

Economic Growth & Development Committee  
Planning & Community Development Agenda  
December 2, 2025

COMMITTEE MEMBERS: Supervisors **Etu**, Strough, Bean, Wild, Turner, Crocitto and Diamond - *Chair of the Board shall serve as an Ex-Officio member when needed in accordance with the Section C(4) of the Rules of the Board*

- I. Committee meeting called to order by Chair
- II. Approval of minutes of prior Committee Meeting
- III. Action Agenda/New Business Items:
  1. Request: Authorize agreement with contractor for grant administration services for NYS Office of Community Renewal funded programs  
Rationale: Warren County Planning submitted 2 applications for home rehabilitation funding. If awarded this agreement would allow Warren County Planning to expedite the use of housing rehabilitation funds.
- IV. Discussion Items:
  1. EDC Updates
  2. Departmental Updates
- V. Referrals/Pending Items:

*None*
- VI. Privilege of the floor and public comment (please allow for 15 second delay on live stream meetings)
- VII. Motion to adjourn

---

Attachments

1. Resolution Request 03- Enter into new contract for grant administration services

# **RESOLUTION REQUEST FORM NO. 3**

## **Request for New Contract**

**DEPARTMENT NAME: Planning**

**DATE: November 12, 2025**

- (a) Is this a Result of a Bid or Request for Proposal?  
**Yes ITB-WC-46-25**
- (b) Purpose of Contract:  
**Grant administrative services for 2025 Office of Community Renewal state funded programs awarded to Warren County**
- (c) Name of Contractor:  
**Rebuilding Together Saratoga**
- (d) Address of Contractor: **132 Milton Ave, Ballston Spa, NY 12020**
- (e) Contractor's Contact Person and Telephone Number:  
**Michelle Larkin 518-587-3315**
- (f) Has or will the Contract be provided, if so, please attach:  
**NA**
- (g) Commencement Date of Contract:  
**Upon successful grant award and agreement from NYS**
- (h) Termination Date of Contract:  
**TBD upon terms of grant agreement, typically 2 year term**
- (i) Payment Provisions: i) lump sum amount  
ii) hourly rate amount  
iii) total amount not to exceed **\$120,000**  
iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.)  
**monthly**
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title\* and Amount: **OR** Capital Project **OR** Capital Reserve Project Number, Title, and Amount:

**Capital project to be established upon grant award and requisite approvals**

**Sample: A.1010 470 Legislative Board – Contract \$xx.xx  
Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx**

\*as listed in budget and LOGOS