

July 28, 2025

At the emergency meeting of the Town Board of the Town of Champlain held on July 28, 2025 at 12:55 P.M. at the Town Offices. Present was Supervisor Trombley, Council Member Borrie, Council Member Southwick, Council Member Hunter and Town Clerk Castine. Council Member Moore was absent

There was no one from the public.

Supervisor Trombley opened the meeting at 12:55 p.m. and stated this meeting is to authorize the signature of the Letter of Authorization #2025-02 from AES Northeast. This could not wait until the August meeting.

Council Member Borrie made a motion to approve Supervisor Trombley to sign the Letter of Authorization #2025-02 from AES Northeast. Motion seconded by Council Member Southwick. (see attached LOA)

A roll call vote was as follows:

Council Member Borrie	Aye
Council Member Hunter	Aye
Council Member Moore	Absent
Council Member Southwick	Aye
Supervisor Trombley	Aye

Motion Carried.

Supervisor Trombley stated this is a budgeted item and we are not to exceed over \$8000.00.

Supervisor Trombley stated if there is no further business to be brought before the board then a motion is needed to adjourn the meeting.

Council Member Southwick made a motion to adjourn the meeting. Motion seconded by Council Member Hunter.

A roll call vote was as follows:

Council Member Borrie	Aye
Council Member Hunter	Aye
Council Member Moore	Absent
Council Member Southwick	Aye
Supervisor Trombley	Aye

Motion Carried.

Meeting adjourned at 12:57 p.m.
Julie L. Castine
Town Clerk

Date: July 17, 2025
LETTER OF AUTHORIZATION (LOA) NO. 2025-02

TO: Town of Champlain

RE: Application for Environmental Protection Fund Grant for Parks, Preservation & Heritage

1. AUTHORIZATION REQUEST:

In accordance with our Term Agreement with an effective date of October 1, 2024, between the **Town of Champlain** (Owner) and **Architecture, Engineering, and Land Surveying Northeast, PLLC (AES Northeast)** (Consultant) for providing periodic Professional Services, we hereby provide this request for authorization to furnish professional services in connection with the above referenced project.

2. SCOPE OF SERVICES:

AES will complete an OPRHP Environmental Protection Fund Grant application on behalf of the Town of Champlain.

AARP Grant Application

- AES staff will use the Consolidated Funding Application online portal to submit one (1) flagship grant application to support the Town's construction of the Bob Venne Community Park.
- AES staff will conduct a phone call with the Town Supervisor to gather information on the project to use in completing the application (completed).
- AES staff will complete a draft of the application and conduct a review of the draft application with the Town Supervisor via video conference.
- Based on information gathered during the draft application review, AES staff will update the application as needed prior to submittal.
- AES staff will submit a completed application via the online portal prior to the July 31, 2025 application deadline. AES staff will notify Town Supervisor via email once the completed application has been submitted.

Deliverables

- One complete Environmental Protection Fund Grant application, verified via email notification to the Town Supervisor.

3. OWNER'S RESPONSIBILITIES:

Owner's responsibilities shall be as described in the Term Agreement and supplemented below:

- Provide relevant data and information to the grant application.

4. PERIOD OF SERVICES:

Services will be furnished and billed on an hourly basis. The period of services will terminate with the submittal of a completed application no later than July 31, 2025.

5. PAYMENTS:

Payments shall be made in accordance with Section 2.01 *Payment Procedures* of the Term Agreement. The total estimated fees for the services outlined are:

Total Estimated Cost for Services (Hourly not to exceed): \$4,400

- 40 hours billed at the Grant Administrator's hourly rate of \$110.

6. GENERAL CONSIDERATIONS:

The Consultant designates **Sandy Young-Brady, Grant Administrator**, as the person who will be responsible for coordinating the services rendered by the Consultant for the Project.

7. SPECIAL PROVISIONS:

The following Special Provisions for the Task or Project shall serve to amend affected portions of the Term Agreement where applicable, the unaltered portions thereof to remain in force: **N/A**

8. EXCLUSIONS:

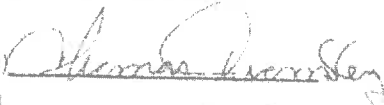
- Grant administration services are not included in the scope of this LOA. If the application is successful and the Town would like to hire AES to provide grant management/administration, AES staff will provide a separate Letter of Authorization with relevant scope of services and associated fees.
- Architectural and engineering services.
- Public engagement and communications with the Town Council.

Your signature, in the space provided below, or our receipt of a Town Board Resolution will signify approval of the terms and conditions of this LOA, which, together with the Term Agreement and any attachments identified below, will constitute Letter of Authorization No. **2025-02**.

Please return an electronic executed copy of this request to our office together with the attachments, if applicable.

OWNER: TOWN OF CHAMPLAIN

CONSULTANT: AES NORTHEAST

(Signature) 

(Signature) 

By: Thomas Tremblay

By: Scott B. Allen

Title: Town Supervisor

Title: Managing Partner

Date: 07/28/2025

Date: 06/19/2025

ATTACHMENTS: None