

Memo

To: Town Board

From: Steven Conti

Date: 4/5/2023

Re: Video Camera Installation

I respectfully request authorization for the approval of the attached proposal from Get Unplugged Now for the installation of video cameras at 77 Westchester Avenue. The total cost includes installation, labor, and materials of \$3,400.00, and an additional \$50.00 per month for monitoring, diagnosis, and support services. With the Verizon installation of Internet service this week, the technician confirmed we have significant capacity to add Town Wi-Fi for the Green. This would be a great addition that could be expanded upon. I am also seeking approval for approximately \$15,000 for electrical work and other enhancements to be completed as part of the 77 Westchester project from ARPA funding.

Get Unplugged Now

PO Box 1041
Niantic, CT 06357 US
914-522-4426
getunpluggedorders@gmail.com



Estimate

ADDRESS

Steven Conti
Town Of Pound Ridge
179 Westchester Ave
Pound Ridge, NY 10576
United States

SHIP TO

Steven Conti
Town Of Pound Ridge
179 Westchester Ave
Pound Ridge, NY 10576
United States

ESTIMATE # 1196

DATE 04/05/2023

DATE	ITEM	DESCRIPTION	QTY	RATE	AMOUNT
04/05/2023	Installation Labor and Materials	Town of Pound Ridge Cameras LTS 4 Channel NVR with 4TB storage & 2cameras licenses LTS Commercial 4.1MP IP Outdoor IR Black Bullet Camera 2.8mm lens Consulting & Design Engineering Services All High voltage and Low voltage (grounded shielded gel infused direct burial cable) Travel and expenses included *Monitor/TV and mount NOT INCLUDED ** Assumes there is a new ISP service brought within 50' of cameras ^^If router has to be installed there is an additional \$500 cost	1	3,350.00	3,350.00
04/05/2023	Security Camera Support Services	Monthly monitoring, diagnosis and support services, additional \$50/mo	1	50.00	50.00

SUBTOTAL 3,400.00
TAX 0.00

MEMORANDUM

To: Town Board
From: Erin Trostle
Date: April 6, 2023
Re: Scanning project update; off-site storage of scanned records

I'm happy to report that the LGRMIF grant-funded scanning project is proceeding well. The records clerks have built a file structure on the shared drive, digitized all rolled-up plans stored loose and in bins in the vault, and begun scanning parcel files. I believe it will be possible to digitize all the large-format Building Department documents, including subdivision files, by the December 31, 2023 deadline for project completion.

As records are scanned, they are being placed in boxes, which are beginning to take up significant space and need to be stored off site. The plan would be to store them for several years to ensure that quality checks have been adequate and that the Building Department is functioning well using digital files. After that, the records would be shredded, so storage costs will not become a permanent expense.

I have obtained the attached quotes from GRM and Clancy. An Iron Mountain rep promised to send a proposal, but I haven't received it, and the monthly rate she gave me by phone is almost double GRM's. I respectfully request permission to hire GRM to provide storage for our large-format Building Department records until they can be discarded.



Cost Proposal For:
Town of Pound Ridge

INITIAL SET UP:

Boxes going into storage:

- Pick up and transfer of initial inventory (265 Boxes) = **NO CHARGE**
- Shelving of initial 265 boxes for Storage = **NO CHARGE**

TOTAL COST TO SET UP ACCOUNT WITH GRM..... (\$61.20 Total for Bar-code labels)

Storage on going:

- 354 cubic feet (250 boxes x 1.2cf + 15 boxes x 3.6cf) x \$.42 per cubic foot = \$149.00 (monthly storage fee)
- Monthly maintenance is **\$22.50**
- **Total monthly cost: \$171.50**

ADDED VALUE OF STORING WITH GRM

- Online access to inventory 24/7.
- Delivery same day, 3 hour rush, scan on request or standard next day service.
- No need to run to warehouse and move boxes around.
- Deliveries are inside deliveries as well as the pick ups.
- Training of the online system included at NO CHARGE.
- Orders can be placed online, via email or faxed in.

This Offer is based on a (1) year commitment.

Additional Services

- **See Schedule of Charges attached**



DOCUMENT STORAGE



SECURE RECORDS MANAGEMENT SOLUTIONS

GRM is a leader in document storage with more than 30 years of experience. We offer a full suite of services, from physical storage to scanning to secure cloud hosting solutions, and valuable tools to streamline your records management practices.

STATE-OF-THE-ART FACILITIES

Our climate-controlled storage facilities are located in 15 major metro areas. Each location has a modern fire suppression system and provides 24-hour, closed-circuit surveillance and security personnel.



CERTIFIED DESTRUCTION

GRM is SOC 2 certified in all of our destruction processes. We provide retention schedules, destruction dates and proof of destruction to maintain information control, eliminate unnecessary files and minimize risk.



RISK MANAGEMENT

Records retention is one of our core competencies. We create customized programs to address compliance and governance issues. And, we offer all clients GRMpedia, our proprietary online database of state and federal regulations that impact records retention requirements. Continuously updated, accessible 24/7, and easily searched and viewed, GRMpedia helps your company mitigate risk.

BEYOND STORAGE

Keep up with the digital revolution – at your own pace. Our large-scale scanning capabilities and robust, cloud-based Content Services Platform (CSP) make the transition to digital simple. Our unique CSP delivers significant value by organizing and automating critical business processes, incorporating all aspects of document management, workflows and analytics into one solution.

EFFICIENT PROCESS

Strict adherence at all times to PrecisionPLUS, our advanced, chain-of-custody barcode tracking system, ensures accuracy and accountability. And, our online portal, eAccess, makes it quick and easy to manage and access your documents remotely. So you can save time by placing orders, running reports, checking the status of an item and handling bills.

PERSONAL SERVICES

GRM is committed to providing top-notch service to all our clients. We have a national footprint – but maintain a local approach. So, you can get the resources of a large company combined with the personal, highly responsive service of a much smaller organization.





Schedule of Charges
Town of Pound Ridge
03/01/23-02/29/24

Account:		Date: 03/24/23	
Record Center Storage	Billable Measurement	Rate	Unit
Per cubic foot rate	1.0	\$0.42	Cubic Foot
<i>Storage charges are based on a 30-day billing period and are adjusted to reflect the actual number of days in a month.</i>			
Record Center Services		Rate	Unit
Containers Added		\$3.94	Cubic Foot
Container Access		\$3.94	Cubic Foot
Container Refiled		\$3.94	Cubic Foot
Files Added (any additional files being barcoded for the first time)		\$5.63	Per Item
Access File for Delivery or Files Refiled		\$5.06	Per Item
File Search		\$73.13	per hour
Rush Reference Surcharge (plus retrieval charges)		\$11.25	Cubic Foot
Shredding - per file (plus retrieval and Handling charges)		\$6.19	Per Item
Shredding (plus retrieval and Handling charges)		\$8.94	Cubic Foot
Permanent Removal (plus retrieval charges & record changes)		\$10.25	Cubic Foot
Late Reference		\$5.63	per occurrence
Pick-up/Delivery Services		Rate	Unit
Next Day Regular Service (Includes First Item)-order by 4:30 p.m., Receive next business day by 5:00 p.m. Zone 3 (Within 30 miles)		\$85.50	per trip
Each additional		\$2.81	Per cubic foot
A.M. Service-order by 4:30 p.m., Receive by 12:00 p.m. next business day		\$20.25	trip surcharge
Same Day Service-order by 12:00 p.m., Receive by 5:00 p.m. that day		\$20.25	trip surcharge
Morning Rush Service-order by 4:30 p.m., Receive next business day by 9:30 a.m.		\$73.13	trip surcharge
Emergency Service-order by 4:30 p.m., Receive within 3 hours of request		\$73.13	trip surcharge
Materials - Subject to market change		Rate	Unit
GRM 1-Archive Box		\$3.66	each
GRM 4-Letter Box		\$5.34	each
GRM 3-Legal Box		\$6.19	each
GRM 8-Push Down Carton Archive		\$4.22	each
Sheets of Barcode Labels		\$3.60	each
Other Services		Rate	Unit
Records Center Hourly Services		\$73.13	per hour
Storage Minimum (Minimum \$45.00 per month)		75%	per month
Minimum Service Order Charge		\$24.37	per order
Off-Hour opening-3 hour minimum		\$135.00	per hour
Filefolder Tracking		0.011	each
Client Access Room Charge (to be quoted upon request)		tbd	per room
Handling Charge		\$2.81	cubic foot
Record Change (any manual database change)		\$0.56	per item
Dock Access Fee for Pick Up		2.81	per cubic foot
Account Maintenance Fee		\$ 22.50	monthly
Vbiz		\$ 0.00	monthly
Scan on Demand		<small>scan on demand</small>	Unit
Scan on demand - includes the first 50 images (next day service)		\$ 28.13	Image
		\$ 0.23	Per Image
Same Day Service-order by 12:00 p.m., Receive by 5:00 p.m. that day-includes the first 50 images		\$ 28.13	Image
Emergency Service-order by 4:30 p.m., Receive within 3 hours of request-includes the first 50 images		\$ 61.88	Image

Erin Trostle

From: Kevin Vail <kvail@clancymoving.com>
Sent: Friday, March 24, 2023 3:40 PM
To: Erin Trostle
Cc: Lisa Stevens; Steve Vail; Jaclyn Vail
Subject: RE: Record Storage

Hi Erin,

Per our conversation please see below. If you have any questions please feel free to give me a call or send a note with any questions. Thanks!

Pickup For Storage:

- 1 Large Liftgate Truck, 1 Driver, 1 Supervisor, and 2 Movers
- \$1,560.00

Accessioning/Inventory Cost: 265 Items:

- \$450.50

Storage Per Month:

- 10" x 12" x 15": \$187.50
- 48"x12"x12": \$45.00

Additional Pricing(If needed):

\$232.50

Retrieval Charges	Cost	Per
Retrieve/Per Item (includes reshelving)	\$5.13	item
Fax Request (does not include ret/refile charge)	\$18.82	15 pages
each additional page	\$1.27	ea. addl. page
Electronic Document Delivery (does not inc. ret/refile charge)	\$25.39	10 pages
each additional page	\$0.39	ea. addl. page
UPS Standard Delivery or Next Day	cost/15%	shipment
Daily Courier Service	\$95.20	trip

Sales Tax of 8.38% if applicable on all storage, pickup, retrieval, handling services.

Sincerely,

Kevin Vail

Clancy Relocation & Logistics
Main 800-836-0331 | Direct 845-230-6523

Mail KVail@clancymoving.com | Web www.clancymoving.com



From: Erin Trostle <townclerk@townofpoundridge.com>
Sent: Friday, March 24, 2023 12:03 PM
To: Kevin Vail <kvail@clancymoving.com>
Subject: RE: Record Storage

EXTERNAL SENDER Use caution with links, attachments or requests for sensitive information.

Hi Kevin,

We aren't finished boxing up docs yet, so I just have a ballpark estimate. Could you give me a quote on storage of 15 large (48"x12"x12") and 250 small (10"x12"x15") boxes?

It would also be helpful to know about times and costs associated with retrieval of individual boxes if that should be necessary.

Thanks very much,

Erin Trostle, Town Clerk
Town of Pound Ridge
179 Westchester Avenue
Pound Ridge, NY 10576
914-764-5549 office
860-508-2018 cell

From: Kevin Vail <kvail@clancymoving.com>
Sent: Monday, March 20, 2023 4:46 PM
To: Erin Trostle <townclerk@townofpoundridge.com>
Cc: Steve Vail <svail@clancymoving.com>
Subject: Record Storage

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good Afternoon Erin,

MEMORANDUM

To: Town Board
From: Erin Trostle
Cc: Vinnie Duffield
Date: April 6, 2023
Re: Highway materials bids

A bid opening for Highway Materials was held at 10:00 am on Thursday, April 6, 2023, at the Town House. Notice had previously been published in the Record-Review and posted to the sign board and the town website. Bid specs were sent to a number of vendors, posted to the website, and made available upon request.

The Highway Superintendent's recommendations regarding bid awards are attached.

MEMORANDUM

To: Town Board
From: Erin Trostle
Cc: Vinnie Duffield
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Re: Highway materials bids

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Highway Bid Data Sheet

Catch Basin Cleaning

	<u>2021</u>	<u>2022</u>	<u>2023</u>
	Fred A. Cook Jr. Inc.	Fred A. Cook Jr. Inc.	
	\$300/hour	NA	N/A
	\$2,400/day	\$2,600/day	N/A
	\$10,000/week	\$12,500/week	N/A

Tree Work

	<u>2021</u>	<u>2022</u>	<u>2023</u>
	Barney Zipkin Tree	Barney Zipkin Tree	Barney Zipkin Tree
	(Daily/Weekly)	(Daily/Weekly)	(Daily/Weekly)
Bucket truck with operator	\$1,000/\$5,000	\$1,200/\$5,500	\$1,300/\$6,000
Bucket truck with operator & chipper	\$1,400/\$6,000	\$1,400/\$6,000	\$1,400/\$6,000
Chip Truck with operator & chipper	\$1,000/\$5,000	\$1,000/\$5,000	\$1,100/\$5,000
Stump Grinder with operator		\$1,000/\$4,800	\$1,000/\$4,800
Track Lift with operator			\$1,500/\$6,500
Crane with operator			\$2000/daily
Additional grounds person			\$680/daily
Log truck with operator			\$1,300/daily

Heavy Equipment

	<u>2021</u>	<u>2022</u>	<u>2023</u>
	AC&S Excavating	AC&S Excavating	AC&S Excavating
	(Daily/Weekly)	(Daily/Weekly)	(Daily/Weekly)
Large Dump Truck with operator	\$1,000/\$5,000	\$1,080/\$5,400	\$1,200/\$6,000
Large Excavator with operator	\$1,400/\$7,000	\$1,480/\$7,000	\$1,600/\$8,000
Mini Excavator with operator	\$1,100/\$5,500	\$1,120/\$5,600	\$1,200/\$6,000
Excavator w/operator & Hydraulic Rock Hammer	\$2400/\$12,000	\$2,600/\$13,000	\$2,400/\$12,000
306 Cat Skid Steer with operator	\$1,100/\$5,500	\$1,120/\$5,600	\$1,500/\$7,500

Line Striping

	<u>2021</u>	<u>2022</u>	<u>2023</u>
	Safety Marking	Safety Marking	Safety Marking
Double Yellow	\$418/mile	\$437/mile	\$688/mile
Single White	\$232/mile	\$248/mile	\$378/mile

Refuse

	<u>2021</u>	<u>2022</u>	<u>2023</u>
	City Carting	City Carting	(details attached)
Vendor			
Town House (3 cans)	\$80/month	\$85/month	CRP \$100/month
30 yd. as requested	\$650/pull	\$689/pull	City/Win \$615/pull
20 yd. as requested	\$550/pull	\$589/pull	City/Win \$575/pull
10 yd. once a week pick-up	\$350/pull	\$374/pull	City/Win \$269.22/month
2 yd. once a week pick-up	\$85/pull	\$91/pull	CRP \$200/month

Blacktop picked up per ton

	<u>2021</u>	<u>2022</u>	<u>2023</u>
	Peckham of Bedford Hills	Peckham of Bedford Hills	Peckham of Bedford Hills
Base	\$84.50/ton	\$89/ton	\$92.40/ton
Binder	\$84.50/ton	\$89.25/ton	\$93.45/ton
Shim	\$101/ton	\$108/ton	\$114/ton
Top 6f	\$84.50/ton	\$92.50/ton	\$94.50/ton
Top 7	\$91.50/ton	\$100/ton	\$101.50/ton
Playground	\$91.50/ton	\$100/ton	\$101.50/ton
Curb Mix	\$98/ton	\$104/ton	\$110/ton
Recycled Item 4	\$8/ton	\$8/ton	\$8.50/ton

Blacktop Laid in Place

	<u>2021</u>	<u>2022</u>	<u>2023</u>
	Kect Const. Co.	Kect Const. Co.	Intercountry Paving
	\$93.80/ton	\$104.80/ton	\$111.98

<u>Aggregates</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
White Item 4	Putnam \$24.98/ton	Putnam \$27/ton	Putnam \$34.65/ton
Brown Item 4	Thalle \$25/ton	Thalle \$27/ton	Thalle \$29/ton
3/4 Trap Rock	Thalle \$29/ton	Thalle \$32/ton	Thalle \$35/ton
3/4 Stone	Thalle \$29/ton	Putnam \$31.70/ton	Thalle/Wingdale \$35/ton - \$35/ton
3/8 Washed Blue Stone	Thalle \$30/ton	Thalle \$34/ton	Thalle \$36/ton
Rip-Rap 5-6 in.	Thalle \$32/ton	Thalle \$34.50/ton	Thalle \$37/ton
Rip-Rap 5 or less	Thalle \$32/ton	Thalle \$34.50/ton	Thalle \$37/ton
Road Sand	Thalle \$25.50/ton	Wingdale \$26.50/ton	Wingdale \$29/ton
8"-12" Light Stone Fill	N/A	Thalle 34.50/ton	Thalle \$37/ton

REFUSE: SMALL CONTAINERS

	AAA	City/Win	CRP	Oak Ridge	Suburban
3 cans weekly pickup					
Bid	\$150/month	\$200.76/month	\$100/month	\$100/month	N/A
Bid type	Flat rate	Flat rate	Flat rate	Flat rate	N/A
2 yards weekly pickup					
Bid	\$60/can/pickup (approx. \$240/month)	\$123.13	\$120/month	\$155/month	\$175/month
Bid type	Flat rate	Flat rate	Flat rate	Flat rate	Flat rate

	AAA	City/Win	CRP	Oak Ridge	Suburban
Total monthly cost:	\$390	\$323.89	\$220	\$255	N/A
Total annual cost:	\$4,680	\$3,886.68	\$2,640	\$3,060	N/A

REFUSE: LARGER CONTAINERS

30 yards as requested (Est. 3x annually)						
Bid	\$775/4 tons + \$125/ton over 4 tons	\$615 flat OR \$250 + \$133.85/ton		\$655/3 tons + \$140/ton over 3 tons	\$200 + \$110/ton	\$675/4 tons + \$120/ton over 4 tons
Bid type	Overage	Flat rate	Tonnage	Overage	Tonnage	Overage
4 tons	\$775+	\$615	\$785.40+	\$795+	\$640+	\$675+
Est. annual cost	\$2,325+	\$1,845	\$2,356.20+	\$2,385+	\$1,920+	\$2,025+
20 yards as requested (Est. 3x annually)						
Bid	\$650/2.5 tons + \$125/ton over 2.5 tons	\$575 flat OR \$250 + \$133.85/ton		\$590/2 tons + \$140/ton over 2 tons	\$200 + \$110/ton	\$595/3 tons + \$120/ton over 3 tons
Bid type	Overage	Flat+ rate	Tonnage	Overage	Tonnage	Overage
2.5 tons	\$650+	\$575	\$584.63+	\$665+	\$475+	\$595+
Est. annual cost	\$1,950+	\$1,725	\$1,753.89+	\$1,995	\$1,425+	\$1,785+
10 yards weekly pickup (approx. 1 ton/month)						
Bid	\$450/1 ton + \$125/ton over 1 ton	\$269.22/month	\$425/1 ton + \$140/ton over 1 ton	\$779/month	\$430/1 ton + \$120/ton over 1 ton	
Bid type	Overage	Flat rate	Overage	Flat rate	Overage	
Monthly cost	\$450+	\$269.22	\$425+	\$779	\$430+	
Annual cost	\$5,400+	\$3,230.64	\$5,100+	\$9,348	\$5,160+	

	AAA	City/Win	CRP	Oak Ridge	Suburban
Est. total annual cost:	\$9,675	\$6,800.64	\$9,480	\$12,693	\$8,970

RECYCLABLES + HOUSEHOLD JUNK

	AAA	City/Win	CRP	Oak Ridge	Suburban
30 yards cardboard (typically 1x/month)					
Bid	\$450 + \$20/ton	\$250	\$275	\$200 + \$40/ton	\$285
Bid type	Tonnage	Flat rate	Flat rate	Tonnage	Flat rate
Estimated cost/month	\$470+	\$250	\$275	\$240+	\$285
30 yards mixed paper (typically 1x/month)					
Bid	\$450 + \$20/ton	\$250 + \$75/ton	\$275	\$200 + \$90/ton	\$285
Bid type	Tonnage	Tonnage charge	Flat rate	Tonnage	Flat rate
Estimated cost/month	\$470+	\$325+	\$275	\$290+	\$285
30 yards commingled (typically 2x/month)					
Bid	\$450 + \$125/ton	\$250 + \$75/ton	\$275	\$200 + \$90/ton	\$285
Bid type	Tonnage	Tonnage charge	Flat rate	Tonnage	Flat rate
Estimated cost/month	\$1150+	\$650+	\$550	\$580+	\$570
30 yards metal (typically 1x/month)					
Bid	\$450 + \$125/ton	\$250	\$275	\$200 + \$40/ton	\$285
Bid type	Tonnage	Flat rate	Flat rate	Tonnage	Flat rate
Estimated cost/month	\$825+	\$250	\$275	\$320+	\$285
30 yards household junk (typically 2 tons 1x/month)					
Bid	\$775/4 tons + \$125/ton over 4 tons	\$658 flat OR \$250 + \$133.85/ton	\$520/2 tons + \$135/ton over 2 tons	\$200 + \$110/ton	\$675/4 tons + \$120/ton over 4 tons
Bid type	Overage	Flat rate Tonnage	Overage	Tonnage	Overage
Estimated cost/month	\$775	\$685 \$517.70+	\$520+	\$530+	\$675

	AAA	City/Win	CRP	Oak Ridge	Suburban
Est. monthly total cost:	\$3,690	\$1,992.70	\$1,895	\$1,960	\$2,100
Est. annual total cost:	\$44,280	\$23,912.40	\$22,740	\$23,520	\$25,200

MEMORANDUM

To: Town Board
Cc: Jonah Maddock
From: Erin Trostle
Date: April 6, 2023
Re: Scotts Corners Maintenance

Following the Town Board vote authorizing solicitation of bids for maintenance services in Scotts Corners, bid specs for those services (including spring/fall cleanup, swale cleaning, mowing, and leaf removal) were recently sent to five local landscaping companies and posted to the town website. A notice regarding the bid was also published in the Record-Review. Please note that this year the bid notice specified that pricing should include the Village Green.

Only one timely complete bid was received, from Luppino Landscaping. (The 2023 procurement policy requires only that two bids be *requested*, and we requested five.) Luppino is our current provider for Scotts Corners maintenance, and the rates quoted have changed only slightly despite the addition of the Village Green: the only change from 2022 is that the price for leaf removal has increased from \$200 to \$250 per occurrence.

Recently (after the bids were solicited), it has become apparent that additional maintenance will be necessary at the Village Green, including weeding and trimming of shrubs as needed; weekly cleaning of tables; and mulching of beds in the spring (mulch to be supplied by the town). The Maintenance Supervisor obtained a quote from Luppino to perform these additional services for 2023 at a total cost of \$2,750. Please note that per the 2023 procurement guidelines, this amount is small enough to be at the discretion of the purchaser.

GML §103, or any other law, which are and shall remain in full compliance with the GML and the regulations of the New York State Comptroller.

- a. Every prospective purchase of goods or services shall be evaluated to determine the applicability of GML §103. Every Town officer, board member, department head, or other personnel with the requisite purchasing authority (hereinafter the "Purchaser") shall estimate the cumulative amount of the items of supply or equipment needed in a given fiscal year. That estimate shall include the canvass of other Town departments and past history to determine the likely yearly value of the commodity to be acquired. The information gathered and conclusions reached shall be documented and kept with the file or other documentation supporting the purchase activity.
- b. All purchases of (1) supplies or equipment greater than \$20,000.00, or (2) Public Works contracts over \$35,000.00, shall be formally bid pursuant to GML §103.
- c. All estimated purchases of supplies or equipment estimated at less than \$20,000.00 are subject to the following requirements:
 - Purchases estimated at less than \$20,000.00 but greater than \$5,000.00 require the preparation by the Purchaser of a written Request for Proposal (RFP) and requests for quotes from at least 3 vendors.
 - Purchases estimated at less than \$5,000.00 but greater than \$1,000.00 require an oral RFP and requests for quotes from at least 2 vendors.
 - Purchases estimated at less than \$1,000.00 but greater than \$100.00 are left to the discretion of the Purchaser after obtaining at least 2 published price quotes, which may be from a catalog or internet advertisement.

All estimated public works contracts less than \$35,000.00 are subject to the following requirements:

- Contracts estimated at less than \$35,000.00 but greater than \$15,000.00 require a written RFP and requests for proposals from at least 3 contractors.
- Contracts estimated at less than \$15,000.00 but greater than \$3,000.00 require a written RFP and requests for proposals from at least 2 contractors.

- Contracts estimated at less than \$3,000.00 are left to the discretion of the Purchaser.

Any written RFP shall describe the desired goods, quantity, and particulars of delivery. The Purchaser shall compile a list of all vendors from whom written quotes have been requested and by whom written quotes have been offered.

All information gathered in complying with these requirements shall be preserved and filed with the Town Clerk, along with the documentation supporting the subsequent purchase or public works contract.

- d. The lowest responsible proposal or quote shall be awarded the purchase or contract unless the Purchaser prepares a written justification providing reasons why it is in the best interest of the Town and its taxpayers to make an award to other than the lowest bidder.
- e. A good-faith effort shall be made to obtain the required number of proposals or quotations. If the Purchaser is unable to obtain the required number of proposals or quotations, the Purchaser shall document the attempt made at obtaining the proposals. In no event shall the inability to obtain the proposals or quotes be a bar to the procurement.
- f. Except when directed by the Town Board, no solicitation of written proposals or quotations shall be required under the following circumstances:
 - Acquisition of professional services
 - Emergencies
 - Sole source situation
 - Goods purchased from the agencies for the disabled
 - Goods purchased from correctional facilities
 - Goods purchased from another governmental agency
 - Goods purchased at auction
 - Goods purchased for less than \$100.00
 - Public works contracts for less than \$5,000.00
 - State, County, or other Municipality Requirements Contract ("State Contract")
- g. Purchases from State Contract shall require a Request for Quotes and written quotes from at least 2 other vendors, to confirm that the State Contract amount is the lowest price available.

Town of Pound Ridge

Office of the Town Clerk

Town Clerk
Erin Trostle
townclerk@townofpoundridge.com
914-764-5549



Deputy Town Clerk
Ann Powers
deputytownclerk@townofpoundridge.com
914-764-5212

Luppino Landscaping Corp Pound Ridge NY

2023 Bid Specifications

Maintenance Services in Scotts Corners Parking District

Please indicate bid price for performing each of the following services in the Scotts Corners Parking District, including the Village Green at 77 Westchester Avenue.

SERVICE	DESCRIPTION	FREQUENCY	PRICE PER OCCURENCE	ESTIMATED TOTAL
1. Spring/fall cleanup	Perform seasonal cleanup of unpaved areas, including Village Green and islands along Westchester Avenue and in rear parking lots	Twice (spring and fall)	\$ 200.00	x 2 = \$750.00
2. Swales	Clean out swales (ditches) on both sides of parking district (includes weed whacking)	As needed (at least twice)	\$200.00	x 2 = \$1150.00
3. Mowing	Mow grass behind swales on both sides of parking district and at Village Green, as well as all grass not maintained by property owners (includes edging with weed whacker)	Weekly May through mid-August; Every other week mid-August through October	\$250.00	x 20 = \$1500.00
4. Leaf removal	Rake and blow leave in Parking District, including Village Green, and shoulders of Westchester Avenue in PBB zone	Every other week September through November; December as well if needed	\$250.00	x 6 = \$1400.00

GRAND TOTAL = \$4050.00

Bids are due no later than 12:00 noon on Thursday, April 6, 2023. You may submit the completed bid form to the office of the Town Clerk by hand, via email to townclerk@townofpoundridge.com, or via regular mail to 179 Westchester Avenue, Pound Ridge, NY 10576.



LUPPI-1

OP ID: INB

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/06/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Cameron Group, Inc. 55 Old Turnpike Rd, Suite 602 Nanuet, NY 10954 Cameron Group Inc.		845-627-2130		CONTACT NAME: Cameron Group Inc.	
				PHONE (A/C, No, Ext): 845-627-2130	FAX (A/C, No):
				E-MAIL ADDRESS: donna@cgi-ins.com	
				INSURER(S) AFFORDING COVERAGE	
				INSURER A: Utica First Insurance Company	
				NAIC # 15326	
				INSURER B:	
				INSURER C:	
				INSURER D:	
				INSURER E:	
				INSURER F:	

INSURED
 Luppino Landscaping Corp
 Anthony Luppino
 11 Tatomuck Rd
 Pound Ridge, NY 10576

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR			ART3000135640	04/18/2023	04/18/2024	EACH OCCURRENCE \$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000
							MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000
							\$
	<input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						\$
	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N <input type="checkbox"/> N/A If yes, describe under DESCRIPTION OF OPERATIONS below						<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER TOWNPOU Town of Pound Ridge 179 Westchester Avenue Pound Ridge, NY 10576	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Brian Cameron</i>
---	--

MEMORANDUM

To: Town Board
From: Erin Trostle
Date: April 6, 2023
Re: Seasonal Special Use Permits for Outdoor Seating

I recently sent seasonal special use permit applications for outdoor seating to local restaurants. NorthStar and Blind Charlie's have returned completed applications seeking approval for outdoor dining through November 2023. The proposed hours for NorthStar are 5:00 pm to 11:00 pm. For Blind Charlie's, they are 7:00 am to 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):

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: _____

Town Tax Map Property Location: Section 7 Block 932D Lot # 56 & 61

If a map, survey or a plan is required, please attach to this application. If the town requires an engineer, planning consultant or other professional assistance in reviewing this Special Use Permit Application, the applicant may be required to establish an escrow fund.

With respect to the 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? Apr - Nov
 Yes (Month(s)? 7 Hour(s)? 7am - 10pm) No
- Will equipment, furniture or materials of any kind, not normal to the present operation, be required?
 Yes No
- Will the location, size or the use, nature and intensity of the operation involved be in harmony with the district in which it is located?
 Yes No
- 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 Fortin 4/1/23

A Special Permit is: DENIED GRANTED

TOWN BOARD APPROVAL DATE: _____

PERMIT NUMBER: _____ 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:
Applicant's Address:
Applicant's Telephone Number:

northstar restaurant / David Schleck
 85 westchester Ave
 914-764-0200

Please check one: Owner Lessee Agent

Business Name:	Northstar	
Business Address:	85 westchester Ave	
Business Telephone Number:	914-764-0200	
Town Tax Map Property Location: Section	Block	Lot #

If a map, survey or a plan is required, please attach to this application. If the town requires an engineer, planning consultant or other professional assistance in reviewing this Special Use Permit Application, the applicant may be required to establish an escrow fund.

With respect to the 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.) No

• Will the use be seasonal?

Yes (Month(s)? may-oct Hour(s)? 5-11) No

• Will equipment, furniture or materials of any kind, not normal to the present operation, be required?

Yes No

• Will the location, size or the use, nature and intensity of the operation involved be in harmony with the district in which it is located?

Yes No

• 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:



4-1-23

A Special Permit is:

DENIED

GRANTED

TOWN BOARD APPROVAL DATE: _____

PERMIT NUMBER: _____ Effective: _____ Expiration: _____

May 24, 2021

Al Mirin

BTE 85W LLC

203-977-3269

Almirin66@gmail.com

RE: North Star Restaurant

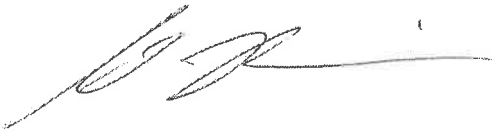
To whom it may concern ;

I am a managing member of BTE 85W LLC which is the owner of 85 Westchester Avenue in Pound Ridge NY.

We have given permission for North Star restaurant, the tenant occupying 85 Westchester Avenue to have outdoor entertainment.

Please email or call me at the number above if you would like to discuss further.

Thank you.

A handwritten signature in black ink, appearing to be 'Al Mirin', with a long horizontal line extending to the right.

Al Mirin

Al Mirin

BTE 85W LLC

15 Maple Street Apt 207

New Canaan, CT 06840

203-977-3269

Almirin66@gmail.com

April 3, 2023

RE: North Star Restaurant Special Use Permit Application

To whom it may concern;

I am a managing member of BTE 85 LLC, which is the ownership entity of 85 Westchester Avenue Pound Ridge, NY.

We are aware of the request which has been made to add outdoor seating and have given permission for NorthStar to proceed with the Special Use Permit Application process.

Feel free to contact me if you have any questions.

Thank you.

A handwritten signature in black ink, appearing to read 'Al Mirin', is positioned below the typed text. The signature is fluid and cursive.

MEMORANDUM

To: Town Board
From: Erin Trostle
Cc: Terri Pike
Date: April 6, 2023
Re: Special event permit application for Juneteenth Concert

The Pound Ridge Partnership (PRP), in conjunction with the Human Rights Advisory Committee (HRAC), is seeking permission to host a concert at the Village Green from 6:00 pm to 7:00 pm on Monday, June 19, 2023. In the event of rain, the event would move to an indoor location at the Pound Ridge Library.

Chief Mulcahy has determined that the event doesn't require dedicated police officer if it takes place at the Village Green but expressed concerns regarding the alternative location. He stated that in case of rain, the PRP needs to make arrangements for use of the town bus as a shuttle and needs to have parking attendants available.

Chief Mulcahy also pointed out that four events in a row have been proposed for Scotts Corners between June 16 and June 19: Food Truck Friday (June 16), the Battle of the Bands (June 17), a Father's Day concert (June 18), and the Juneteenth Concert (June 19).

SPECIAL EVENT PERMIT APPLICATION SUMMARY – PRP/HRAC Juneteenth concert

APPROVAL	DEPARTMENT/ ORGANIZATION	CONDITIONS/COMMENTS	TOWN RESOURCES NEEDED	COST TO TOWN
Conditional	Building Department	<ul style="list-style-type: none"> • Any tents larger than 10'x10' and any extension cords must be inspected and approved by the Building Inspector prior to the event. 	N/A	N/A
Conditional	Police Department	<ul style="list-style-type: none"> • The applicant should arrange to for the use of the Town bus to shuttle attendees between the Town Park and the library in case of rain. • Parking volunteers needed in case of rain. 	N/A	N/A
Conditional	Town Clerk	<ul style="list-style-type: none"> • The applicant should make arrangements to borrow cones. • The applicant is responsible for obtaining insurance naming the town as an additional insured. 	N/A	N/A



SPECIAL EVENT APPLICATION REVIEW

EVENT: Juneteenth Concert DATE: Mon 6/19/23 rain at Library

I have reviewed the Special Event Permit Application for the event indicated above.

SIGNATURE:  NAME: Thomas D. Mulcahy, Chief of Police

DEPARTMENT:

- POLICE DEPARTMENT BUILDING DEPARTMENT FIRE DEPARTMENT
 MAINTENANCE DEPARTMENT RECREATION DEPARTMENT EMERGENCY SERVICES
 HIGHWAY DEPARTMENT OTHER (PLEASE SPECIFY): _____

APPROVAL/CONDITIONS:

- APPROVED DISAPPROVED
 APPROVED SUBJECT TO THE FOLLOWING CONDITIONS:

The scope of this event **doesn't require additional officers to be assigned specifically** for the event. The currently Assigned road patrol officers will be made aware of event and be directed to patrol during event. We do have **Some concerns if it rains and moved to Library**. Library has issues with parking for larger events if this ends up **Being utilized the Partnership needs to make arrangements with the Town to utilize the Town Bus as an option To shuttle patrons from Town Park to Library. They will also need parking attendants to direct attendees to Town Park when Library Lot is full and to insure that vehicles aren't blocking driveway at Library.** **Town Board to consider that this will be 4th straight day of events in Scotts Corners, Friday- Food Truck Saturday-Battle of Bands, Sunday – Kids Concert and then this concert on Monday.**

FOR TOWN DEPARTMENTS ONLY:

STAFFING NEEDED: _____	STAFFING COST: \$ _____
EQUIPMENT NEEDED: _____	EQUIPMENT COST: \$ _____
OTHER COST ITEMS: _____	OTHER COST: \$ _____
	TOTAL COST: _____

Please return completed review forms to the Town Clerk (townclerk@townofpoundridge.com).

8. If the application is approved, you will receive an application approval form that will list any conditions that need to be met before the permit can be issued.
9. If approval is conditional, provide documentations that the conditions have been met in order to receive a permit.

APPLICANT INFORMATION

The **applicant** is the individual, group, or entity organizing the event. Examples of applicant **type** include nonprofit organization, town board or commission, school club, etc.

Applicant name:	Terri Pike, Pound Ridge Partnership Proud Days Committee
Address:	29 Bayberry Way, Pound Ridge, NY 10576
Mailing address:	Pound Ridge Partnership, P.O. Box 402, Pound Ridge, NY 10576
Phone number:	914-715-4107
Email address:	terripike@poundridgepartnership.org

EVENT INFORMATION

In addition to indicating event **type** (eg, street fair, festival, road race, parade, concert, etc.), please provide a detailed event description. Examples of event **purpose** include fundraising, promoting awareness, providing education, building community spirit, promoting local businesses, etc. ***If the event is a fundraiser, the purpose should include information about how the resulting funds will be used.*** Identify all locations where event activity will take place, including parking.

Event name: Juneteenth Celebration (as part of Pound Ridge Proud Days 2023)

Event type: Concert

Purpose: In conjunction with the Town Board's HRAC Committee, the Pound Ridge Partnership is planning a concert by well-known local singer Alison Shearer Quartet to celebrate Juneteenth, a New York state holiday commemorating the Emancipation of Slaves. One way to observe this day is through celebrating African-American culture, which is the goal of this

concert. It is an important addition to the philosophy of Pound Ridge Proud Days, which have evolved to bring more inclusivity to Pound Ridge.

Event date:	Sat. 6/19/2023	Alternate date:	None: In case of rain, the event will be held in the Pound Ridge library on the same date
Event start time:	6:00 pm	Event end time:	7:00 pm
Setup start time:	4:00 pm	Setup end time:	
Takedown start:		Takedown end:	8:00pm
Location(s):	Village Green		
On private property?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Parking location(s):	Westchester Ave.; Parking Lots in Business District area		
On private property?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Road closure(s) requested:	No		
Closure times requested:	N/A		
Admission fee?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Parking fee?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Registration Fee	No		
Pay to be a Judge	No		

VENDORS/LICENSES

If the answer to any of the questions below is yes, you must also complete the **Vendor/License Information Form**. If you are unable to complete the form at the time application is submitted, please note that a complete form will be required before the permit can be granted.

Will the event include food and/or beverage vendors?

Yes No Food truck pending

Will any food or beverages be served without charge in conjunction with the event?

Yes No

Will the event include non-food vendors?

Yes No Number, if any

Will the event include alcoholic beverage vendors?

Yes No Number, if any

Will any alcohol be served without charge in conjunction with the event?

Yes No

Will the event include gambling of any kind?

Yes No

CONTACTS

Primary contact name: Sharbari Kamat

Cell phone number: (917)626-2574 Email address: Sharbari.kamat@gmail.com

Event day contact name: Sharbari Kamat

Cell phone number: (917)626-2574 Email address: Sharbari.kamat@gmail.com

Weather contact name: Sharbari Kamat

Cell phone number: (917)626-2574 Email address: Sharbari.kamat@gmail.com

LOGISTICS

CROWD MANAGEMENT

Anticipated attendance:	Approximately 150		
Describe crowd control plan:	Not anticipating any crowd control needed. This is an open air event		
Describe perimeter control plan:	Will coordinate with PR police for Westchester Ave presence		
Emergency services be present?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/> No
Will event be ADA compliant?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/> No

VOLUNTEERS

Indicate number of volunteers:	Approx. 5		
Describe role(s) of volunteers:	➤ Set-up sound system, Communication Coordinator, Photography, clean-up		

SANITATION/GARBAGE

Portable toilets provided?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/> No
If so, how many?	1		
Garbage/recycling bins provided?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/> No PRP has 2 garbage bins; Westchester Ave street garbage & recycle bins
Describe garbage/recycling plan:	Partnership will bring its 2 bins		

NEIGHBORHOOD IMPACT/NOTIFICATION

Will there be noise impacts?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/> No
If so, will there be amplified music?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/> No
Will there be light impacts?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/> No

(adopted 04.12.2022)

Have neighbors been notified? Yes No in process

STRUCTURES/SAFETY

Tents or canopies? Yes No

If yes, please describe:

~~Stage or other structures?~~ Yes No

If yes, please describe: Already exists in Village green

Fireworks or open flame? Yes No

If yes, please describe:

UTILITIES

Water access needed? Yes No

If yes, please describe:

Electricity needed? Yes No

If yes, please describe: Already exists – PR Electrical, panel or lights

WiFi access needed? Yes No

If yes, indicate number of users: N/A

PROMOTION

Banner permission requested? Yes No

If so, indicate location and dates:

Banner installed June 12, 2023; Across Westchester Ave. Business District.

~~Need letter to Town Board for permission~~

Other signage? Yes No

Separate letter not needed

If so, please describe:

Lawn signs distributed throughout participating towns (Bedford & Katonah)

June 20, 2023 take down all signage.

TOWN RESOURCES

Town bus needed?

Yes No

If so, please indicate time period:

Barricades or cones needed?

Yes No

If so, please specify:

Minimal use of cones as needed for safety

Other town-owned property needed?

Yes No

If so, please specify:

OUTSIDE RESOURCES

Outside bus transportation?

Yes No

If so, please describe:

Outside parking assistance?

Yes No

If so, please describe:

Other outside resources?

Yes No

If so, please describe:

SUPPORTING DOCUMENTS

Please indicate which supporting documents you are providing, including review forms being submitted directly by the reviewers.

MAPS/PLANS

Yes No

Event map (may incorporate parking/traffic plan)
James Best will create map

<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	Parking/traffic plan (may be separate from event map)
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	
<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	

REVIEW FORMS

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Police Department review form
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Highway Department review form
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Maintenance Department review form
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Building Department review form
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Recreation Department review form
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Fire Department review form
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	EMS review form
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Other review form

LEGAL DOCUMENTS

<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	Insurance certificate(s) PR Partnership provided
<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	Indemnity agreement(s)
<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	Permits/Licenses (other than for vendors)
<input type="checkbox"/>				
<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	OTHER (specify):

DEPOSITS/FEES

Damage deposit paid (indicate amount): ~~Check with Erin Trostle~~ *none to date*

Waiver requested: Yes No

Application fee paid (indicate amount): ~~Check with Erin Trostle~~ *none to date*

Waiver requested: Yes No

ENDORSEMENT

I certify that I have reviewed all application materials and that the information contained therein is, to the best of my knowledge, accurate and truthful.

I understand that Town Board approval of my application does not constitute a permit; that if the application is approved, I must meet any and all conditions specified by the Town Board before a permit can be issued; and furthermore, that under no circumstances may the event take place unless and until a permit has been issued.

	4/4/2023
(signature)	(date)
Terri Pike	
(printed name)	

MEMORANDUM

To: Town Board
From: Erin Trostle
Cc: Tanja Vogel
Date: April 6, 2023
Re: Special event permit application for summer concert series

The Pound Ridge Partnership (PRP) is seeking permission to host a concert series at the Village Green on Sunday, June 18, from 2:00 pm to 4:00 pm (family/children's music); on Saturday, July 22, from 5:00 pm to 7:00 pm (jazz); and on Friday, September 15 or Saturday, September 16, from 6:00 pm to 8:00 pm. There are no rain dates.

Please note that the first date coincides with a series of four other activities proposed for Scotts Corners on successive days (June 16-19). One of the dates proposed for the third would coincide with Food Truck Friday.

Chief Mulcahy has determined that the events don't require an assigned police officer but stated that if the final concert coincides with Food Truck Friday, one officer may need to be relocated from the Barnwell Center, and additional volunteers may be needed to monitor parking at the market.

SPECIAL EVENT PERMIT APPLICATION SUMMARY – 2023 Summer Concert Series

APPROVAL	DEPARTMENT/ ORGANIZATION	CONDITIONS/COMMENTS	TOWN RESOURCES NEEDED	COST TO TOWN
Conditional	Building Department	<ul style="list-style-type: none"> • Any tents larger than 10'x10' and any extension cords must be inspected and approved by the Building Inspector prior to the event. 	N/A	N/A
Conditional	Police Department	<ul style="list-style-type: none"> • If third concert coincides with Food Truck Friday, additional volunteers may be needed to help with parking at the market. 	N/A	N/A
Conditional	Town Clerk	<ul style="list-style-type: none"> • The applicant should make arrangements to borrow cones. • The applicant is responsible for obtaining insurance naming the town as an additional insured. 	N/A	N/A



SPECIAL EVENT APPLICATION REVIEW

EVENT: Village Green Concert Series DATE: 6/18 2-4p, 7/22 5-7p, 9/15 or 16 6-8p

I have reviewed the Special Event Permit Application for the event indicated above.

SIGNATURE:  NAME: Thomas D. Mulcahy, Chief of Police

DEPARTMENT:

- POLICE DEPARTMENT BUILDING DEPARTMENT FIRE DEPARTMENT
 MAINTENANCE DEPARTMENT RECREATION DEPARTMENT EMERGENCY SERVICES
 HIGHWAY DEPARTMENT OTHER (PLEASE SPECIFY): _____

APPROVAL/CONDITIONS:

- APPROVED DISAPPROVED
 APPROVED SUBJECT TO THE FOLLOWING CONDITIONS:

The scope of these event **doesn't require additional officers to be assigned** specifically for the event.

Assigned road patrol officers will be made aware of event and be directed to patrol during event. In the case With September date possibly being held in conjunction with the Food Truck Friday event, due to the larger Scope of the event an officer would be re allocated from the event at Barnwell up to the Village Green so Additional volunteers will likely be needed to monitor and assist with parking at the Market.

FOR TOWN DEPARTMENTS ONLY:

STAFFING NEEDED: _____	STAFFING COST: \$ _____
EQUIPMENT NEEDED: _____	EQUIPMENT COST: \$ _____
OTHER COST ITEMS: _____	OTHER COST: \$ _____
	TOTAL COST: _____

Please return completed review forms to the Town Clerk (townclerk@townofpoundridge.com).

8. If the application is approved, you will receive an application approval form that will list any conditions that need to be met before the permit can be issued.
9. If approval is conditional, provide documentations that the conditions have been met in order to receive a permit.

APPLICANT INFORMATION

The **applicant** is the individual, group, or entity organizing the event. Examples of applicant **type** include nonprofit organization, town board or commission, school club, etc.

Applicant name:	Pound Ridge Partnership
Address:	
Mailing address:	Pound Ridge Partnership, P.O. Box 402, Pound Ridge, NY 10576
Phone number:	914-629-4381
Email address:	tanja@prpartnership.org

EVENT INFORMATION

In addition to indicating event **type** (eg, street fair, festival, road race, parade, concert, etc.), please provide a detailed event description. Examples of event **purpose** include fundraising, promoting awareness, providing education, building community spirit, promoting local businesses, etc. **If the event is a fundraiser, the purpose should include information about how the resulting funds will be used.** Identify all locations where event activity will take place, including parking.

Event name:	Pound Ridge Summer Concert Series
Event type:	Live Music
Purpose:	Free, live music in the Village Green to encourage community gathering.

Event dates:	6/18 - family/children's music 7/22 - jazz 9/15 or 9/16 - tbd	Alternate date:	n/a
Event start time:	6/18 - 2pm 7/22 - 5pm 9/15 or 16 - 6pm	Event end time:	6/18-4pm 7/22 - 7pm 9/15 or 16 - 8pm
Setup start time:	One hour prior event start time	Setup end time:	One hour after event
Takedown start:	At event end	Takedown end:	One hour after event
Location(s):	Village Green		
On private property?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	X
Parking location(s):	Westchester Ave.; Parking Lots in Business District area		
On private property?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	X
Road closure(s) requested:	No		
Closure times requested:	N/A		
Admission fee?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	X
Parking fee?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	X

VENDORS/LICENSES

If the answer to any of the questions below is yes, you must also complete the **Vendor/License Information Form**. If you are unable to complete the form at the time application is submitted, please note that a complete form will be required before the permit can be granted.

Will the event include food and/or beverage vendors?

<input checked="" type="checkbox"/> Yes, only if 9/15 FTF	<input checked="" type="checkbox"/> No	2 Number, if any – food trucks
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food trucks to be relocated from Barnwell Center to VG?

Will any food or beverages be served without charge in conjunction with the event?

<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
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Will the event include non-food vendors?

<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Number, if any
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Will the event include alcoholic beverage vendors?

<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Number, if any
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Will any alcohol be served without charge in conjunction with the event?

<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
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Will the event include gambling of any kind?

<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
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CONTACTS

Primary contact name: Tanja Vogel

Cell phone number: 914-629-4381 Email address: tanja@prpartnership.org

Event day contact name: Tanja Vogel

Cell phone number: 914-629-4381 Email address: tanja@prpartnership.org

Weather contact name: Tanja Vogel

Cell phone number: 914-629-4381 Email address: tanja@prpartnership.org

LOGISTICS

CROWD MANAGEMENT

Anticipated attendance: ~100

Describe crowd control plan:	Not anticipating any crowd control needed. This is an open air event. 9/15 – in conjunction w/ FTF, will include flow from sidewalk to/from Barnwell Ctr		
Describe perimeter control plan:	Will coordinate with PR police for Westchester Ave presence		
Emergency services be present?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Will event be ADA compliant?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	

VOLUNTEERS

Indicate number of volunteers:	~3		
Describe role(s) of volunteers:	PRP tent, photography, onsite supervision, clean-up		

SANITATION/GARBAGE

Portable toilets provided?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
If so, how many?	1		
Garbage/recycling bins provided?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	PRP has 2 garbage bins; Westchester Ave street garbage & recycle bins
Describe garbage/recycling plan:	PR Sanitation/ Maintenance to pick up		

NEIGHBORHOOD IMPACT/NOTIFICATION

Will there be noise impacts?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
If so, will there be amplified music?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
Will there be light impacts?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Have neighbors been notified?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	

STRUCTURES/SAFETY

Tents or canopies?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please describe:		
Stage or other structures?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please describe:	Using Village green stage	
Fireworks or open flame?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please describe:		

UTILITIES

Water access needed?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please describe:		
Electricity needed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please describe:	Already exists – PR Electrical, panel or lights	
WiFi access needed?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, indicate number of users:	N/A	

PROMOTION

Banner permission requested?	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If so, indicate location and dates:		
Other signage?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If so, please describe:		

TOWN RESOURCES

Town bus needed?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
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If so, please indicate time period:

Barricades or cones needed? Yes No

If so, please specify:

Other town-owned property needed? Yes No

If so, please specify:

OUTSIDE RESOURCES

Outside bus transportation? Yes No

If so, please describe:

Outside parking assistance? Yes No

If so, please describe:

Other outside resources? Yes No

If so, please describe:

SUPPORTING DOCUMENTS

Please indicate which supporting documents you are providing, including review forms being submitted directly by the reviewers.

MAPS/PLANS

<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	Can provide Village Green map, if needed
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	

REVIEW FORMS

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Police Department review form
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Highway Department review form

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Maintenance Department review form
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Building Department review form
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Recreation Department review form
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Fire Department review form
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	EMS review form
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Other review form

LEGAL DOCUMENTS

<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	Insurance certificate(s) PR Partnership provided
<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	Indemnity agreement(s)
<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	Permits/Licenses (other than for vendors)

<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	OTHER (specify):
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DEPOSITS/FEES

Damage deposit paid (indicate amount):	\$0		
Waiver requested:	<input type="checkbox"/> Yes	<input type="checkbox"/>	No
Application fee paid (indicate amount):	\$0		
Waiver requested:	<input type="checkbox"/> Yes	<input type="checkbox"/>	No

ENDORSEMENT

I certify that I have reviewed all application materials and that the information contained therein is, to the best of my knowledge, accurate and truthful.

I understand that Town Board approval of my application does not constitute a permit; that if the application is approved, I must meet any and all conditions specified by the Town Board before a permit can be issued; and furthermore, that under no circumstances may the event take place unless and until a permit has been issued.

	4/3/23
(signature)	(date)
Tanja Vogel	
(printed name)	

	Kevin	Les	Ali	Carla	Dan	Diane	Other
Boards & Commissions							
Audit Bills				X			
Board of Assessment Review							N/A
Board of Ethics							N/A
Conservation Board				X			
Drug Abuse Prevention Council		X					
Economic Development Committee						X	
Energy Action Committee				X			
Housing Board					X		
Human Rights Advisory Committee			X				
Landmarks & Historic District					X		
OEM	X						
Old Pound Road Committee	X						
Open Space					X		
Planning Board				X			
Police Department	X						
Recreation Commission						X	
Water Control Commission		X					
Zoning Board of Appeals					X		
Other							
BCSDNY	X						
East of Hudson Watershed		X					
Environmental Initiatives Advisors							Elyse/Bill Harding
Fire District	X						
Insurance							Harvey Dann
Library Board	X						
New Dawn					X		
Westchester County Shared Services	X						
Sustainable Westchester				X			
WEMS							Tom Mulcahy
Wireless Communication						X	
Water Wastewater Task Force			X				