



# Champlain Valley National Heritage Partnership



August 1, 2018

Melissa Peck, Coordinator  
Adirondack Coast Cultural Alliance  
Adirondack Coast Visitors Bureau  
7061 US Route 9  
Plattsburgh NY 12901

Dear Melissa,

Thank you for affirming the commitment to assist the Champlain Valley National Heritage Partnership (CVNHP) in advancing an improved process for developing our annual workplan and budget. As we've discussed, the CVNHP is transitioning from a process that depended on regional stakeholder groups (RSGs) to one that will utilize "preproposals" for our annual workplan and budget and rely on the CVNHP International Summit to build stronger networks among stakeholders in the Champlain Valley. The Adirondack Coast Cultural Alliance (ACCCA) will receive \$2,000 for your efforts.

I will attend the August 9, 2018 RSG meeting in Lion Mountain to discuss the new process and announce grants that will be available to partners within the CVNHP and Lake Champlain Basin. In addition to hosting this meeting, we require that the ACCA do the following:

- Review and update the CVNHP Resource Inventory and Organization databases for Clinton County. These databases will be sent to you electronically.
- Review the maps in the enclosed *CVNHP Orientation Guide*, which will be updated and reprinted in the near future.
- Attend the Annual International Summit in Burlington, Vermont on November 5, 2018 (optional field trip day on November 4). More details to follow.

The enclosed purchase order will allow you to invoice for expenses. I recommend two invoices for this project; the first for \$1,500, when you submit your meeting notes from August 8 and your edits to the databases and the *CVNHP Orientation Guide*. The second and final invoice can be submitted after you attend the International Summit. Please cite the purchase order number on your written invoices.

I am very pleased that you will work with us on behalf of the CVNHP. I look forward to continuing to learn more about the efforts, issues and perspectives of Clinton County. If you have any questions, or concerns, please contact me at 802-372-3213, or via e-mail at [jbrangan@lcbp.org](mailto:jbrangan@lcbp.org).

Regards,

A handwritten signature in black ink, appearing to read "Jim Brangan".

Jim Brangan, CVNHP Assistant Director

Lake Champlain Basin Program • 54 West Shore Road • Grand Isle, VT 05458 • 802-372-3213

**Pollution Control Commission  
Lake Champlain Basin Program**

650 Suffolk Street, Suite 410  
Lowell, MA 01854

978-323-7929 t • 978-323-7919 f

Show this Purchase Order Number  
on all correspondence, invoices,  
shipping papers and packages

12618

TO Adirondack Coast Visitors Bureau  
7061 Route 9  
Plattsburgh NY 12901

DATE 8/1/18	JOB COST CODE 988-012
SHIP TO	

REQUISITIONED BY	WHEN SHIP	SHIP VIA	F.O.B. POINT	TERMS	QTY. ORDERED	QTY. RECEIVED	STOCK NO. / DESCRIPTION	UNIT PRICE	TOTAL
							Regional Stakeholder grant		\$ 2,000.00
							Agreement period -		
							August 2018 - Sept 2019		
									\$ 2,000.00

- 1. White copy to vendor
- 2. Pink copy to Fiscal Dept.

3. Attach yellow copy to approved invoice and submit to Fiscal Dept. for payment.

*Em Ho* 8/2/18  
AUTHORIZED BY