulting arborist through the work plan that the Town is proposing*. Furthermore, the identified facilitator will work with Nathan and the hired consultant to complete timely quarterly reports.
- NS: **Nathan** will find out the methodology required for the RFP
- NS: **Nathan** will check password for SFS Portal with Gary – Gary confirmed that his current login and password works
- NS: **Nathan** and **Amelia** will review Chris’s edits to the RFP and then send a new version to Robert before the February 6th Environmental Commission meeting
- NS: **Brian** will read through the documents and communicate comments via email -or- will attend the next Environmental Commission meeting
- NS: At the next Environmental Commission Meeting, **Robert** will share information on who is serving on the Tree Inventory Project Team/Committee
- NS: By the end of the EC meeting **Robert** will also determine a chair/facilitator who will serve as the point-of-contact on this project
- NS: By the end of the EC meeting, **Robert** and the chair/facilitator will *begin* to coordinate a date/time for the first Tree Inventory Project Team meeting.

Please free to add to the email chain with anything I missed.

Sincerely,

Amelia Greenan

From: Nathan Taylor <nathan@rotellagrants.com>

Sent: Wednesday, January 15, 2025 12:56 PM

To: Scott Robertson <Srobertson@TWSNY.ORG>; Robert Amadon <amadonr@yahoo.com>; Gary Dickson <gdickson@TWSNY.org>; Brian Adams <badams@TWSNY.org>; Amelia Greenan <agreenan@TWSNY.org>

Subject: Re: Tree Inventory Grant - Plan of Action

Good afternoon all,

In case anyone is missing these, I have attached here a copy of the application and the sample RFP. I look forward to our discussion at 3pm.

Thank you!

Nathan Taylor

Grant Writer

Rotella Grant Management

direct: (716) 240-8423

main: (716) 240-3230



Sample Tree Inventory RFP (2).docx

58.2kB



sfs ApplicationsDEC01-UCF1-2023-00011-061523-104611.pdf

7.4MB