

Town of Pound Ridge

Office of the Town Clerk

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



Deputy Town Clerk
Josh Batchelder
deputytownclerk@townofpoundridge.com
914-764-5212

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the Town Board of the Town of Pound Ridge will hold a public hearing on August 1, 2023, commencing at 7:00 pm, or as soon thereafter as time allows, to provide an opportunity for public comment on the following proposed resolution regarding continuation of the funding of the Open Space Acquisition Fund:

WHEREAS, the Town, by Resolution, as approved by Town-wide referendum in November 2000, established a Capital Reserve Fund for the acquisition of open space within the Town, funded by a general property tax levy ("Open Space Acquisition Fund"); and

WHEREAS, the Town, having renewed and refunded that Open Space Acquisition Fund by Resolution, also approved by Town-wide referendum in November 2010, for a period of ten years commencing January 1, 2011 and thereafter by Resolution Town-wide Referendum extended the Open Space Acquisition Fund to December 31, 2023; and

WHEREAS, the Town's Open Space Acquisition Fund funding is scheduled to expire on December 31, 2023; now it is hereby

RESOLVED, that Town of Pound Ridge hereby approves the re-funding and continuation of the Town Open Space Acquisition Fund for a period of ten (10) years beginning January 1, 2024. This resolution shall be effective August 31, 2023 subject to an affirmative Town-wide referendum to be held at the General Election on November 7, 2023; and it is further

RESOLVED, that the referendum shall read as follows:

Shall the Town of Pound Ridge continue to make contributions to a capital reserve fund dedicated to acquiring ownership rights, easements or interests in Open Space areas, as defined in Section 247 of the General Municipal Law, and to maintaining and preserving those Open Space areas previously or hereafter acquired by the fund. Such contributions shall continue to be financed from the annual general tax levy for a period of ten (10) years, commencing January 1, 2024, of \$1 per \$1,000 of assessed value from 2024 through 2033.

And it is further

RESOLVED, that the Clerk of the Town of Pound Ridge be authorized to execute any and all documents necessary to effect this resolution and the placement of the referendum on the November 2023 Ballot.

The public may attend the hearing either in person at the Town House, 179 Westchester Avenue, Pound Ridge, or via Zoom videoconference using the following login/dial-in information:

Join with video: <https://us02web.zoom.us/j/83121291089>

Join by phone with audio only: Dial-in number: 929-205-6099

Meeting ID: 831 2129 1089

Those who prefer to observe the meeting but not to participate may view livestream video at <https://vimeo.com/event/2423847>.

Erin Trostle, Town Clerk
July 21, 2023

Town of Pound Ridge

Diane Briganti, Assessor



Tel.: 914-764-5511

Fax: 914-764-0102

MEMORANDUM

**TO: KEVIN HANSAN, SUPERVISOR
AND THE TOWN BOARD**

FROM: DIANE BRIGANTI, ASSESSOR

DATE: AUGUST 1, 2023

**SUBJECT: AUTHORIZATION TO ATTEND ANNUAL NYS ASSESSOR'S
ASSOCIATION CONFERENCE FOR 12 CREDIT HOURS**

Authorization is requested for the Assessor, Diane Briganti, to attend the Annual NYS Assessor's Association conference on Assessment Administration Conference in Saratoga, NY, Tuesday October 3rd through Friday October 6th, 2023.

Expenses for lodging, meals, registration and travel are expected to be approximately \$1300 as previously approved in the 2023 budget.

A portion of the registration may be reimbursable through NYS.

I have included prepaid invoices for registration purposes, which are refundable up to 72 hours in advance of the start date.

The conference enables the Assessor to obtain the mandatory 12 yearly credits to maintain certification in NYS.

Thank you

Diane

Diane Briganti

From: The Saratoga Hilton Team <info@cvent.com>
Sent: Monday, July 10, 2023 1:28 PM
To: Diane Briganti
Subject: The Saratoga Hilton Reservation Confirmation

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.



NYS ASSESSORS' ASSOCIATION(3 Night Minimum Stay)

The Saratoga Hilton
Oct 3, 2023 to Oct 6, 2023

RESERVATION CONFIRMATION

We are pleased to confirm your reservation at The Saratoga Hilton. Our staff is looking forward to your arrival for NYS ASSESSORS' ASSOCIATION(3 Night Minimum Stay). Below you will find details of your reservation. If your travel plans change and you need to modify your reservation, please [click here](#).

Hotel Confirmation	3395395152
Date Booked	Jul 10, 2023
Reservation Name	Diane Briganti
Arrival Date	Oct 3, 2023

Departure Date	Oct 6, 2023			
Room Type	One King Bed			
Number of Guests	1			
Night by Night Rate	Date	Guests	Status	Rate
	Oct 3, 2023	1	Confirmed	189.00
	Oct 4, 2023	1	Confirmed	189.00
	Oct 5, 2023	1	Confirmed	189.00
	Additional Guest Rate			
	Second Guest	0.00		
	Third Guest	15.00		
	Fourth Guest	15.00		
Total Charge	567.00			
Tax Disclosure	Room rates shown do not include 13.00% Room Tax Per Night (subject to change). Total room charges presented on the website will include all room fees and taxes.			
Add-Ons				
Cancel Policy	Cancellations made within 48 hours of arrival will forfeit one night's room and tax. 3 NIGHT MINIMUM STAY			

The Saratoga Hilton

534 Broadway | Saratoga Springs, NY | 12866
t: 518-584-4000 | f: 518-584-7430

This transmission is not a digital or electronic signature and cannot be used to form, document, or authenticate a contract. Hilton accepts no liability arising in connection with this transmission

Communication Powered by



Diane Briganti

From: Tracy Carman <admin@nyassessor.org>
Sent: Monday, July 10, 2023 1:20 PM
To: Diane Briganti
Subject: Registration confirmed for 2023 NYSAA Fall Conference

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.

Dear Diane,

Your registration has been confirmed. Please save this email for future reference.

Event: 2023 NYSAA Fall Conference

Attending: Diane Briganti

Number in Party: 1

Time: 12:00 PM

Date: October 3, 2023

Confirmation Number: 29NFQ25CC8V

Registration Information

Diane Briganti

In Person Conference Pass

Questions

Please select an entree for Wednesday night.

Grilled New York Strip Steak with Shallot Demi-Glace

Please select an entree for Thursday night.

Stuffed Chicken with Sundried Tomato, Spinach, Mozzarella, Tomato Fondue

Sessions

October 4, 2023

8:00 AM - 12:00 PM	Annual Meeting and NYS ORPTS Presentation - Hybrid
October 5, 2023	
9:00 AM - 12:00 PM	Grievance, SCARs, and CERTs, Oh MY!
1:30 PM - 4:30 PM	Excel Can!
October 6, 2023	
9:00 AM - 12:00 PM	Mini Modules

[View or modify your registration](#)

We look forward to seeing you there.



Sincerely,

Tracy Carman

Communications Director

315-706-3424

admin@nyassessor.org

NYS Assessors Assoc

116 Salina St., Suite 8

Liverpool, NY 13088

If you no longer want to receive emails from NYSAA, please [Opt-Out](#).

Your payment for the 2023 NYSAA Fall Conference event has been successfully processed. Please save this email for your records.

Transaction Information

Item	Transaction Information	Quantity	Amount
In Person Conference Pass		1	\$200.00
Conference Meal Package		1	\$429.00
	Transaction Total		\$629.00

Registration Confirmation Number: 29NFQ25CC8V

[View your registration](#)

If you have any questions about this transaction or email, please contact Tracy Carman directly at admin@nyassessor.org.

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cvent

From: [Nicole Engel](#)
To: [Nicole Engel](#)
Subject: FW: Magistrates Association Fall Conference 2023 - Verona, NY
Date: Thursday, July 20, 2023 1:18:29 PM

From: Sonia Mercado-Jimenez <smercado@townofpoundridge.com>
Sent: Thursday, July 20, 2023 1:16 PM
To: Kevin Hansan <supervisor@townofpoundridge.com>
Cc: Nicole Engel <chiefofstaff@townofpoundridge.com>; Sonia Mercado-Jimenez <smercado@townofpoundridge.com>
Subject: Magistrates Association Fall Conference 2023 - Verona, NY

I must attend the Magistrates Association Fall Conference to be held in Verone, NY at the Turning Stone Resort please add this request to Town Board Meeting. The conference will be held September 17 through September 20, 2023.

The best way to go to the conference is to drive. It is 211 Miles one way \$138.21. Roundtrip total mileage is \$276.42. The Hotel accommodation is \$895.00 (includes all meals). Pre-registration fee is: \$100.00. Travel expense meal (approximately) \$25.00. There are toll expenses, but I do not how much it will be.

The total expenses for the conference will be \$1296.42 (approximately).

I must double check to see if Audrey Wilson has attended the conference. It is mandatory for all clerks to attend and complete the training.

If there is any additional information you or the board may need, please let me know.

Thank you,

Sonia Mercado-Jimenez

MEMORANDUM

To: Town Board
From: Erin Trostle
Cc: Sara Wolf
Date: July 27, 2023
Re: Special Event Permit application – Chabad of Bedford

Chabad of Bedford is requesting a Special Event Permit for a menorah lighting ceremony at the Village Green, to be held from 3:00 to 5:00 pm on Sunday, December 10. The menorah would be on display from December 7 through December 15. The Police Chief, Building Inspector, and Maintenance Supervisor have all reviewed the application and have no concerns.

SPECIAL EVENT PERMIT APPLICATION SUMMARY – 2023 Chabad Menorah and Lighting Ceremony

APPROVAL	DEPARTMENT/ ORGANIZATION	CONDITIONS/COMMENTS	TOWN RESOURCES NEEDED	COST TO TOWN
Approved	Building Department	N/A	N/A	N/A
Approved	Maintenance Department	N/A	N/A	N/A
Approved	Police Department	N/A	N/A	N/A
Approved	Town Clerk	N/A	N/A	N/A



SPECIAL EVENT APPLICATION REVIEW

EVENT: Chanukah Menorah Lighting 12/17/23 DATE: 7/25/2023

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

SIGNATURE: *Thomas D. Mulcahy* 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:

As in past years when event was held on the Barnwell property, due to the scope of event there is no impact
From the Police Department perspective. Police patrols that day will be made aware of the event being held at
The Village Green and patrol as necessary.

FOR TOWN DEPARTMENTS ONLY:

STAFFING NEEDED:	<u>None needed</u>	STAFFING COST:	<u>\$ 0</u>
EQUIPMENT NEEDED:	_____	EQUIPMENT COST:	<u>\$</u>
OTHER COST ITEMS:	_____	OTHER COST:	<u>\$</u>
		TOTAL COST:	<u>\$ 0</u>

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



SPECIAL EVENT PERMIT APPLICATION

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:	Sara Wolf, Chabad of Bedford
Applicant Type:	Jewish Community Center
Address:	220 S Beford Rd.
Mailing Address:	Bedford Corners, NY 10549
Phone Number:	9146666065
Email Address:	sara@chabadbedford.com

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:	Chanukah Menorah Lighting
Event Type:	Menorah Lighting Ceremony
Description:	Holiday crafts, music, treats, lighting ceremony
Purpose:	Chanukah Holiday community celebration

Event Date:	December 10	Alternate Date:	
Event Start Time:	3:00pm	Event End Time:	5:00pm
Setup Start Time:	12:00pm	Setup End Time:	6:00pm
Takedown Start:		Takedown End:	

Location(s):			
On private property?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Parking location(s):	Around town		
On private property?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	

Road closure(s) requested:	No
Closure times requested:	

Admission fee?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Parking fee?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

VENDORS/LICENSES

Will the event include food and/or beverage vendors?		
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Number, if any: 1
Will any food or beverages be served without charge in conjunction with the event?		
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
Will the event include non-food vendors?		
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Number, if any:
Will the event include alcoholic beverage vendors?		
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Number, if any:
Will any alcohol be served without charge in conjunction with the event?		
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Will the event include gambling of any kind?		
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	

Please note that it is the applicant's responsibility to ensure that any vendors have all required licenses and/or permits.

CONTACTS

Primary Contact Name:	Sara Wolf		
Cell Phone Number:	9148443601	Email Address:	sara@chabadbedford.com
Event Day Contact Name:	Same		
Cell Phone Number:		Email Address:	
Weather Contact Name:			
Cell Phone Number:		Email Address:	

Note that the weather contact person must be on site throughout the event, and also that it is the responsibility of the organizer to communicate postponements and cancellations to the public.

Please indicate how decisions regarding postponement or cancellation will be made, and how you will respond if sudden severe weather develops while the event is in progress:

Email blasts

LOGISTICS

CROWD MANAGEMENT		
Anticipated attendance:	100 ppl	
Describe crowd control plan:	Volunteers will lead	
Describe perimeter control plan:		
Emergency services present?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Will event be ADA compliant?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

VOLUNTEERS	
Indicate number of volunteers:	5
Describe role(s) of volunteers:	Crowd control, distributing food

SANITATION/GARBAGE		
Portable toilets provided:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If so, how many?		
Garbage/recycling bins provided?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Describe garbage/recycling plan:	We will bring bins and bags	

NEIGHBORHOOD IMPACT/NOTIFICATION		
Will there be noise impacts?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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:	Menorah	
Fireworks or open flame?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please describe:	For the first 30 minutes of the lighting the menorah will be lit	

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:	For menorah bulbs	
WiFi access needed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please indicate # of users:		

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

TOWN RESOURCES		
Town bus needed?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please indicate time:		
Barricades or cones needed?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please specify:		
Other town-owned property needed?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please specify:		

OUTSIDE RESOURCES		
Outside bus transportation?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please describe:		
Outside parking assistance?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please describe:		
Other outside resources?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please describe:		

SUPPORTING DOCUMENTS

MAPS/PLANS		
<u>Event Site Plan</u>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<p>The <u>Event Site Plan</u> should include locations of the following if applicable: stages/tents, power/water sources, portable toilets, accessible toilets, medical aid locations, admission sales area, alcohol sales/services, pedestrian pathways, entrances/exits, vendors/riders.</p> <p>*PLEASE UPLOAD OR EMAIL SEPARATELY*</p>		
		UPLOAD

<u>Parking/Traffic Plan</u>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<p>The <u>Parking/Traffic Plan</u> should include locations of the following if applicable: road closures, traffic patterns, bus routes/stops, parking payment area, attendee parking, accessible parking, vendor parking, volunteer parking.</p> <p>*PLEASE UPLOAD OR EMAIL SEPARATELY*</p>		
		UPLOAD

LEGAL DOCUMENTS		
Insurance Certificate(s)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Indemnity Agreement(s)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Permits/Licenses (other than for vendors)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Please note that it is the applicant's responsibility to obtain insurance naming the town as an additional insured.

DEPOSIT/FEES

Damage Deposit Paid (Indicate Amount):		
Waiver Requested:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Application Fee Paid (Indicate Amount):		
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 for a permit to be issued, and to remain valid. Furthermore, that under no circumstances may the event take place unless and until a permit has been issued.

X

Sara Wolf

(Printed Name)

07/18/23

(Date)

SUBMIT

MEMORANDUM

To: Town Board
Cc: Kevin Long, James Best, Tanja Vogel
From: Erin Trostle
Date: July 31, 2023
Re: Special Event Permit application for 2023 Harvest Festival

The Pound Ridge Partnership is requesting a Special Event Permit for the 2023 Harvest Festival, which is scheduled for October 7, 2023. Please see the attached condition summary, review forms, and other related materials.

APPLICATION REVIEW SUMMARY – 2023 HARVEST FEST

APPROVAL	DEPARTMENT	CONDITIONS/COMMENTS	TOWN RESOURCES	COST TO TOWN
Conditional	Police Department	<p><u>Parking</u></p> <ul style="list-style-type: none"> • Number of parking passes sold must not exceed capacity of PRES and nursery. • Parking limitations must be advertised on signage and event website. • Parking contractor and/or volunteer coordinator must meet with PRPD at least one week prior to event. • Parking contact must meeting with on-site PRPD supervisors on day of event. • Applicant should notify PRPD if PRES upper field should be lined as for fireworks. <p><u>Traffic</u></p> <ul style="list-style-type: none"> • Variable message board will be used before (to alter public regarding delays) and during (for parking info) event. • Cones and barricades will be secured from Highway Department. <p><u>Alcohol</u></p> <ul style="list-style-type: none"> • PRPD recommends that alcohol sales stop at 4pm (“last call”). • The applicant should discuss compliance with “last call” and not overserving attendees with vendors before the event. • The applicant should ensure that volunteers monitor the area designated for alcohol consumption to ensure that attendees do not take alcoholic beverages with them when they leave the area. • PRPD recommends that the applicant follows best-practice recommendations of the town’s insurance carrier regarding alcoholic beverages, such as offering incentives for designated drivers. 	Police Chief, 2 supervisors, and 8 officers, 10am – 7pm (9 hours total; 8 regular hours + 1 hour OT)	\$5,525.81

		<p><u>Other</u></p> <ul style="list-style-type: none"> • Headlining act needs to end no later than 5pm. • The Maintenance Garage, which is used as a green room, is a workplace environment and therefore is a No Smoking area. 		
Conditional	Building Inspector	<ul style="list-style-type: none"> • Main stage must be inspected and approved the morning of the event. • All extension cords and portable generators must be inspected and approved the morning of the event. • All rides must be inspected and approved by the Department of Labor. • All food trucks must display Town of Pound Ridge inspection tags. • The number of portable toilets must be increased from 12 to 30. 	N/A	N/A
Conditional	PRVAC	<ul style="list-style-type: none"> • PRVAC will contract with WEMS for a standby paramedic and a standby transport ambulance; the applicant will reimburse PRVAC for the full cost of the WEMS resources. • The applicant will reimburse PRVAC for the cost of food and drink purchased at the event for PRVAC and WEMS personnel. • PRVAC will determine the best location for the ambulances. 	N/A	N/A



SPECIAL EVENT APPLICATION REVIEW

EVENT: Pound Ridge Harvest Festival DATE: October 7th, 2023

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

SIGNATURE:  NAME: Rafael Mayer, Lieutenant, Pound Ridge VAC

DEPARTMENT:

- | | | |
|---|--|--|
| <input type="checkbox"/> POLICE DEPARTMENT | <input type="checkbox"/> BUILDING DEPARTMENT | <input type="checkbox"/> FIRE DEPARTMENT |
| <input type="checkbox"/> MAINTENANCE DEPARTMENT | <input type="checkbox"/> RECREATION DEPARTMENT | <input checked="" type="checkbox"/> EMERGENCY SERVICES |
| <input type="checkbox"/> HIGHWAY DEPARTMENT | <input type="checkbox"/> OTHER (PLEASE SPECIFY): _____ | |

APPROVAL/CONDITIONS:

- APPROVED DISAPPROVED

- APPROVED SUBJECT TO THE FOLLOWING CONDITIONS:

Pound Ridge VAC will contract with WEMS for a stand-by paramedic and a stand-by transport ambulance. Pound Ridge Partnership will fully reimburse Pound Ridge VAC for the full cost of the WEMS additional resources.

Pound Ridge VAC will purchase food and drink at the event for Pound Ridge VAC and WEMS personnel. Pound Ridge Partnership will fully reimburse Pound Ridge VAC for the its out of pocket expenses on the same.

Pound Ridge VAC will determine the best location for the ambulances during the event and will communicate the same to Pound Ridge Partnership in advance.



SPECIAL EVENT APPLICATION REVIEW

EVENT: Harvest Festival 10/7/23 DATE: 7/31/23

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

SIGNATURE: *Thomas D. Mulcahy* 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:

See attached

FOR TOWN DEPARTMENTS ONLY:

STAFFING NEEDED:	<u>2 Supervisors, 8 Officers (10am-7pm)</u>	STAFFING COST:	<u>\$ 5,525.81</u>
EQUIPMENT NEEDED:	_____	EQUIPMENT COST:	<u>\$</u>
OTHER COST ITEMS:	_____	OTHER COST:	<u>\$</u>
		TOTAL COST:	<u>\$ 5,525.81</u>

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

Town of Pound Ridge Police Department

Tel.: 914-764-4206
Fax: 914-764-0847



Thomas D. Mulcahy
Chief of Police

July 31, 2023

2023 Harvest Festival Permit Review

Upon review of application by the Police Department, the following is a list of areas for the Town Board to take into consideration while approving this permit. Some of the points that were raised from last year's event.

Parking Plan:

1. Number of parking passes sold not to exceed the parking capacity of Pound Ridge Elementary School and Pound Ridge Nursery. Need to take into account that the Nursery has a lot more inventory on site than last year and condition of grass field there if it rains. Partnership needs to secure permission for use of PRES from Bedford Central School district. Parking from Fireworks is typically 400-425 vehicles on property and Upper Lacrosse field, as a guide. Parking contractor to determine the capacity of Pound Ridge Nursery based on current configuration and allowable parking areas. Parking is sold out when this capacity is reached. Parking contractor is responsible for staffing and parking at all parking locations.
2. Must advertise like last year on event website and materials that ***"No Parking is allowed on any street surrounding the Event – Vehicles in violation are subject to being ticketed and/or towed at the owner's expense."***
3. Parking Contractor and/or Volunteer Parking Coordinator must meet with Police Department representatives at least 1 week prior to event to go over Parking Plan and to ensure they have enough staff for all designated parking areas.
4. Day of event- Parking Point of Contact must meet with on site Police Supervisors
5. Does Parking Contractor/Partnership want Upper Lacrosse Field lined according to Fireworks layout? If so, PD will coordinate with Highway prior to event.

Traffic Plan:

1. Variable Message Board to be utilized prior to event to alert public of delays and traffic surrounding event. On day of event to direct attendees to parking area at PRES and no street parking around event.
2. Necessary cones and barricades will be secured from Highway.

Town of Pound Ridge Police Department

Tel.: 914-764-4206
Fax: 914-764-0847



Thomas D. Mulcahy
Chief of Police

Alcohol Service:

This section was added based on observations and issues that arose at last year's event. Like all public sporting events and concerts, there is a defined time prior to the end of an event when alcohol sales cease. Since most of the crowd exits the Park after the end of the headliner's performance at 5pm, our recommendation is to stop all sales "Last Call" at 4pm. We also had an issue with individuals leaving the event with what appeared to be alcohol. The event has a roped off Beer Garden area for the consumption of alcohol which includes the VIP area. The volunteers that are trained to monitor this area need to keep an eye on this. Compliance with "Last Call" and not overserving individuals will be discussed with alcohol vendor prior to event. I have included the link to a best practice document that I found: (https://cdn2.hubspot.net/hub/37204/file-13889578-pdf/docs/serving_alcohol_-_guidelines_for_event_producers.pdf?t=1428444854000) but would follow the recommendations of our own Insurance Carrier. Some of these items we discussed with the Partnership in the review of last year's event, like providing incentives for designated drivers. This is a great event and the last thing, we want to see is an unfortunate alcohol-related incident associated with it.

Other Notes:

The headlining act needs to conclude by 5pm, as in past events, to allow ample time for the safe egress of all attendees without the need for additional lighting.

Maintenance Garage- as a Green Room. Reminder that this is a workplace environment and therefore a No Smoking area as per the NYS Clean Air Act. It is also utilized for meal breaks for Town Personnel and Officers working at the event. This was not an issue last year and went very well.

Staffing Costs: Day of Event: Tour: 10am to 7pm (9 hours) (8+1 OT)

Chief: \$891.36

2 Supervisors: \$1,097.63

8 Officers: \$3,536.82

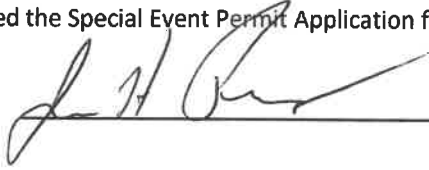
Total: \$5,525.81



SPECIAL EVENT APPLICATION REVIEW

EVENT: Harvest Fest 2023 DATE: 10/7/2023

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

SIGNATURE:  NAME: James H Perry

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 Main Stage to be inspected the morning of the event. Pound Ridge Building Dept.

All tents to be inspected the morning of the event - Pound Ridge Building Dept.

All Extension Cords and Portable Generators to be inspected the morning of the event. Pound Ridge Building Dept.

All rides to be inspected by Dept of Labor

All Food Trucks must display Town of Pound Ridge Inspection Tags

Increase Number of Porto Jon's from 12 to 30

FOR TOWN DEPARTMENTS ONLY:

STAFFING NEEDED: <u>1</u>	STAFFING COST: <u>\$</u>
EQUIPMENT NEEDED: _____	EQUIPMENT COST: <u>\$</u>
OTHER COST ITEMS: _____	OTHER COST: <u>\$</u>
	TOTAL COST: <u>\$</u>

Portable Sanitation Association International SPECIAL EVENT CHART EXTENDED BREAKDOWN



Number of Units required when no pumping service is provided based on 50/50 Mix of Men & Women
One unit provides approximately 200 uses with 4 hours between use

Average Crowd Size	Average Hours at the Event									
	1	2	3	4	5	6	7	8	9	10
500	2	4	4	5	6	7	9	9	10	12
1,000	4	6	8	8	9	9	11	12	13	13
2,000	5	6	9	12	14	16	18	20	23	25
3,000	6	9	12	16	20	24	26	30	34	38
4,000	8	13	16	22	25	30	35	40	45	50
5,000	12	15	20	25	31	38	44	50	56	63
10,000	15	25	38	50	63	75	88	100	113	125
15,000	20	38	56	75	94	113	131	150	169	188
20,000	25	50	75	100	125	150	175	200	225	250
25,000	38	69	99	130	160	191	221	252	282	313
30,000	46	82	119	156	192	229	266	302	339	376
35,000	53	96	139	181	224	267	310	352	395	438
40,000	61	109	158	207	256	305	354	403	452	501
45,000	68	123	178	233	288	343	398	453	508	563
50,000	76	137	198	259	320	381	442	503	564	626
55,000	83	150	217	285	352	419	486	554	621	688
60,000	91	164	237	311	384	457	531	604	677	751
65,000	98	177	257	336	416	495	575	654	734	813
70,000	106	191	277	362	448	533	619	704	790	876
75,000	113	205	296	388	480	571	663	755	846	938
80,000	121	218	316	414	512	609	707	805	903	1001
85,000	128	232	336	440	544	647	751	855	959	1063
90,000	136	246	356	466	576	686	796	906	1016	1126
95,000	143	259	375	491	607	724	840	956	1072	1188
100,000	151	273	395	517	639	762	884	1006	1128	1251

Source: Independent Study by: Center of Business and Industrial Studies / University of Missouri-St. Louis

For more information contact the Portable Sanitation Association International at:
info@psai.org • 952.854.8300 • 800.822.3020 • www.psal.org



Building Inspector
Comments in RED

SPECIAL EVENT PERMIT APPLICATION

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
Applicant type: Non-profit
Address: PO Box 402
Pound Ridge, NY 10576
Mailing address: PO Box 402, Pound Ridge, NY 10576
Phone number: 914-764-1314
Email address: kevinmlong@gmail.com

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 Harvest Festival
Event type: Festival
Description: Festival that includes music, kids activities, food, beverages, games, vendors, community groups.

Purpose: Fundraiser for Pound Ridge Partnership to fulfill its mission to support the business district.

Event date: October 7, 2023 Alternate date:

Event start time: 12PM Event end time: 7PM
 Setup start time: 6AM Setup end time: 12PM
 Takedown start: 5:30 Takedown end: 8PM

Location(s): PR Town Park, PRES Upper Field, PR Town House

On private property? Yes No

Parking location(s): PRES, PRES Upper Field, PR Nursery, PR Town Park, PR Town House

On private property? Yes No (both)

Road closure(s) requested: none

Closure times requested: none

Admission fee? Yes No

Parking fee? Yes No
 \$25

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? ? how many

Yes No Number, if any

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

How many?

Will the event include alcoholic beverage vendors?

Yes No 1 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: Kevin Long

Cell phone number: 914-980-3475 Email address: kevinmlong@gmail.com

Event day contact name: Kevin Long

Cell phone number: 914-980-3475 Email address: kevinmlong@gmail.com

Weather contact name: James Best

Cell phone number: 914-391-8182 Email address: jbest@poundridgepartnership.org

LOGISTICS

CROWD MANAGEMENT

Anticipated attendance: 4000

Describe crowd control plan: Planned with PR Police Department

Describe perimeter control plan: Planned with PR Police Department

Emergency services be present? Yes No

Will event be ADA compliant? Yes No

VOLUNTEERS

Indicate number of volunteers:

100

Describe role(s) of volunteers:

Help with ticket sales, food and drink distribution, games, parking, logistics, etc.

SANITATION/GARBAGE

Portable toilets provided?

Yes

No

If so, how many?

~~12~~

Garbage/recycling bins provided?

Yes

No

Describe garbage/recycling plan:

City Carting provides dumpsters and toters: volunteers and park personnel help with garbage/recycling

*Partnership to pay labor costs for maintenance staff***NEIGHBORHOOD IMPACT/NOTIFICATION**

Will there be noise impacts?

Yes

No

If so, will there be amplified music?

Yes

No

Will there be light impacts?

Yes

No

Have neighbors been notified?

Yes

No

STRUCTURES/SAFETY

Tents or canopies?

Yes

No

If yes, please describe:

10X10, 10X20 pop up tents

Stage or other structures?

Yes

No

If yes, please describe:

Mobile stage and riser inspected by building department

Fireworks or open flame?

Yes

No

If yes, please describe:

[Redacted]

UTILITIES

Water access needed?

Yes No

If yes, please describe:

[Redacted]

Electricity needed?

Yes No

If yes, please describe:

Electricity needed for stage, rides, etc.

WiFi access needed?

Yes No

If yes, indicate number of users:

Ideally, all attendees, volunteers, etc.

PROMOTION

Banner permission requested?

Yes No

If so, indicate location and dates:

Scotts Corners, 9/1/23-10/10/23

Other signage?

Yes No

If so, please describe:

Possible lawn signs, tbd

TOWN RESOURCES

Town bus needed?

Yes No

If so, please indicate time period:

9AM-6:30PM

Barricades or cones needed?

Yes No

If so, please specify:

Whatever PRPD decides

Other town-owned property needed?

Yes No

If so, please specify:

Partial shared use of maintenance shed for band green room, pool bathrooms for public use

↑ Partnership to pay bus driver.

OUTSIDE RESOURCES

Outside bus transportation?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
If so, please describe:	We use a bus service to transport attendees from various parking lots			
Outside parking assistance?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
If so, please describe:	Parking Systems, Rudi Purisic, vendor from 2022			
Other outside resources?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	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 checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	Event map (may incorporate parking/traffic plan)
<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	Parking/traffic plan (may be separate from event map)
<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	Weather plan
<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	Vendor List (and applicable licenses or permits)

REVIEW FORMS

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

(adopted 04.12.2022)

LEGAL DOCUMENTS

<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	Insurance certificate(s)
<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	Indemnity agreement(s)
<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	Permits/Licenses (other than for vendors)
<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	OTHER (specify): Above supplied at a later date

DEPOSITS/FEES

Damage deposit paid (indicate amount): *waiver requested*

Waiver requested: Yes No

Application fee paid (indicate amount): *waiver requested*

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.

<i>Kevin M. Long</i>	7/10/2023
(signature)	(date)
Kevin M. Long	
(printed name)	



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

07/07/2023

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		CONTACT NAME: Will Maddux	
East Main Street Insurance Services, Inc.		PHONE (A/C, No, Ext): (530) 477-6521	FAX (A/C, No):
Will Maddux		E-MAIL ADDRESS: info@theeventhelper.com	
PO Box 1298		INSURER(S) AFFORDING COVERAGE	
Grass Valley CA 95945		INSURER A: Evanston Insurance Company	
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	
INSURED		NAIC #	
Pound Ridge Partnershp		35378	
c/o Kevin Long			
18 Kendall 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	Y	N	3DS5474-M3091774	10/07/2023 12:01 AM	10/08/2023 12:01 AM	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	<input checked="" type="checkbox"/> Host Liquor Liability						MED EXP (Any one person) \$ 5,000
	<input type="checkbox"/> Retail Liquor Liability						PERSONAL & ADV INJURY \$ 1,000,000
GEN'L AGGREGATE LIMIT APPLIES PER:							GENERAL AGGREGATE \$ 2,000,000
<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC							PRODUCTS - COMP/OP AGG \$ 2,000,000
OTHER:							Deductible \$ 1,000
AUTOMOBILE LIABILITY							COMBINED SINGLE LIMIT (Ea accident) \$
<input type="checkbox"/> ANY AUTO							BODILY INJURY (Per person) \$
<input type="checkbox"/> OWNED AUTOS ONLY							BODILY INJURY (Per accident) \$
<input type="checkbox"/> HIRED AUTOS ONLY							PROPERTY DAMAGE (Per accident) \$
<input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY							\$
UMBRELLA LIAB							EACH OCCURRENCE \$
<input type="checkbox"/> OCCUR							AGGREGATE \$
EXCESS LIAB							\$
<input type="checkbox"/> CLAIMS-MADE							\$
DED RETENTION \$							\$
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY							PER STATUTE OTH-ER
ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)							E.L. EACH ACCIDENT \$
If yes, describe under DESCRIPTION OF OPERATIONS below							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 listed below is named as additional insured per attached MEGL 2217 01 19. Attendance: 4000, Event Type: Harvest Festival - No Farm Implements or Equipment.

CERTIFICATE HOLDER**CANCELLATION**

Town of Pound Ridge
179 Westchester Ave
Pound Ridge

NY 10576

AUTHORIZED REPRESENTATIVE

Will Maddux

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.



EVANSTON INSURANCE COMPANY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:
COMMERCIAL GENERAL LIABILITY COVERAGE FORM

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):

Town of Pound Ridge
179 Westchester Ave
Pound Ridge, NY 10576

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule of this endorsement, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by the acts or omissions of any insured listed under Paragraph 1. or 2. of Section II – Who Is An Insured:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations; whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

All other terms and conditions remain unchanged.



BUS TO POUND RIDGE NURSERY
BUS TO POUND RIDGE ELEMENTARY SCHOOL

VIP PARKING CHECK-IN

VENDOR & COMMUNITY GROUP CHECK-IN

FESTIVAL ENTRANCE

TO VIP PARKING

COMMUNITY GROUP TABLES & BUSINESSES

FOOD COURT

AMBULANCE EMS

MERCHANDISE CENTER

TICKETS II

WINE & BEER GARDEN

MAIN TICKETS

VOLUNTEER CHECK-IN

BATHROOMS

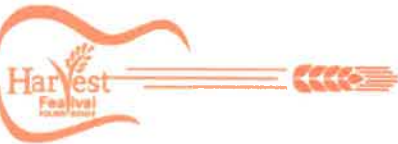
KIDS AREA

STAGE

ROOTBEER GARDEN

BOOTH PARKING

- FOOD KEY**
1. THE MARKET
 2. STACEY'S TOTALLY BAKED
 3. LICKETY SWEETS
 4. BAKED IN COLORS
 5. KITCHEN TABLE
 6. CRAFTY FRITES
 7. FOLK MOTION
 8. MOBILE PIE
 9. MILK CRAFT
 10. TIFSY TACO



1 HARVEST FESTIVAL SITE PLAN
1" = 30'-0"

OCTOBER 1, 2022

2022



2023 plan to be substantially similar

JAMES T. BEST ARCHITECT + ASSOCIATES
P.O. BOX 240
POUND RIDGE, NEW YORK 10576
914.764.8899 FAX 914.764.8897
EMAIL: jtb@jamesbestarchitect.com
www.jamesbestarchitect.com

HARVEST FESTIVAL
POUND RIDGE PARTNERSHIP
TOWN PARK
188 WESTCHESTER AVENUE
POUND RIDGE, NY 10576

PROJECT TITLE
POUND RIDGE PARTNERSHIP
HARVEST I FESTIVAL PLAN

SHEET NO.

SP-1

MEMORANDUM

To: Town Board
Cc: Katherine Long
From: Erin Trostle
Date: July 6, 2023
Re: Permit modification request for Trivia Night (request for new date)

Katherine Long is requesting a modification to the Special Event Permit for Trivia Night approved on May 2, 2023. The event was canceled due to inclement weather. She would like to request a new date of Thursday, July 13, with a rain date of Thursday, July 27. The hours would be 7pm to 9pm.

SPECIAL EVENT PERMIT MODIFICATION – Request for additional Trivia Night date

APPROVAL	DEPARTMENT/ ORGANIZATION	CONDITIONS/COMMENTS	TOWN RESOURCES	COST TO TOWN
Conditional	Town Clerk	<ul style="list-style-type: none"> • The applicant should report to Town Board regarding proceeds of July 13 event (see conditions of original permit below). • If permit modification is granted, the applicant should report to Town Board regarding proceeds of September event. • As with July 13 event, the applicant should contact the Maintenance Department to arrange for delivery (see conditions of original permit below). 	N/A	N/A

CONDITION SUMMARY – Trivia Night permit granted at 05.02.2023 TB meeting

APPROVAL	DEPARTMENT/ ORGANIZATION	CONDITIONS/COMMENTS	TOWN RESOURCES	COST TO TOWN
Approved	Building Department	N/A	N/A	N/A
Approved	Police Department	N/A	N/A	N/A
Conditional	Maintenance Department	<ul style="list-style-type: none"> • Additional trash cans will be needed. The applicant should contact the Maintenance Department to arrange for delivery. 	N/A	N/A
Conditional	Town Board	<ul style="list-style-type: none"> • Applicant should report to Town Board regarding proceeds (if any) of the event. 	N/A	N/A

Erin Trostle

From: Katherine Long <katherinerlong@gmail.com>
Sent: Thursday, July 27, 2023 2:17 PM
To: Erin Trostle
Subject: Trivia for September

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.

Hi Erin,

I am waiting for Daphne, Kitchen Table on dates- but 9/21 and 9/28 as rain date work?

If they are ok with these dates... what date do I need to:

- let the police know
- and for you also put it on the Town Board agenda?
 - Do I need to fill out another application

Thanks!
Katherine

February 14, 2023

VIA EMAIL & MAIL

Alison Boak, Trustee
Town of Pound Ridge
179 Westchester Avenue
Pound Ridge, New York 10576

Re: **Contract Amendment Proposal**
Scotts Corners Wastewater & Water Studies
Town of Pound Ridge, New York

Dear Ms. Boak:

Laberge Group will engage Martin Geo-Environmental, LLC through sub-consultant Tighe & Bond per Martin Geo's proposal dated November 1, 2022 to conduct subsurface investigation (geo probes and rock cores) along Westchester Avenue between Old Pound Road and the southerly end of Scott's Corners; and along the commercial service roads at the rear of the commercial development area of Scott's Corners. These investigations will provide information useful in preliminary design and preparing informed opinions of cost for the water and sewer improvements studies and reports. Services include;

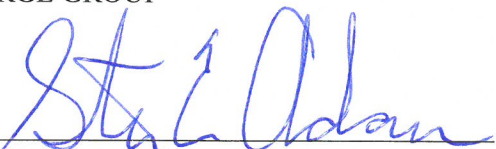
- Coordination with the boring Contractor;
- Marking locations for the borings;
- 16 hours of on-site observation during the boring work;
- Review, summarize and document the boring data obtained.

This amendment will increase the agreement amount by \$24,000.

The work will not be commenced without the Town's written authorization/notification to proceed. Laberge Group will invoice only for the work authorized and completed.

Very truly yours,
LABERGE GROUP

By: _____


Steven E. Adams, P.E.
Project Manager

SEA: kmo

J:\2022082\Laberge Agreements\Pending and Drafts\Addendum 2022082-01\Contract Amendment 2-14-23.docx

CONTRACT ADDENDUM NO. 2022082 - 01

(SCOTTS CORNERS WASTEWATER & WATER STUDIES)

DATED: February 15, 2023

TO
Agreement for Professional Services
(Original Agreement No. 2021040 Dated: April 9, 2021)

The original Agreement, between Town of Pound Ridge, Westchester County, New York, the CLIENT and Laberge Engineering & Consulting Group, LTD., is hereby amended as follows:

The contract amount shall be increased by \$24,000 plus reimbursable expenses for provision of additional services related to completion of the Scotts Corners Wastewater and Water Studies per the attached proposal letter dated February 14, 2023.

Town of Pound Ridge _____

179 Westchester Avenue _____

Pound Ridge, New York 10576
City State Zip

BY: _____

Print Name: Kevin Hansan Title: Supervisor

LABERGE ENGINEERING & CONSULTING GROUP, LTD. _____

4 Computer Drive, West _____

Albany New York 12205
City State Zip

BY: _____

Richard F. Laberge, P.E., President



**New York State
Parks, Recreation and
Historic Preservation**

KATHY HOCHUL
Governor

ERIK KULLESEID
Commissioner

July 13, 2023

Steven Adams
Laberge Group
4 Computer Drive west
Albany, NY 12205

Re: DOH
Scotts Corners Water District Improvement
Westchester Avenue, Upper Shad Road, High Ridge Road, Pound Ridge, NY 10576
23PR05728

Dear Steven Adams:

Thank you for requesting the comments of the Office of Parks, Recreation and Historic Preservation (OPRHP). We have reviewed the project in accordance with the New York State Historic Preservation Act of 1980 (Section 14.09 of the New York Parks, Recreation and Historic Preservation Law). These comments are those of the OPRHP and relate only to Historic/Cultural resources. They do not include potential environmental impacts to New York State Parkland that may be involved in or near your project. Such impacts must be considered as part of the environmental review of the project pursuant to the State Environmental Quality Review Act (New York Environmental Conservation Law Article 8) and its implementing regulations (6 NYCRR Part 617).

Based upon this review, it is the opinion of OPRHP that no properties, including archaeological and/or historic resources, listed in or eligible for the New York State and National Registers of Historic Places will be impacted by this project.

If further correspondence is required regarding this project, please be sure to refer to the OPRHP Project Review (PR) number noted above.

Sincerely,

R. Daniel Mackay

Deputy Commissioner for Historic Preservation
Division for Historic Preservation

rev: J. Betsworth



Board of Directors

Tanja Vogel
Co-President

Terri Pike
Vice President

James Best
Director

Susan Grissom
Director

Ashia Dearwester
Director

Sharbari Kamat
Director

Betsy Ronel
Director

July 24, 2023

Kevin Hansan
Supervisor
The Town House
179 Westchester Avenue
Pound Ridge, NY 10576

Re: More Dumpster Enclosures

Dear Mr. Hansan and Members of the Pound Ridge Town Board,

In 2012 the Pound Ridge Partnership published a Dumpster Study. The primary goal of the "Pound Ridge Parking District Dumpster Study" was to assess the location, appearance, and size of the current dumpster arrangement in the Parking District area of the Scotts Corners/Pound Ridge Business District and make recommendations for improvements. The study was presented to the Town Board and as a result the Town had 2 dumpster enclosures constructed in the parking area behind DiNardo's and Blind Charlies.

Since that time, we have discussed the plan to install 2 more enclosures in the parking area vicinity on the north side of Westchester Avenue behind buildings from 69 to 85 Westchester Avenue. I believe you were going to include the costs in your budget so the work could be completed.

Our Town is looking great and it is time to beautify a few remaining areas. I am including a couple of pictures that I took this past Saturday to illustrate the need for dumpster enclosures.

This letter is to revisit the discussion about cleaning up this parking area by consolidating and enclosing dumpster enclosures in the area described.

Please make this part of the Town Board's agenda for the next meeting if possible.

Sincerely,

James Best, Director
Pound Ridge Partnership Board



	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				