

## **Pound Ridge Community Survey**

<https://www.surveymonkey.com/r/VS3KT3S>

The Town of Pound Ridge is updating its Comprehensive Plan, which was last adopted in 2010. The Comprehensive Plan describes the history, current state, and future vision for the community. It also acts as a road map to guide future growth and development, while promoting the health, safety, and general welfare of community residents.

The Comprehensive Plan should reflect the ideas and interests of all those who live in our town. This survey is one of the ways residents can have input into the process and ensure that their needs are being addressed. All Pound Ridge residents and/or property owners aged 18 and older are invited to complete this survey. Each person may submit the survey once. All survey responses will be kept anonymous, and information collected will be used to ensure the Comprehensive Plan is inclusive and reflective of the needs of our residents. We anticipate that it will take around 20 minutes to complete.

Thank you for your participation in this important process, and please look for future opportunities to participate as these will be made available either in-person or virtually.

# JON STEIN

Pound Ridge, NY - (617) 256-5222 - jonathan.b.stein@gmail.com  
Leader, innovator, and investor

## EXPERIENCE

- 2021-present **Entrepreneurial Advisor and Investor (self-employed)**  
Board Member, Mentor, Strategy and People Leader  
Serve Founder/CEOs of high-growth, typically Series Seed to Series B venture-backed companies, predominantly in fintech and RE/proptech.  
Mentorship focuses on 1) People: building the right team and culture to scale and 2) Strategy: creating a defensible, rapidly scaling business with strong network effects (often marketplace or platform strategies)
- 2007-present **BETTERMENT (www.betterment.com)**  
Founder, Chief Executive Officer, Chairman  
Built the first online investment advisor serving 750,000 Americans and managing \$35B assets with a mission of "Making people's lives better."  
Betterment democratizes high quality, low cost money management. As founding CEO, now Chairman, grew annual recurring revenue to \$100M and team to 400; company last valued at \$1.3B
- 2003-2007 **FIRST MANHATTAN CONSULTING GROUP (FMCG)**  
Consultant in Financial Services  
Led engagements for prominent banks and financial institutions. Work included corporate and retail strategy, product development, M&A, and risk management

## EDUCATION

- 2007-2009 **COLUMBIA BUSINESS SCHOOL, NEW YORK, NY**  
MBA in Entrepreneurship and Management | Dean's List | GMAT: 770
- 1997-2002 **HARVARD UNIVERSITY, CAMBRIDGE, MA**  
A.B. in Economics, cum laude | Postbac Premed Diploma | House Award | SAT: 1560  
House Committee Social Chair, Dunster Grill Owner/Manager, Editor for Let's Go

## ADDITIONAL

Pound Ridge Community: Den Chief for Cub Pack 170, Pound Ridge Land Conservancy Volunteer, engaged PRES parent  
Earlier: Editor-in-Chief of high school newspaper at St. Mark's School of Texas, Eagle Scout, conversationally fluent in Spanish  
Interests: Exploring the globe with my family (including 49 US States and almost as many countries), hiking, skiing, sailing, tennis, and gardening



**TO:** Kevin Hansan, Town Supervisor and the Town Board

**FROM:** Christeen CB Dür, Planning Board Administrator  
cdur@townofpoundridge.com

**DATE:** April 28, 2022

**SUBJECT:** Cell Tower Modification Applications for Approval

The following applications have been approved by the Planning Board based on the reports done by Doug Fishman, our Town's cell tower consultant.

1. Verizon Modifications, 89 Westchester Ave.
2. T-Mobile Modifications, 89 Westchester Ave.
3. Verizon Modifications, 29 Adams Lane

The application files and their respective reports are on file in the Building Department.

Please update the Special Use Permits upon the Town Board's approval and give the permits to the Building Department for their files.

Thank you. Christeen

December 4, 2021

Honorable Chairman Rudolph  
and Members of the Planning Board  
Town of Pound Ridge  
179 Westchester Avenue  
Pound Ridge, New York 10576

**SUBJECT: SUPPLEMENTAL RF ENGINEERING EVALUATION OF PROPOSED  
VERISON WIRELESS MODIFICATIONS TO THE WIRELESS  
SERVICES FACILITY AT 89 WESTCHESTER AVE IN POUND RIDGE,  
NY**

Honorable Chairman Rudolph and Members of the Board:

This purpose of this report is to provide the Town Board with a summary of my review of the supplemental documents received related to the Verizon Wireless Application to modify the existing wireless services facility located at 89 Westchester Avenue in Pound Ridge. The supplemental documents received and reviewed in preparation for this report included:

1. American Tower Structural Analysis Report (October 27, 2021)
2. Telamon CLS Construction Drawings (October 26, 2021)
3. EBI Consulting Electromagnetic Energy Jurisdictional Report (November 29, 2021)

My review of the supplemental submissions is provided below.

**A. American Tower Structural Analysis Report (October 27, 2021)**

**B. Telamon CLS Construction Drawings (October 26, 2021)**

The Applicant was requested to revised these two sets of documentation to resolve the inconsistencies detailed below in my original report:

1. Equipment to be Removed: The analysis shows 3 x 1 5/8" Hybriflex cables being removed, while the CDs clearly show these cables are staying (C-401)
2. The structural analysis does not appear to take into account the 3 x 8 foot long mounts being proposed that are detailed in C-501 of the CDs.

Regarding item 1, the Hybriflex cables do not appear in the "Equipment to be Removed" section of the updated analysis. Regarding item 2, C-501 was updated in the CDs to show that the 8 foot long pipe mounts are existing, not proposed. Verizon will be replacing their existing antennas on these mounts with the proposed 5G antennas.

These two documents now appear to be consistent with each other.

**C. EBI Consulting Electromagnetic Energy Jurisdictional Report (November 29, 2021)**

The Applicant was requested to submit an FCC Compliance Assessment and Report to comply with §113-58.1(K) of the Town of Pound Ridge Zoning Code. This report was submitted in response to this request. My analysis of the report is provided below:

**SUPPLEMENTAL RF ENGINEERING EVALUATION OF PROPOSED VERIZON WIRELESS MODIFICATIONS TO THE WIRELESS SERVICES FACILITY AT 89 WESTCHESTER AVE IN POUND RIDGE, NY**

Technical Parameters – Limited technical parameters were provided – basically only the antenna details for Verizon, which are consistent with the other documentation provided. Assumptions were made for the other carriers on the pole (AT&T and T-Mobile), and the Public Safety antennas on top of the tower were not accounted for. A statement was made within the report of utilizing “worst case” assumptions were actual data was not available.

Calculations – The RF Exposure calculations were done in accordance with the FCC OET Bulletin 65, which is the standard for performing such analyses.

RF Exposure Results and Conclusions – The analysis performed shows that the 89 Westchester Ave emissions, including all occupants, do not exceed 0.35% of the maximum permissible exposure level defined in OET Bulletin 65 for the general population – well within the acceptable range.

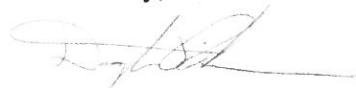
As the calculated compliance level is less than 5% of the limit, Verizon is not required to include all of the other transmitters in their analysis (Ref. “*Multiple-Transmitter Sites and Complex Environments*”, FCC OET Bulletin 65). Therefore, this analysis is acceptable.

**Summary and Recommendations**

The Verizon Wireless submission now appears to be complete and acceptable from an RF Engineering standpoint.

Please feel free to reach out to me with any questions or comments.

Sincerely,



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Douglas Fishman  
RF Engineering Consultant  
(201) 218-6848

February 26, 2022

Honorable Chairman Rudolph  
and Members of the Planning Board  
Town of Pound Ridge  
179 Westchester Avenue  
Pound Ridge, New York 10576

**SUBJECT: SUPPLEMENTAL RF ENGINEERING EVALUATION OF PROPOSED T-MOBILE MODIFICATIONS TO THE WIRELESS SERVICES FACILITY AT 89 WESTCHESTER AVE IN POUND RIDGE, NY**

Honorable Chairman Rudolph and Members of the Board:

On September 19, 2021, I issued my initial report detailing the T-Mobile application to modify the existing wireless services facility located at 89 Westchester Avenue in Pound Ridge. This purpose of this report is to provide the Town Board with a summary of my supplemental review of the subsequent documents received in response to my initial report. The documents received and reviewed in preparation for this supplemental report included specifically:

1. Hudson Design Group Construction Drawings (January 20, 2022)
2. Pinnacle Telecom Antenna Site FCC RF Compliance Assessment and Report (December 8, 2021)

This report will focus on evaluating the completeness of the application and verifying consistency between each of these submissions.

**A. Hudson Design Group Construction Drawings (January 20, 2022)**

I put together the updated table below for a simplified view of the changes being proposed per these submitted Construction Drawings:

Description	To Be Removed	To Be Added	Comments
<b>Remove 3 antennas / Install 3 antennas</b>	RFS APX16DWV-16DWV-S-E-A20 (3)	RFS APXVAALL24_43-U-NA20 (3)	New antennas allow for use of 600 MHz band (Band 71)
<b>Remove 9 RRUs / Install 3 RRUs</b>	All existing T-Mobile RRUs (9)	Ericsson 4449 B71+B85 RRU (3)	New RRUs provide 600 MHz and 700 MHz service; Feeds from existing radio cabinets will continue to provide PCS and AWS coverage.
<b>Remove 1 hybrid line / Install 1 hybrid line</b>	1 x 1 5/8" line to be removed	Ericsson Hybrid Trunk Line 6/24 4AWG 60m	New hybrid line required to feed new RRUs.

**SUPPLEMENTAL RF ENGINEERING EVALUATION OF PROPOSED T-MOBILE MODIFICATIONS TO THE WIRELESS SERVICES FACILITY AT 89 WESTCHESTER AVE IN POUND RIDGE, NY**

**B. American Tower Structural Analysis Report (June 15, 2021)**

There are still several minor inconsistencies between the details provided in the structural analysis on page 2 and the revised CDs, specifically:

1. Existing Equipment: This analysis shows 3 x Ericsson KRY 112 144/1 tower top amplifiers (TTAs), while the CDs show 9 x TTAs, 3 x RFS APX16DWV-16DWV-S-E-A20 antennas and 3 x CommScope SBNH-1D65C antennas (C-401)
2. Equipment to be Removed: The analysis shows 3 x CommScope SBNH-1D65C antennas being removed, while the CDs clearly show these antennas are staying (C-401)
3. Proposed Equipment: The analysis shows the addition of 3 CommScope 3 x CommScope SBNH-1D65C antennas. These antennas are actually not being added, but rather remaining from the existing installation per the CDs.

In spite of these minor discrepancies, the final configuration used for the analysis appears to be consistent with the proposed configuration reflected in the CDs, so I am fine with this report.

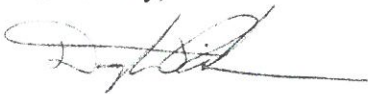
**C. Pinnacle Telecom Antenna Site FCC RF Compliance Assessment and Report (December 8, 2021)**

The FCC Compliance Assessment appears to be consistent with the Construction Drawings provided with respect to frequency bands and antennas parameters. Power levels provided appear to be consistent with maximum power levels seen in similar installations. Results indicate that projected RF emissions on street level are well within the FCC exposure guidelines for the general public (5.1% of General Public Limit). If this was a new site, I would also require that the analysis consider antenna downtilts (4 degrees is planned per the CDs), as well as exposure analysis on the rooftop of the Lions Ambulance Corps. But since this is an existing site, and the calculations show the combined exposure for all carriers (including DISH – not yet built) is 20x below the FCC limit, I find the submitted report acceptable.

**Summary and Recommendations**

The T-Mobile submission now appears to be complete and acceptable from an RF Engineering standpoint.

Sincerely,



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Douglas Fishman  
RF Engineering Consultant  
(201) 218-6848



April 24, 2022

Honorable Chairman Rudolph  
and Members of the Planning Board  
Town of Pound Ridge  
179 Westchester Avenue  
Pound Ridge, New York 10576

**SUBJECT: SUPPLEMENTAL RF ENGINEERING EVALUATION OF PROPOSED  
VERIZON WIRELESS UPGRADE OF WIRELESS SERVICES FACILITY  
AT 29 ADAMS LANE IN POUND RIDGE, NY**

Honorable Chairman Rudolph and Members of the Board:

This purpose of this report is to provide the Planning Board with a summary of my review of the supplemental documents received related to the Verizon Wireless Application to “upgrade” (make changes to) the existing wireless services facility located at 29 Adams Lane in Pound Ridge. The document was received and reviewed in preparation for this supplemental report:

- Radio Frequency - Electromagnetic Energy (RF-EME) Jurisdictional Report (March 25, 2022)

My review of the supplemental submission is provided below.

**A. Radio Frequency - Electromagnetic Energy (RF-EME) Jurisdictional Report  
(March 25, 2022)**

This report has accurate parameters only for the Verizon transmitters, but assumptions are made (per the report) for the “unknown antennas” for the other antennas on the pole. It also does not account for any of the public safety antennas on the monopole (Westchester County or Town of Pound Ridge). With these potential inaccuracies, the evaluation shows that the overall calculated exposure meets the FCC Emissions Requirements – just under 2% of the exposure limitations for the General Public.

As the calculated compliance level is less than 5% of the limit, Verizon is not required to include all of the other transmitters in their analysis (Ref. “*Multiple-Transmitter Sites and Complex Environments*”, *FCC OET Bulletin 65*), nor are they required to do any mitigation of their transmitters. Therefore, this analysis is acceptable.

The Verizon Wireless submission now appears to be complete and acceptable from an RF Engineering standpoint.

Please feel free to reach out to me with any questions or comments.

Sincerely,



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Douglas Fishman  
RF Engineering Consultant  
(201) 218-6848



# Annie M. Burnham

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22 Bayberry Way Pound Ridge, NY | 917-573-4255 | annieburnham@gmail.com

## Experience

### **PART-TIME ACCOUNTANT | UNITED STATES SOLAR CORPORATION | OCTOBER 2018 – JUNE 2020**

- Maintained bank accounts and reconciliations
- Prepared journal entries and reviewed accounting transactions within Quickbooks Online accounting software
- Created financial statements to review with CEO and COO as needed
- Monitored expenses and spending and investigated discrepancies when necessary

### **TREASURER | POUND RIDGE ELEMENTARY SCHOOL PTA | AUGUST 2016 – JULY 2018**

- Maintained bank accounts and reconciliations with Key Bank
- Created annual budgets for school years, allocating expenses and creating fundraising goals
- Served as treasurer for PRIDE after school enrichment program, managing invoicing for instructors and all transactions for participants
- Organized auction fundraiser in 2017 and 2019, setting ticket price, securing donations and overseeing the entire process, raising over \$30,000 in each event to benefit the PTA's arts and sciences enrichment programming
- Wrote checks to cover expenses as necessary
- Assisted with Fifth Grade Fundraising efforts, managing money raised via the Pancake Breakfast in 2016 and 2017

### **ASSISTANT CONTROLLER | FENDI NORTH AMERICA | NOVEMBER 2007 – JUNE 2012**

- Partnered with Controller and CFO in all day to day, monthly and annual department functions, including annual budget preparation and related presentation to officers in Rome, Italy
- Supervised Accounts Payable Coordinator and Senior Accountant
- Analyzed expenses of Corporate Departments and all stores, identifying cost savings potential and variances versus budget
- Booked monthly journal entries to amortize prepaid assets and liabilities, expense accruals
- Served as team liaison for accounting systems change from JD Edwards to SAP with implementation team in Rome, Italy
- Fully transitioned role to multiple other positions before moving on in June 2012, interviewing applicants and creating handbooks for all responsibilities

### **SENIOR ACCOUNTANT | LOUIS VUITTON NORTH AMERICA | AUGUST 2003 – NOVEMBER 2007**

- Reconciled inventory accounts for North America stores and local warehouse
- Performed monthly fixed asset and bank reconciliations for all LVNA accounts
- Managed financial reporting for Berluti, and LV's operations in St. Barth's and Bermuda
- Assisted in successful merge of LVMH Fashion Group Americas Shared Service Center to LVNA

### **SENIOR ASSOCIATE | KPMG LLP | OCTOBER 2002 – AUGUST 2003**

## Education

### **BACHELOR OF SCIENCE IN ACCOUNTING | MAY 2002 | UNIVERSITY OF MARYLAND, COLLEGE PARK**

## Skills

Proficient in Microsoft Excel, Word and Powerpoint, QuickBooks Online, SAP and JD Edwards Accounting Systems, Magnitude Financial Reporting Tool, Cetova and ROSS Financial Tools, and Retail Pro.

Efficient worker, exceptional team player, dedicated employee and strong leader. Grasps new concepts quickly.

**MEMORANDUM**

**To:** Town Board  
**From:** Erin Trostle  
**Date:** April 28, 2022  
**Re:** Seasonal Special Use Permits for Outdoor Seating

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The temporary Covid-related suspension of certain portions of the Zoning Code has expired, so local restaurants must once again seek Seasonal Special Use Permits if they wish to offer outdoor seating. Blind Charlie's, DiNardo's, and the Kitchen Table recently submitted applications. All are seeking permits effective through October 2022, and none would be serving customers after 10:00 pm.

**Town of Pound Ridge – Seasonal Special Use Permit Application**

To: Town Board – Town of Pound Ridge

Application is hereby made to the Town Board for the issuance of a Seasonal Special Use Permit pursuant to Chapter 113, Article VIII of the Zoning Code of the Town of Pound Ridge, entitled Special Permit Standards, for the following use (Please describe below):

Seasonal outdoor dining for Dinardo's Restaurant

Applicant's Name: Frank Salvi

Applicant's Address: 81 Dogwood Lane Irvington, NY 10533

Applicant's Telephone Number: 914-764-4024

Please check one:  Owner  Lessee  Agent

Business Name: Dinardo's restaurant

Business Address: 76 Westchester Ave Pound Ridge

Business Telephone Number: 764-4024

Town Tax Map Property Location: Section 9 Block 9320 Lot # 60

With respect to the Seasonal Special Use Permit as described please respond to the following: If you are a lessee, has the property owner been apprised of your request?

- Yes (Attach property owner's letter of approval.) 0 No
- Will the use be seasonal?
  - Yes (Month(s)? MAY - October Hour(s)? 11:00AM - 10:00PM  No
- Will equipment, furniture or materials of any kind, not normal to the present operation, be required?
  - Yes  No
- How many chairs or seating would you have? 7 Tables, 24 seating
- Will there be a noise or light factor that may impact neighboring properties?
  - Yes  No
- If the operation is located in the Business District, will existing parking be adequate?
  - Yes  No

Applicant's Signature/Date:  4/12/2022

Special Permit is:  DENIED  GRANTED

TOWN BOARD APPROVAL-PERMIT

Effective: \_\_\_\_\_ Expiration: \_\_\_\_\_

**Town of Pound Ridge – Seasonal Special Use Permit Application**

To: Town Board – Town of Pound Ridge

Application is hereby made to the Town Board for the issuance of a Seasonal Special Use Permit pursuant to Chapter 113, Article VIII of the Zoning Code of the Town of Pound Ridge, entitled Special Permit Standards, for the following use (Please describe below):

Applicant's Name: Billy J. Fortin

Applicant's Address: 505A HERITAGE HILLS, SOMERS, NY 10589

Applicant's Telephone Number: (914) 424-5026

Please check one:  Owner  Lessee  Agent

Business Name: BUILD CHARLIE'S CAFE

Business Address: 74 WESTCHESTER AVE, P.O. BOX 66, POUND RIDGE, NY 10576

Business Telephone Number: (914) 764-8000

Town Tax Map Property Location: Section 7 Block 9300 Lot # 61 & 56

With respect to the Seasonal Special Use Permit as described please respond to the

following: If you are a lessee, has the property owner been apprised of your request? N/A

- Yes (Attach property owner's letter of approval.)  No
- Will the use be seasonal?
  - Yes (Month(s)? APRIL-OCT Hour(s)? 7AM-10PM  No
- Will equipment, furniture or materials of any kind, not normal to the present operation, be required?
  - Yes  No
- How many chairs or seating would you have? 35
- Will there be a noise or light factor that may impact neighboring properties?
  - Yes  No
- If the operation is located in the Business District, will existing parking be adequate?
  - Yes  No

Applicant's Signature/Date: Billy J. Fortin 4/13/22

Special Permit is:  DENIED  GRANTED

TOWN BOARD APPROVAL-PERMIT

Effective: \_\_\_\_\_ Expiration: \_\_\_\_\_

**TOWN OF POUND RIDGE - SPECIAL USE PERMIT APPLICATION**

Date of application \_\_\_\_\_

**TO: TOWN BOARD - TOWN OF POUND RIDGE**

**APPLICATION IS HEREBY MADE to the Town Board for the issuance of a Special Use Permit pursuant to Chapter 113, Article VIII of the Zoning Code of the Town of Pound Ridge, entitled Special Permit Standards, for the following:**

OUTDOOR SEATING

**APPLICANT NAME:** The Kitchen Table  
**ADDRESS:** 713 Westchester Ave

**BUSINESS TELEPHONE NO:** 914 263 7960  
Check one:  Owner  Lessee  Agent

**Town Tax Map Property Location:** Section \_\_\_\_\_ Block \_\_\_\_\_ Lot No. \_\_\_\_\_

If map, survey or a plan is required, please attach to this application, as required by VIII, Section 113-8.3

With respect to the Special Use Permit described and requested on Page 2, attached, please respond to the following:

1. If you are a lessee, has property owner been apprised of your request? If so, attach the property owner's letter of approval to this application.
2. Will use be seasonal? Yes  No   
If yes, what months? \_\_\_\_\_ What hours of the day? \_\_\_\_\_
3. Will equipment or furniture or materials of any kind, not normal to present operation, be required? Yes  No
4. Will the location and size of the use, nature and intensity of the operation involved, be in harmony with the district in which it is located? Yes  No   
(Article VIII, Section 113-8.2.1)
5. Will there be a noise or light factor that may impact neighboring properties: Yes  No  (Article VIII, Section 113-8.2.3)
6. If the operation is located in a Planned Business District, will existing parking be adequate? Yes  No

Special Use Application for

The Ketchikan Table

[Signature]

Applicant's Signature

If the Town requires engineer, planning consultants or other professional assistance in reviewing this Special Use Permit application, applicant may be required to establish an escrow fee fund to pay the cost of such experts.

For the Town Board:

1. Referred to Planning Board on \_\_\_\_\_

2. Public Hearing scheduled for \_\_\_\_\_

3. Escrow Deposit of \$ \_\_\_\_\_ posted \_\_\_\_\_

Town Board Approval \_\_\_\_\_ Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

CONDITIONS:

PERMIT NUMBER: \_\_\_\_\_



**MEMORANDUM**

**To:** Town Board  
**From:** Erin Trostle  
**Date:** April 28, 2022  
**Re:** Scotts Corners Maintenance Bids

---

Requests for bids were sent to five local landscapers earlier this year. Only one, Luppino Landscaping, who was awarded the bid for 2021, responded. The rates submitted are unchanged from 2021 except for the cost of leaf removal, which has increased from \$200 per cleanup to \$250.

With warmer weather and spring events approaching, maintenance work in the business district needs to start soon. I recommend awarding the bid to Luppino again this year.

Supervisor  
Kevin Hansan

Deputy Supervisor  
Les Maron



Town Board  
Alison Boak  
Carla Brand  
Diane Briggs  
Daniel Paschkes

LUPPINO LANDSCAPING CORP  
11 TATOMUCK RD POUND RIDGE, NY

2022 Bid Specifications:  
Scotts Corners Maintenance Services

914.804.6688

1. **Spring/Fall Cleanup:** Clean up islands, including those in rear parking lots and along Westchester Avenue

Frequency: twice (Spring and Fall)

Estimated cost per cleanup: \$ 200 Estimated total cost: \$ 750.00

2. **Swales:** Clean out (includes weed whacking) swales (ditches) on both sides of Parking District

Frequency: as needed (at least twice)

Estimated cost per cleanout: \$ 200 Estimated total cost: \$ 1150.00

3. **Mowing:** Mow grass behind swales on north and south sides, as well as all grass not maintained by property owners (includes edging with weed whacker)

Frequency: weekly May through mid August  
every other week, mid August through October

Estimated cost per cutting: \$ 250.00 Estimated total cost: \$ 1500.00

4. **Leaf Removal:** Rake and blow leaves in Scotts Corners, including shoulders of Westchester Avenue in PBB

Frequency: every other week, September through November  
(also first week in December, if needed)

Estimated cost per cleanup: \$ 250.00 Estimated total cost: \$ 1400.00

Estimated grand total cost (total of items 1-4): \$ 4800.00

**Additional information:**

Do you have a personal relationship with any Town employee? If so, please indicate the name(s) of the individual(s) and the nature of the relationship(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please submit bids before April 15, 2022 to the following address:

Erin Trostle, Town Clerk  
Town of Pound Ridge  
179 Westchester Avenue  
Pound Ridge, NY 10576

## Town Clerk's Office

### MEMORANDUM

**To:** Town Board  
**From:** Erin Trostle  
**Date:** April 28, 2022  
**Re:** Request for bus for Proud Day

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Attached is an additional request from the Pound Ridge Partnership related to its June 4 Proud Day event, which has already been granted a Special Event Permit. The request is for use of the town bus to shuttle road race participants between PRES and the Market Square from 8:00 am to noon. The Partnership will pay for the driver.



Board of Directors

Tanja Vogel  
Co-President

Tami McCarthy  
Co-President

Terri Pike  
Vice President

James Best  
Director

Susan Grissom  
Director

Dana Wollock  
Director

Betsy Ronel  
Director

April 7, 2022

Town Board  
Town House  
179 Westchester Avenue  
Pound Ridge, NY 10576

Attn. Erin

Dear Town Board,

The Pound Ridge Proud Day committee is formally requesting use of the town bus to shuttle our participants in the 5k Color Run race event on June 4, 2022, from the hours of 8:00 AM until approximately 12:00 PM. Dave Goldberg has confirmed that the driver is available. The route will be from the Market Square to PRES and back.

Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "James Best". The signature is written in a cursive style with a large initial "J".

James Best  
Pound Ridge Partnership

**MEMORANDUM**

**To:** Town Board  
**From:** Erin Trostle  
**Date:** April 28, 2022  
**Re:** Proposal for ADA-compliant door

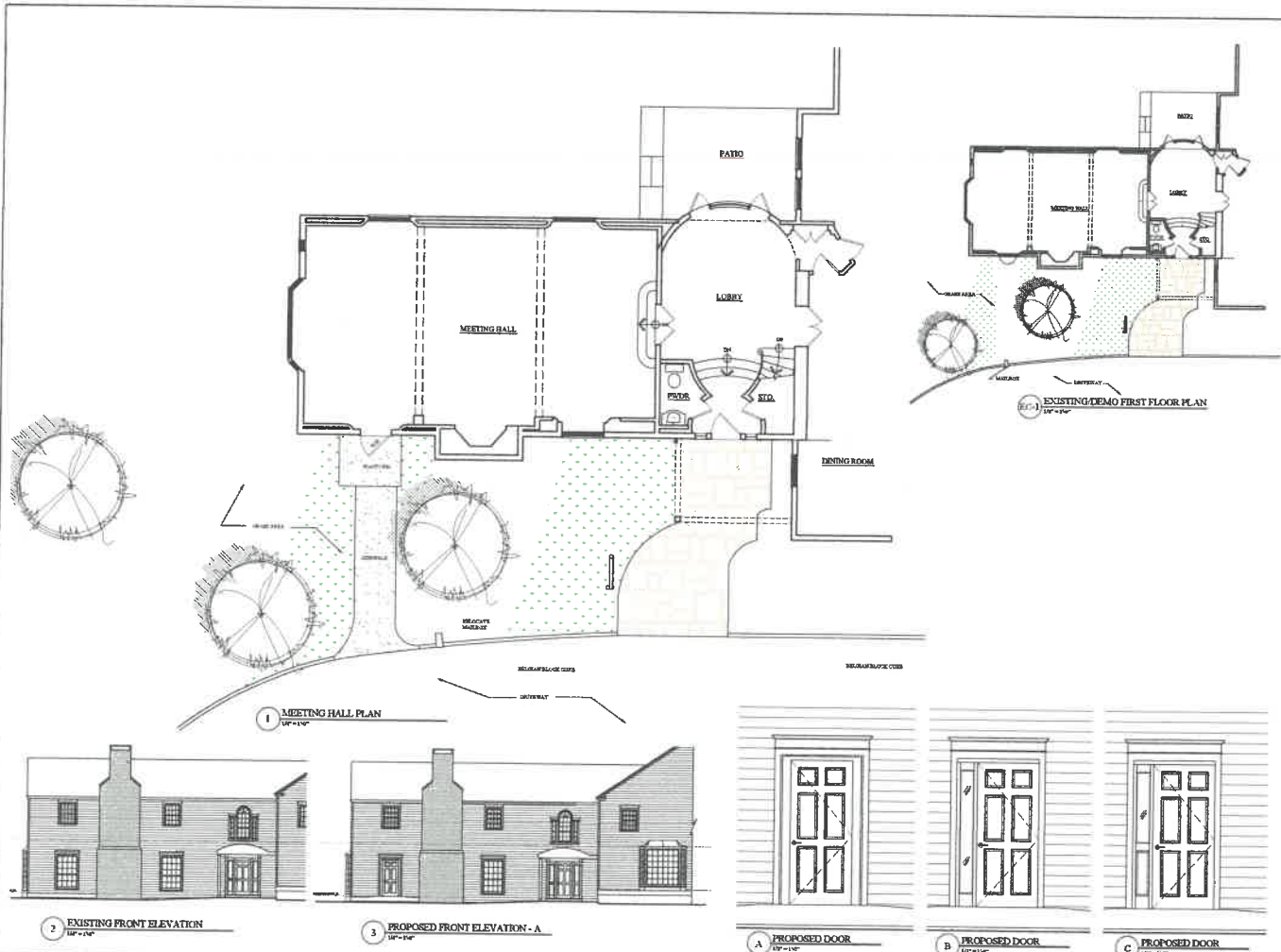
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James Best has generously donated his time and expertise to design a second entrance to the courtroom that would be ADA-compliant. He has provided a drawing with three possible designs for the door. A new sidewalk would need to be installed, as well as a bollard for mounting a push button.

Attached along with the drawing are estimates for 1) demolition of the existing window and prep for door installation and 2) door and remote opener materials and installation. Electrical work could be done by the town's electrical contractor and painting by the Maintenance Department. The sidewalk leading to the new entrance would need to be bid out if it is going to be bluestone set in concrete. The Highway Department could construct the sidewalk if it will be asphalt.

For the project to move forward, the board needs to choose a door option and approve the overall design.

Once the design is finalized, the next step would be to seek quotes. The 2022 procurement policy requires a written RFP and requests for two quotes for contracts between \$3,000 and \$15,000. Contracts between \$15,000 and \$35,000 require a third quote.



PROJECT: H.C. ENTRY DOOR  
 TOWN OF POUND RIDGE  
 1000 W. 10TH ST. SUITE 100  
 POUND RIDGE, NY 10976

DESIGNED BY	DATE
JTB	
REVISIONS	DATE

FLOOR PLAN  
 EX. PLAN  
 ELEVATIONS  
 DOOR ELEVATIONS

DATE: 11/11/11  
 SHEET NO. **A-1**



Weinstein & Holtzman of Hudson Valley, LLC dba  
**HUDSON VALLEY DOOR & HARDWARE, LLC**

DATE: 4/14/2022

PROPOSAL : \_\_\_\_\_

PAYMENT TERMS: \_\_\_\_\_

35 Van Wyck Lane - Wappinger Falls, NY 12590 Ph# 845-849-3567 Fax# 845-849-3566

## PROPOSAL

**BID TO:** TOWN OF POUND RIDGE

**PROJECT**

TOWN HALL MEETING ROOM ADA DOOR

**ATTN:** JAMES BEST

**DWG NO:** \_\_\_\_\_

		SCOPE OF WORK	UNIT	EXTENSION
1	EA	3/0 7/0 6-PANEL DOOR UNIT WITH FRAME		
3	EA	HINGES 630		
1	EA	EXIT DEVICE WITH NIGHT LATCH		
1	EA	ELECTRIC STRIKE		
1	EA	ADA OPERATOR		
1	EA	BOLLARD FOR PUSH BUTTON		
1	EA	WIRELESS PUSH BUTON ACTUATORS		
1	EA	WEATHERSTRIP, THRESHOLD, SWEEP		
1	EA	KICK PLATE 630		
1	EA	MATERIAL	\$6,591.62	\$6,591.62
1	EA	LABOR TO INSTALL INTO FINISHED OPENING	\$2,155.00	\$2,155.00
		120V REQUIRED FOR OPERATOR - BY OTHERS		

- All payments are net, no retention is allowed
- Exclude overtime deliveries, glass and glazing
- Exclude application of hardware & hollow metal to existing conditions
- Exclude application and coordination of hardware to doors and frames
- Hollow metal deliveries are curbside only
- Exclude drilling and tapping for pivots and surface applied hardware
- All keying to be done in our shop unless otherwise stated, keying by others is

	<b>SUBTOTAL</b>	\$8,746.62
	<b>TAX</b>	\$0.00
	<b>GRAND TOTAL</b>	\$8,746.62

**PREPARED BY:** KEVIN CONNERS

**PLEASE SIGN AND DATE THIS PROPOSAL AS ACKNOWLEDGMENT OF YOUR ACCEPTANCE OF THE TERMS HEREOF:**

**SIGNED:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_



**MOSOLINO BUILDING AND DEVELOPMENT**

24 East Avenue, New Canaan, CT. 06840  
203-536-0655

**PROPOSAL- The Town of Pound Ridge, 179 Westchester Avenue, Pound Ridge, NY.**

**Plans by James T. Best AIA. 2/25/22**

**THE WORK in this Proposal- Removal of existing window in the Town House and frame for a door to be used for handicap entry**

**Protection- Floor protection, Plastic and tape off the work area. Workmen and materials will enter through the new door opening after the window is removed. Protection will be installed before Work begins and The Work area will be cleaned daily. Tradesmen will wear mask protection.**

**Carpentry – Remove the existing window and store in a place designated by the Town. Frame the opening to accept the handicap door. Install a 1 ½” plywood barracade in the opening to be removed by the company installing the door. After the automatic door is installed, we will return to complete the exterior trim fit to the existing siding.**

**Exclusions- No electrical work, No Painting, No interior plaster work. Walkway to be built by others. Door installation and operator to be by others. EXIT signage if required by code to be by others.**

**Total Cost for the Work - \$4,480.00**

## Time and materials

<b>Client name</b>	The Town of Pound Ridge
<b>Client's administrator</b>	Mark Mosolino
<b>Project name</b>	Handicap Entrance door
<b>Engagement duration</b>	60-90 days
<b>Begin date</b>	May 20th
<b>End date</b>	June 6th

Schedule of rates for additional work if additional work beyond this agreement is requested.

<b>Item description</b>	<b>Delivery schedule (Business days)</b>	<b>Cost (estimate)</b>
Carpenter	Monday-Friday	\$88.50 per hour
Laborer	Monday-Friday	\$49.50 per Hour
Mechanical Trades	Monday- Friday	Cost plus 15%
Materials		Cost plus 15%

## Payment terms

<b>Phase</b>	<b>Completion date</b>	<b>Payments due</b>
Deposit		
Progress 1		
Progress 2		
Completion 100% upon completion of the Work		

**Assumptions-**

Architect will file for Building Permit from the Town of Pound Ridge. Building Permit fee will be paid by the Owner. Mosolino Building and Development will provide Liability Insurance, Workman's Compensation Certificate, Hold Harmless and Westchester County Home Improvement license.

**Change Order process-**

Any Changes to the work must be agreed upon in writing with cost estimate. Changes over \$2000.00 must have 50% deposit paid before the start of the Change Order Work.

**Work to be Performed by Other Contractors-**

**Exclusions-** No electrical work, No Painting, No interior plaster work. Walkway to be built by others. Door installation and operator to be by others. EXIT signage if required by code to be by others.

**Engagement related expenses-**

Owner will pay for the Town of Pound Ridge Building Permit Fee.

**Required Legal Disclosure-**

Mosolino Building and Development LLC is a licensed Home Improvement Contractor in Westchester County # WC 26915-H15.

This Home Improvement proposal may be cancelled as per Westchester County Law anytime prior to midnight of the third business day after the signing of the proposal.

Mosolino Building and Development will maintain appropriate insurance listing The Town of Pound Ridge as Additionally insured.

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## Acceptance and authorization

Full name

Title

Signature

Date

Mark Mosolino

Full name

Owner, Mosolino Building and  
Development

Title

Signature

Date