



# Trails & Open Space Committee

**Thursday, December 8, 2022 4PM**  
40 McMaster Street, Ballston Spa, NY

Chair: Joe Grasso

Members:

Eric Connolly  
Ed Kinowski  
Kevin Tollisen  
Matt Veitch-VC

- I. Welcome and Attendance
- II. Approval of the minutes of the November 3, 2022 meeting.
- III. Awarding 2022 Farmland and Open Space Preservation Program Grants – Jason Kemper, Planning & Economic Development
- IV. Authorizing an agreement with Saratoga PLAN for stewardship of the Community Forest Project in the Towns of Greenfield and Wilton – Jason Kemper, Planning & Economic Development
- V. Updates: Pending Open Space Projects, Pending Trail Projects, Agricultural District inclusion, Zim Smith Trail, County Forestland – Jason Kemper, Planning & Economic Development
- VI. Other Business
- VII. Adjournment



**SARATOGA COUNTY**  
**DEPARTMENT OF PLANNING AND ECONOMIC DEVELOPMENT**

**JASON KEMPER**  
DIRECTOR

**TOM L. LEWIS**  
COUNTY PLANNING BOARD  
CHAIRMAN

**MEMORANDUM**

**TO: Trails and Open Space Committee Members**

**CC: County Administrator's Office**  
**County Attorney's Office**  
**Clerk of the Board of Supervisors**

**FROM: Jason Kemper, Director of Planning and Economic Development**

**DATE: November 30, 2022**

**RE: December 2022 Trails and Open Space Meeting**

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**2022 Saratoga County Farmland Protection and Open Space Preservation Grants**

The Saratoga County Farmland Protection and Open Space Preservation grant program was established in 2003 by the County Board of Supervisors. In 2022, the Saratoga County Board of Supervisors allocated \$400,000 to the Farmland Protection and Open Space Preservation Grant Program. The Farmland/Open Space Reserve fund surplus has been allocated to the Community Forest Project via a previous resolution. The Farmland Protection and Open Space Preservation grant program applications were made available to the public in June 2022 with a due date of September 16, 2022. During this time, the Saratoga County Planning and Economic Development Department received nine applications consisting of four proposed open space preservation projects and three proposed farmland protection projects, and two ROW easement projects. The total amount of county funding requested is \$755,912.90.

A subcommittee of Supervisor Grasso and Supervisor Kinowski met with Planning and Economic Development staff, as well as Saratoga PLAN staff on October 24, 2022, to discuss the merits of each application received for the 2022 Farmland Protection and Open Space Grant program.

The grant descriptions were provided to the committee for the October meeting, below is the subcommittees recommendation on funding for the 2022 Farmland and Opens Space Program. A spreadsheet containing more detailed information is also attached.

**Town of Ballston**

Phase I Extension to Beacon Hill Neighborhood

**Amount Requested \$10,000**

*No funding through the Farmland Protection and Open Space Grant program recommended. The easement costs associated with the Trail may be a better fit for the County Trails Program.*

**Town of Ballston**

Phase 2 Connection to the Zim Smith with railroad underpass

**Amount Requested \$10,000**

*No funding through the 2022 Farmland Protection and Open Space Grant program recommended. The easement costs associated with the Trail may be a better fit for the County Trails Program.*

**Town of Charlton**

Mill Pond Park Property Acquisition

**Amount Requested \$3,000**

*Supervisor Grasso agreed to remove this request from the 2022 Farmland Protection and Open Space Grant program and will pursue funding through the next round of the County Trail Grant program. No funding through the 2022 Farmland Protection and Open Space Grant program recommended.*

**Town of Charlton**

Scotch Ridge Farm Conservation Easement

**Amount Requested \$262,226**

*Although the subcommittee agreed that this project lends a high degree to nature conservation, there was much discussion on the limited development potential of this parcel due to lack of road frontage and the existence of a large span of wetlands along with past issues of conflicts between the landowners and the county snowmobile trails that traverse the parcel. The subcommittee recommended to reduce the grant award to \$220,000 with contingencies to the continued use of this land for the county snowmobile trail system and the applicant seeks and receives NYSDAM grant funding for an adjoining parcel.*

**Town of Greenfield**

Middle Grove Town Park Expansion

**Amount Requested \$31,227.90**

*The subcommittee believed the stated total project cost was much higher than what the actual cost will be by utilizing information of the past tax assessments. The subcommittee recommended \$5,000 award to assist in the cost of back taxes and allow the Town to seek other avenues of obtaining the parcel.*

**Town of Milton**

Woods Hollow Nature Preserve Conveyance Project

**Amount Requested \$100,000**

*The subcommittee believed this project is a benefit to the community and the county but understood that there are funds available and dedicated to the project and negotiations between two municipalities is on-going. The subcommittee recommended an award of \$50,000 to assist in the transfer of the public lands.*

**Town of Milton**

Bombard Farm Conservation Easement

**Amount Requested \$124,762**

*The subcommittee agreed that this proposal met the merits of the 2022 Farmland Protection and Open Space Grant program and recommended to grant the full award requested of \$124,762.*

**Town of Moreau**

Moreau Big Bend Trail Connection to Saratoga County Trails

**Amount Requested \$15,000**

*The subcommittee understood the importance of the Town's Big Bend Trail has for the community and the county alike but discussed the timing for the need to acquire an easement or land purchase and has recommended to hold off funding for this year's program as the trail is in its initial stages of development. This project will be asked to make application for future funding.*

### **Town of Northumberland**

#### 18 Karat Farm Conservation Easement

**Amount Requested \$199,697**

*The subcommittee, along with representatives from Saratoga PLAN, agreed that this project has good merits but may need additional time to complete thus an agreement to make application for a future Farmland Protection and Open Space Grant program was recommended.*

### **Community Forest Stewardship Agreement**

After consultation and dialogue with project partners, the Planning and Economic Development Department is requesting that a licensing agreement with Saratoga PLAN be put in place for the stewardship of the Community Forest Project. This agreement will allow Saratoga PLAN to administer the day-to-day activities on the parcel. Oversight and decision-making for work on the parcel still remains with Saratoga County and additional guidance will come from the community forest management plan as required by the USFS Community Forest Program. The fee for this service is \$25,000 per year and the term of the agreement will be for two years. Funds for this agreement will come from the 2022 County Trails Maintenance Budget and will be requested in future budget years. A copy of the letter outlining the services to be provided by Saratoga PLAN is attached to the memo.

### **County Forestland / Zim Smith Trail Updates / County Grant Updates**

- There are currently 4 pending Open Space/Farmland Protection Projects being administered by the Planning Department. The Town of Clifton Park 2019 Open Space project is ready for reimbursement and a new contract has been sent for approval, reimbursement materials have been provided by the Town.
- There is currently 8 pending Trail Projects (prior to 2022 trail awards) being administered by the Planning Department with a 2020 grant for the Town of Charlton, a 2021 grant for the Town of Halfmoon and a 2021 grant for the Town of Greenfield closing in November 2022. The Town of Clifton Park has submitted reimbursement for their 2021 project and will be providing additional materials and the Town of Edinburg is providing additional information on their reimbursements.
- The AML 303b agricultural district annual 30-day inclusion period that occurs every October (1<sup>st</sup> -31<sup>st</sup>) is completed. There are 12 landowners with a total of 16 parcels that have submitted petitions to enter their lands in one of the two agricultural districts in the county. A public hearing on these additions will be held in early 2023.
- Wetland delineation work has been completed on the Zim Smith North Project and survey work has commenced.
- Timber Harvest on Edie Road was completed on 11.18.22. The Trails closed signs will be removed and the trail system will be re-opened. Timber harvest on the southern portion will occur in 2023.
- Additional fencing (approx. 450 feet) was replaced along the Zim Smith Trail on Oak Street.



# SARATOGA COUNTY

## AGENDA ITEM REQUEST FORM

**TO:** Steve Bulger, County Administrator  
Ridge Harris, Deputy County Administrator  
Michael Hartnett, County Attorney  
Therese Connolly, Clerk of the Board  
Stephanie Hodgson, Director of Budget

**CC:** Jason Kemper, Director of Planning and Economic Development  
Bridget Rider, Deputy Clerk of the Board  
Matt Rose, Management Analyst  
Clare Giammusso, County Attorney's Office  
Audra Hedden, County Administrator's Office

**DEPARTMENT:** Department of Planning & Economic Development

**DATE:** 11.22.22

**COMMITTEE:** Trails & Open Space

**RE:** 2022 Farmland and Open Space Grants

1. Is a Resolution Required:

Yes, Other

2. Proposed Resolution Title:

Awarding 2022 Farmland and Open Space Preservation Program Grants

3. Specific Details on what the resolution will authorize:

Resolution will award the 2022 Farmland and Open Space Preservation Grant Awards per the attached memo.

This column must be completed prior to submission of the request.

County Attorney's Office  
Consulted

4. Is a Budget Amendment needed:  YES or  NO  
 If yes, budget lines and impact must be provided.  
 Any budget amendments must have equal and offsetting entries.

County Administrator's Office  
 Consulted

Please see attachments for impacted budget lines.  
 (Use ONLY when more than four lines are impacted.)

Revenue

Account Number	Account Name	Amount

Expense

Account Number	Account Name	Amount

Source of Revenue

Fund Balance	State Aid	Federal Aid	Other

5. Identify Budget Impact:

**No Budget Impact. Funds are included in the Department Budget**

- a. G/L line impacted **A.80.000-7091**
- b. Budget year impacted **2022**
- c. Details

6. Are there Amendments to the Compensation Schedule?

YES or  NO (If yes, provide details)

a. Is a new position being created?  Y  N

Effective date

Salary and grade

b. Is a new employee being hired?  Y  N

Effective date of employment

Salary and grade

Appointed position:

Term

c. Is this a reclassification?  Y  N

Is this position currently vacant?  Y  N

Is this position in the current year compensation plan?  Y  N

7. Does this item require hiring a Vendors/Contractors:  Y  N

a. Were bids/proposals solicited:  Y  N

b. Type of Solicitation

c. Is the vendor/contractor a sole source:  Y  N

d. If a sole source, appropriate documentation has been submitted and approved by Purchasing Department?  Y  N  N/A

e. Commencement date of contract term:

f. Termination of contract date:

g. Contract renewal and term:

h. Contact information:

i. Is the vendor/contractor an LLC, PLLC or partnership:

j. State of vendor/contractor organization:

k. Is this a renewal agreement:  Y  N

l. Vendor/Contractor comment/remarks:

Human Resources Consulted

Purchasing Office Consulted

8. Is a grant being accepted:  YES or  NO

a. Source of grant funding:

b. Agency granting funds:

c. Amount of grant:

d. Purpose grant will be used for:

e. Equipment and/or services being purchased with the grant:

f. Time period grant covers:

g. Amount of county matching funds:

h. Administrative fee to County:

9. Supporting Documentation:

- Marked-up previous resolution
- No Markup, per consultation with County Attorney
- Program information summary
- Copy of proposal or estimate
- Copy of grant award notification and information
- Other Memo and Spreadsheet

10. Remarks:

See attached memo and spreadsheet



## Saratoga County Farmland Protection and Open Space Grants 2022

Municipality	Project Name	Description	Acreage	S.B.L #	Original County Request	Committee Recommendation	Unfunded Amount	Total Project Cost
Ballston	Phase I Extension to Beacon Hill Neighborhood	A portion of the land is owned by the Town of Ballston and a portion is owned by National Grid. We are working with National Grid to be granted a Right Of Way through the portion of land they own which is currently an access road. This phase (1) is part of a four phase project that will connect Burnt Hills to Ballston Spa. Hundreds of residences have been developed in this area and those residents will now have access to the trail system that is planned to be connected to the Zim Smith trail.	N/A	228.14-1-26; 228.-3.-56; 228.-3-15.2; 239.-1-15	\$10,000.00	\$0.00	\$10,000.00	\$150,000.00
Ballston	Phase 2 Connection to the Zim Smith with railroad underpass	This property is currently owned by the Curtis Industrial park / Todd Curtis. It is used as an industrial park for businesses.	N/A	228.-3-64;	\$10,000.00	\$0.00	\$10,000.00	\$150,000.00
Charlton	Mill Pond Park Property Acquisition	The parcel is a vacant plot of flat overgrowth that sits along the roadside and is at the head of the walking trail into Mill Pond Park. The property borders Crane Street and blocks the head of the trail. Once acquired, the property will allow access to Mill Pond Park and serve as a parking area and trailhead for the path into the park.	0.05	246.-3-75	\$3,000.00	\$0.00	\$3,000.00	\$6,000.00

### Saratoga County Farmland Protection and Open Space Grants 2022

Municipality	Project Name	Description	Acreage	S.B.L #	Original County Request	Committee Recommendation	Unfunded Amount	Total Project Cost
Charlton / Saratoga PLAN	Scotch Ridge Farm Conservation Easement	Scotch Ridge Farm, owned by David and Kathryn Arnold, is a diverse property with fertile farm fields, well-managed woodlands on Dennison Hill, premier wetland habitat in the Consalus Vly, an extensive manicured landscape, well-groomed snowmobile, hiking and cross-country ski trails, ponds, a primary residence as well as a rental residence, and a large metal utility building / barn with an office. This grant application, which will be matched by the landowners, will conserve the 154.4-acre eastern section of the farm as an initial phase, with a second phase to complete conservation of the 46.5-acre eastern section as a subsequent transaction. This initial phase of the Scotch Ridge Farm conservation project will make the remaining acres of the farm eligible for state funding by leveraging and augmenting its chances as an adjacent protected farm and natural area; each section boosting the integrity of the other for agriculture, habitat, water quality, scenic views, and rural character.	154.4	223.-1-13.12 (partial); 223.-1-13.2; 223.-1-12 (partial)	\$262,226.00	\$220,000.00	\$42,226.00	\$524,452.00

### Saratoga County Farmland Protection and Open Space Grants 2022

Municipality	Project Name	Description	Acreage	S.B.L #	Original County Request	Committee Recommendation	Unfunded Amount	Total Project Cost
Greenfield	Middle Grove Town Park Expansion	This property, 426 Middle Grove Rd, has been abandoned and is in the process of going to auction later this year. It contains an abandoned trailer home, shed, garage and trees. The Town of Greenfield is been discussing purchasing the property with Real Property Services. Exact costs will be determined later this year, so we are applying for our best estimate at this time. It may cost less, which will show at the time we are requesting reimbursement. It is a parcel directly linked to the entrance of our Middle Grove Town Park and one we have long wanted to clean up and add to the natural beauty of our town's busiest park. We have detailed costs for purchase of property, as well as to clean up the	0.62	162.8-1-18	\$31,227.90	\$5,000.00	\$26,227.90	\$62,455.73

## Saratoga County Farmland Protection and Open Space Grants 2022

Municipality	Project Name	Description	Acreage	S.B.L #	Original County Request	Committee Recommendation	Unfunded Amount	Total Project Cost
Milton	Woods Hollow Nature Preserve Conveyance Project	<p>The Woods Hollow Nature Preserve (Preserve) is a 130-acre property owned by the Village of Ballston Spa and maintained by the Town of Milton. The Preserve is the former reservoir property for the Village of Ballston Spa and has a network of walking trails throughout the property, which is comprised primarily of pine forest and sandy soils. The Town has honored an unwritten agreement to maintain the Village's property for decades. From recent discussions with Village Officials, they do not have the resources required to properly maintain the property. Additionally, the Village has recently solicited companies to value the timber and consider logging to increase their fiscal wellbeing. From the Town's point of view, logging may damage the public's perception of the Town since the community perceives the Town as an owner of the property due its geographic location and maintenance commitment. After considering the aforementioned items, Town Officials believe that acquisition of the property could benefit both the Town and Village. If acquired, the Town would be able to:</p> <ul style="list-style-type: none"> <li>Create recreational amenities for residents i.e. pavilion's, docks, and campsites;</li> <li>Adequately maintain and improve the existing trail system;</li> <li>Maintain the habitat for the endangered wildlife.</li> </ul>	130.22	203.-3-1.12	\$100,000.00	\$50,000.00	\$50,000.00	\$200,000.00

## Saratoga County Farmland Protection and Open Space Grants 2022

Municipality	Project Name	Description	Acreage	S.B.L #	Original County Request	Committee Recommendation	Unfunded Amount	Total Project Cost
Milton / Saratoga PLAN	Bombard Farm Conservation Easement	The Bombard Property, owned by Tracy Bombard, is a historic property with fertile farm fields and a wide riparian zone around a Kayaderosseras Creek tributary. The aquatic habitat surrounding the tributary is ranked as medium according to the Saratoga PLAN Conservation Plan adopted in 2014. There is a primary residence and historic barn that are restored with several additional farm buildings that are in the process of restoration. The farm operation is currently focused on fiber. The Bombard's are working to card, weave, and dye wool fibers from their angora goats, alpacas and llamas. The Bombard's have been leading educational workshops on agrarian lifestyles for groups from all over the Northeast.	42.2	214.-1-23.1	\$124,762.00	\$124,762.00	\$0.00	\$249,524.00
Moreau	Moreau Big Bend Trail Connection to Saratoga County Trails	Property is currently a residential parcel of 12.55 acres of which .81 acres is proposed to be purchased. This property would be key in connecting Moreau's Big Bend trail project to the County Forest and County Trail system.	0.81	63.-1-37.1	\$15,000.00	\$0.00	\$15,000.00	\$30,000.00

### Saratoga County Farmland Protection and Open Space Grants 2022

Municipality	Project Name	Description	Acreage	S.B.L #	Original County Request	Committee Recommendation	Unfunded Amount	Total Project Cost
Northumberland/ Saratoga PLAN	18 Karat Farm Conservation Easement	18 Karat Farm is owned by 18 Karat Farm LLC (the members of which are Peter and Suzann Bobley). The Farm is a pristinely managed 75-acre horse farm located in the Town of Northumberland. The property on the East side of Beaver Street provides fertile pastures and scenic views. The West side offers a dense forested habitat and an east-west wildlife corridor. This parcel is one of the few remaining wooded tracts on Beaver Street. The farm's pastures are well-managed with four board fencing and wide gateways for easy turnouts. The horse stable on the property has all the necessities and more: eighteen 12" by 12" stalls, tack room, feed room, bathroom, laundry facilities, spacious stone dust aisles, and wide doorways. Woven metal stall doors, stall windows, the airy aisles, and a cupola provide good ventilation for the health of the horses. A separate hay barn promotes better air quality in the horse barn and prevents fire danger from the hay. A third barn is used for tool and equipment including vehicles storage and one for equipment. There are two residences on the property, both with garages, one for the farm manager and one where Mr. and Mrs. Bobley, the members of the LLC, live year-round.	75.2	143.-2-26; 143.-2-25	\$199,697.00	\$0.00	\$199,697.00	\$399,889.00
					<b>\$755,912.90</b>	<b>\$399,762.00</b>	\$356,150.90	<b>\$1,772,320.73</b>



# SARATOGA COUNTY

## AGENDA ITEM REQUEST FORM

**TO:** Steve Bulger, County Administrator  
Ridge Harris, Deputy County Administrator  
Michael Hartnett, County Attorney  
Therese Connolly, Clerk of the Board  
Stephanie Hodgson, Director of Budget

**CC:** Jason Kemper, Director of Planning and Economic Development  
Bridget Rider, Deputy Clerk of the Board  
Matt Rose, Management Analyst  
Clare Giammusso, County Attorney's Office  
Audra Hedden, County Administrator's Office

**DEPARTMENT:** Department of Planning & Economic Development

**DATE:** 11.30.22

**COMMITTEE:** Trails & Open Space

**RE:** Community Forest Stewardship Agreement with Saratoga PLAN

1. Is a Resolution Required:

Yes, Contract Approval

2. Proposed Resolution Title:

Authorizing a contract with Saratoga PLAN for Stewardship services

3. Specific Details on what the resolution will authorize:

Resolution will award a contract with Saratoga PLAN for the stewardship of the community forest project in the Towns of Greenfield and Wilton.

This column must be completed prior to submission of the request.

County Attorney's Office  
Consulted

4. Is a Budget Amendment needed:  YES or  NO  
 If yes, budget lines and impact must be provided.  
 Any budget amendments must have equal and offsetting entries.

County Administrator's Office  
 Consulted

Please see attachments for impacted budget lines.  
 (Use ONLY when more than four lines are impacted.)

Revenue

Account Number	Account Name	Amount

Expense

Account Number	Account Name	Amount

Source of Revenue

Fund Balance	State Aid	Federal Aid	Other

5. Identify Budget Impact:

**No Budget Impact**

- a. G/L line impacted **A.80.000-8463**
- b. Budget year impacted **2022, 2023**
- c. Details

A Re-appropriation will be requested in early 2023 to roll over remaining County Forestland and Zim Smith maintenance funds to fund this contract. Costs will not be incurred until the County takes ownership of the parcel (2023)



6. Are there Amendments to the Compensation Schedule?

YES or  NO (If yes, provide details)

a. Is a new position being created?  Y  N

Effective date

Salary and grade

b. Is a new employee being hired?  Y  N

Effective date of employment

Salary and grade

Appointed position:

Term

c. Is this a reclassification?  Y  N

Is this position currently vacant?  Y  N

Is this position in the current year compensation plan?  Y  N

Human Resources Consulted

7. Does this item require hiring a Vendors/Contractors:  Y  N

a. Were bids/proposals solicited:  Y  N

b. Type of Solicitation Professional Service

c. Is the vendor/contractor a sole source:  Y  N

d. If a sole source, appropriate documentation has been submitted and approved by Purchasing Department?  Y  N  N/A

e. Commencement date of contract term: upon county ownership, anticipated mid 2023

f. Termination of contract date: 2 years from start date

g. Contract renewal and term: term is 2 years subject to renewal

h. Contact information: Saratoga PLAN, Robert Davies, 112 Spring Street, Room 202, Saratoga Springs, NY 12866

i. Is the vendor/contractor an LLC, PLLC or partnership:

j. State of vendor/contractor organization: New York

k. Is this a renewal agreement:  Y  N

l. Vendor/Contractor comment/remarks:

Purchasing Office Consulted

8. Is a grant being accepted:  YES or  NO

a. Source of grant funding:

b. Agency granting funds:

c. Amount of grant:

d. Purpose grant will be used for:

e. Equipment and/or services being purchased with the grant:

f. Time period grant covers:

g. Amount of county matching funds:

h. Administrative fee to County:

9. Supporting Documentation:

Marked-up previous resolution

No Markup, per consultation with County Attorney

Program information summary

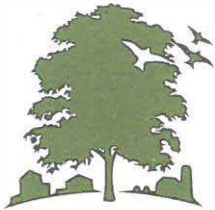
Copy of proposal or estimate

Copy of grant award notification and information

Other Memo and Letter from Saratoga PLAN

10. Remarks:

See attached memo and letter.



# saratoga PLAN

Preserving Land and Nature

## **BOARD OF DIRECTORS**

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## **EXECUTIVE DIRECTOR**

Robert Davies

November 15, 2022

Jason Kemper  
Director of Planning  
50 West High St  
Saratoga Springs, NY 12866

Dear Jason,

Pursuant to Saratoga County's request, please accept this formal proposal for stewardship needs and costs associated with Saratoga PLAN's assumption of management responsibilities of the Graphite Range Community Forest (GRCF) as stewardship partner to the County. Saratoga PLAN's assumption of this management responsibility on behalf of Saratoga County is dependent on finding the necessary \$25,000 per year funding line to cover the management needs and costs as outlined at the end of this memo.

Saratoga PLAN has extensive experience in managing community open spaces for public access, recreation, and education, as well as for wildlife habitat and natural resource protection. PLAN's primary approach for accomplishing land stewardship is to incorporate, coordinate, train, and provide professional support to volunteers willing to help manage properties and trails for public benefits. PLAN and its volunteers currently steward nearly 7,000 acres at 75 locations throughout Saratoga County.

The GRCF in the towns of Wilton and Greenfield provides an ideal opportunity to expand this approach for a community-managed site that is to be owned by Saratoga County. The GRCF will host over 5 miles of trails as part of the overall Sarah B. Foulke Friendship Trails system in the Palmertown Range, the top priority project of the Palmertown Partners, of which both the County and PLAN are members. The Palmertown Range is a 62-square mile region in the north-central region of Saratoga County that forms the southeast corner of the Adirondack Foothills and has been identified as a shared conservation priority for forest habitat, outdoor recreation, scenic beauty, and economic development by a wide range of collaborating partners.

The Core Trail (aka Tin Can Trail) of the SBFFT is a N-S long-distance trail that will traverse the Palmertown Range from Daniels Road on the Saratoga Springs-Greenfield municipal boundary to Butler/Dyke Road in the Town of Moreau. It will cross the GRCF, connecting Skidmore's land to the south with Wilton-Greenfield Road to the north and accommodate both hiking and mountain biking. Most of the other loop trails within GRCF will be dual use also, with an extensive course designed specifically for mountain biking challenges in the northeast corner of the property. Two trailheads, each with parking for 20+ cars, will provide access from the site from the east and the north. The GRCF provides an opportunity for local residents to experience the beauty and mental and physical health benefits, as well as the economic offshoots, of an Adirondack setting close to home.

Saratoga County and Saratoga PLAN are considering an agreement for stewardship of the 202-acre tract (to be expanded to 222 acres with the addition of the "Northern Gateway" parcels as a subsequent acquisition). Saratoga PLAN estimates the cost of providing stewardship services for the GRCF to be \$25,000 per year.

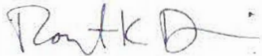
These services include:

- Staff for a minimum average of 10 hours per week, including but not limited to all-inclusive administrative and operational support for that staff person's hours, including supervision, human resources, bookkeeping, accounting, rent, phone, computer, IT, benefits, mileage, copying, and all other requirements for staff underwriting.
- Support for and coordination with a volunteer advisory committee and other volunteers to help manage the site, its trails, public access amenities, and events.
- The anticipation for high public use and expectations of this property demands a very high level of continued maintenance and stewardship presence on trails, parking areas, entry, directional, safety, and interpretive signs, trailheads, rest areas, bridges, boardwalks, boundary postings, maps on site and online, and invasive species monitoring and management.
- Communications with county personnel for approvals and administrative needs of site. This includes county representatives from planning, public relations, legal, highway, safety, and Board of Supervisors.
- Drafting on-line public information pages to provide County Public Relations Office to post.
- Liability and workers' compensation insurance (Still do not have a premium quote from PLAN carrier).
- Annual work plan approved by county planning and reviewed by BoS' Trails and Open Space Subcommittee (This is preferred process for management plan of GRCF).
- Quarterly reports on site activities.
- Notification of county personnel if major risk events occur such as injury or trespass issues.
- Monitoring of trail conditions and forest and water resources.
- Management of programmatic use of site for education and events such as gatherings and races.
- Grant writing and fundraising for site improvements and programs.

Services being provided do not cover costs such as:

- Fiscal management of grants, entry fees, donations and other revenues targeted for the GRCF. Consistent with PLAN's common business practice when performing the fiscal agent responsibilities for a project, PLAN will be compensated 10% of all dollars raised for the administrative overhead necessary to accept, track, report and payout on all accounts for the GRCF site. No fewer than six staff persons, two contractors, and several Board members are involved in the oversight and processing of every donation. An additional consideration for the fiscal management fee is that some donors will reduce their customary annual gift for PLAN operations when contributing to a site-specific project.
- Management of contracts for construction projects or programs/events will require additional compensation, based on their scope and scale and management requirements. These will be considered on a case-by-case basis and with mutual consent by PLAN and the County.

With sincere appreciation,



Robert Davies  
Executive Director



# SARATOGA COUNTY

## AGENDA ITEM REQUEST FORM

**TO:** Steve Bulger, County Administrator  
Ridge Harris, Deputy County Administrator  
Michael Hartnett, County Attorney  
Therese Connolly, Clerk of the Board  
Stephanie Hodgson, Director of Budget

**CC:** Jason Kemper, Director of Planning and Economic Development  
Bridget Rider, Deputy Clerk of the Board  
Matt Rose, Management Analyst  
Clare Giammusso, County Attorney's Office  
Audra Hedden, County Administrator's Office

**DEPARTMENT:** Department of Planning & Economic Development

**DATE:** 11.30.22

**COMMITTEE:** Trails & Open Space

**RE:** Updates on Trails Grants, Open Space Grants, County Forestland, Zim Smith Improvements, Zim Smith Design Work.

1. Is a Resolution Required:

No, Discussion Only

2. Proposed Resolution Title:

3. Specific Details on what the resolution will authorize:

This column must be completed prior to submission of the request.

County Attorney's Office  
Consulted

4. Is a Budget Amendment needed:  YES or  NO  
 If yes, budget lines and impact must be provided.  
 Any budget amendments must have equal and offsetting entries.

County Administrator's Office  
 Consulted

Please see attachments for impacted budget lines.  
 (Use ONLY when more than four lines are impacted.)

Revenue

Account Number	Account Name	Amount

Expense

Account Number	Account Name	Amount

Source of Revenue

Fund Balance	State Aid	Federal Aid	Other

5. Identify Budget Impact:

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- a. G/L line impacted
- b. Budget year impacted
- c. Details

6. Are there Amendments to the Compensation Schedule?

YES or  NO (If yes, provide details)

a. Is a new position being created?  Y  N

Effective date

Salary and grade

b. Is a new employee being hired?  Y  N

Effective date of employment

Salary and grade

Appointed position:

Term

c. Is this a reclassification?  Y  N

Is this position currently vacant?  Y  N

Is this position in the current year compensation plan?  Y  N

7. Does this item require hiring a Vendors/Contractors:  Y  N

a. Were bids/proposals solicited:  Y  N

b. Type of Solicitation

c. Is the vendor/contractor a sole source:  Y  N

d. If a sole source, appropriate documentation has been submitted and approved by Purchasing Department?  Y  N  N/A

e. Commencement date of contract term:

f. Termination of contract date:

g. Contract renewal and term:

h. Contact information:

i. Is the vendor/contractor an LLC, PLLC or partnership:

j. State of vendor/contractor organization:

k. Is this a renewal agreement:  Y  N

l. Vendor/Contractor comment/remarks:

Human Resources Consulted

Purchasing Office Consulted



8. Is a grant being accepted:  YES or  NO

County Administrator's Office Consulted <input type="checkbox"/>
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- a. Source of grant funding:
- b. Agency granting funds:
- c. Amount of grant:
- d. Purpose grant will be used for:
- e. Equipment and/or services being purchased with the grant:
- f. Time period grant covers:
- g. Amount of county matching funds:
- h. Administrative fee to County:

9. Supporting Documentation:

- Marked-up previous resolution
- No Markup, per consultation with County Attorney
- Program information summary
- Copy of proposal or estimate
- Copy of grant award notification and information
- Other Attached memo

10. Remarks:

See Attached memo on updates