

## **Rye Town Park Commission Meeting January 18, 2011**

Pledge

Roll Call: Commissioner Sack, Commissioner Feinstein, Commissioner French, Commissioner Salanitro, Commissioner Carvin –Present

Absent: Commissioner Pilla

Approval of 11/16/10 Meeting Motion approved with correction of typos – passed

Update of RFP process by Mr. Nowotnik

- Mailed out 253 proposal, placed RFP in Westmore news

- 1/4/11 – Eight companies attended meeting

- Received request to extend the timeline

- Received contract proposal from a parking consultant, Captech

Discussion to extend the timeline by councilpersons

- Possible dates for extension

- Whether there is money available to pay for the RFP

- Councilpersons agree not to extend the date and have the bidder simply send in his proposal whenever he is ready

Mr. J Capozzi from CapTech explains the services his company provides and his observations of the vendors who attended the January 4, 2011 meeting  
Councilpersons then continue to question Mr. Capozzi

Staff Recommendations by Mr. Nowotnik

- \$78,000 short on revenue side

- \$64,000 more on the expense side

- \$142,000 loss against budget

- Numbers are unaudited, Labor up \$52K, Unemployment expenses up \$24K

- Interest costs up \$47K

Mayor Feinstein questions the process by Interest is charged

Nowotnik replied interest is based on historical “Cost of Capital” rates @ 5%

Discussion on how the park is run, possibility of shared services and cutting expenditures

Commissioner Sack and Mayor French question the oversight of park expenditures and costs

Commissioner Carvin suggests concentrating on cutting cost with the staff's suggestions and changing the permit structure

Council suggests a free day for Rye Town Residents possibly Tuesday or Thursday

Commissioner Sack reports that unless expenditures are cut there will be a larger operating loss in 2011

Motion to adjourn the meeting – Passed

# Minutes of Rye Town Park Commission for March 16, 2010

## Pledge

Review of Safety plan produced by Park Personnel

- New parking pattern proposed
- Hiring three extra attendants with bright yellow shirts, flags and wands
- Reflective signs and new signage
- Rope off trees in Parking area
- Add staff to the circle
- Will add traffic flow to Town of Rye Crawford Park study
- Protection of pedestrians from dogs
- Rangers will assist with exiting traffic

Motion to call to order

Mayor French

Mayor Pilla

Mayor Feinstein

B. Salanitro

J. Beck

J. Carvin

Presentation by Mayor French 11:39

Objectives to be met

1. Restore the volume limit to parking
2. Increase Pedestrian Safety
3. Institute a break-even budget
4. Reduce car back-up
5. Protections for the park itself

Question on when pond area was used for parking and proposed parking study

Suggestion that any changes to parking pattern be submitted to Friends of Rye Town Park

Suggestion to have open house at the park for local residents

Motion to get RTP Commission to request a proposal for a professional engineering services traffic study of Rye Town Park with relationship to recommendations made by the task force in conjunction with the staff's recommendation so that they can give 3 scenarios for our continued evaluation and for implementation this year. Approved

Appropriation research delegated to Mayor's French and Pilla

Motion to establish a date for the community Conversations – April 17, 2010

Next Board meeting is April 20, 2010

Discussion of the proposed Fee Structure

Change in rates

Suggestions

Comments from the public

J. Craft? – Seaside Johnny's representative

Josette?

Presentation on structural condition of the Towers and Motion to approve (?) Approved  
Comments from the public  
Comments from Friends of Rye Town Park  
Steve Myers  
Jonathan Craft?



## **RYE TOWN PARK COMMISSION**

### **MINUTES OF JULY 19, 2011 MEETING**

#### **1. Roll Call (at 6pm)**

##### **Present**

**Joseph Carvin, Chair, Supervisor - Town of Rye**

**Joan Feinstein, Mayor - Village of Rye Brook**

**Douglas French, Mayor - City of Rye**

**Joseph Sack, Commissioner**

**Benedict Salanitro, Commissioner**

##### **Absent**

**Dennis Pilla, Mayor – Village of Port Chester**

#### **2. Pledge of Allegiance**

#### **3. Comments from the Public**

- 1) Linda Wells, president of the Friends of Rye Town Park, spoke about the projects that the Friends are working on including gateways improvements, native species garden and a tree inventory.**
- 2) Maureen Boniello, a resident of the City of Rye, spoke about the rocky condition of the sand on the south beach and the problems that are created for the public when the south beach gate is closed before the posted time**

#### **4. Park Manager's Report**

**Fred Gioffre reported on park maintenance, the algae in the pond and a possible aeration system that might remedy the situation, the parking gates and the occasional breakdown of the wireless computers.**

**Bill Lawyer reported on some new events at the Park including "Friday's at 5," movies, Shakespeare and concerts.**

**Mayor French presented an analysis RTP's revenue showing that although there is heavy weekend usage there is unused beach and parking capacity during the week. Mayor French suggested that the Commission promote the use of RTP during the week and potentially increase RTP revenue. On a motion by Mayor French, seconded by Mayor Feinstein, the Commission voted 5-0 to implement a promotion to increase park usage during the weekdays from Monday to Thursday.**

**5. June Financial Report**

The Commission reviewed the beach, parking and permit revenue for June 2011. The Commission was interested in any information that the staff could provide regarding revenue that might be collected if those park users who are currently come after hours had to pay. Mayor Feinstein requested that the Commission receive a report on the number of permits sold by municipality.

**6. Capital Repairs Discussion**

The Commission discussed the bids received for performing remedial plumbing work to cap a leaking underground water supply underneath the historic Pond Bridge . On a motion by Commissioner Salanitro, seconded by Mayor French, the Commission voted 5-0 to retain the services of Joseph Suppa & Sons, Inc. to perform the work at a cost of \$9,000 with the funding for this project to be taken from the \$50,000 capital fund approved as part of this year's budget.

The Commission also discussed the \$14 million of capital needs of the park - some of which is need now and some in the future. The Commission discussed the need for further renovation of the main building. It discussed the opportunity of applying for a \$400,000 grant from NY State to help fund the needed renovations of this building which is listed on the National Register of Historic Places. The Commission discussed retaining Carpe Diem on either a 5% contingency basis or for a fee of \$7,500. On a motion by Commissioner Salanitro, seconded by Mayor French, the Commission voted 5-0 to retain the services of Carpe Diem for a 5% contingency fee basis to prepare an application to NY State for \$400,000 by the September 1, 2011 deadline.

**7. Automated Parking Gates**

The Commission reviewed the alternatives that have been presented to the Commission for improving the flow of cars into the parking lot and the collection of parking fees noting that the costs range from \$150,000 to \$250,000. The Commission took no action. Commissioner Salanitro volunteered to help staff develop alternatives.

**8. Correspondence**

None

**9. Other**

The Commission discussed the advantage of forming an LDC. Town Attorney Paul Noto is looking into this.

The Commission discussed the Triathlon's use of the Park and instructed staff to set a fee that covers all the park's costs.

The Commission discussed unemployment insurance costs. The city of Rye may be able to provide information on ways to reduce these costs.

**10. Adjourn**

On a motion by Mayor French, seconded by Commissioner Salanitro, the Commission voted 5-0 to hold a special meeting on July 26<sup>th</sup> at 7:30am to discuss the promotion of the park during the week.

On a motion by Mayor French, seconded by Commissioner Feinstein, the Commission voted, at 8:00pm, 5-0 to adjourn.



## **RYE TOWN PARK COMMISSION**

### **MINUTES OF SPECIAL MEETING, JULY 26, 2011**

**1. Roll Call (at 7:35am):**

**Present**

**Joseph Carvin, Chair, Supervisor - Town of Rye**

**Joan Feinstein, Mayor - Village of Rye Brook**

**Douglas French, Mayor - City of Rye**

**Joseph Sack, Commissioner**

**Benedict Salanitro, Commissioner**

**Absent**

**Dennis Pilla, Mayor – Village of Port Chester**

**2. Pledge of Allegiance**

**3. Comments from the Public**

**None**

**4. Promotional Rate Options**

**The Commission reviewed Mayor French's previous analysis of RTP revenue – especially when considering revenue flow by week. The Commission discussed alternatives for providing an incentive to have the park used more during the week and potentially increase revenue. On a motion by Mayor French, seconded by Mayor Feinstein, the Commission voted 5-0 to authorize staff to implement a plan for handing weekend users of the beach a coupon which could be redeemed for a \$2 discount when paying for parking or beach access any Monday to Thursday through August 31, 2011. The Commission requested staff to provide the Commission with a report on the usage of this incentive.**

**5. Automated Parking Gates**

**The Commission reviewed the alternatives that have been presented to the Commission for improving the flow of cars into the parking lot and the collection of parking fees. The Commission discussed the proposals and felt that it was too late in the season to implement any of the alternatives and that the cost of the proposals would make funding them difficult at this time. The Commission requested information from staff on proposals that could be installed before the next season begins, were less costly than the current proposals, showed their payback periods and funding source.**

**6. Committee to Prepare an RFP for a Public-Private Partnership Use of RTP**

The Commission briefly discussed the idea of seeing if the private sector were interested in leasing some facility or space in RTP that would be compatible with the park environment and potentially provide revenue. The Commission agreed to discuss this further at its next meeting.

**7. Other**

Councilmember Robert Nioras presented pictures and cost estimates to the Commission showing what buildings and facilities in RTP were in need of repair and renovation and what an estimate of what the cost would be. The cost estimate for landscaping repairs and renovations is \$3 million; the cost estimate for building improvements is \$11.3 million; for a total cost of \$14.3 million.

**8. Adjourn**

On a motion by Commissioner Salanitro, seconded by Mayor French, the Commission voted, at 8:45am, 5-0 to adjourn.



## **RYE TOWN PARK COMMISSION**

### **MINUTES OF AUGUST 16, 2011 MEETING**

#### **1. Roll Call (at 6pm)**

##### **Present**

**William Villanova, acting Chair, Deputy Supervisor, Town of Rye representing Joseph Carvin  
Joan Feinstein, Mayor - Village of Rye Brook  
Douglas French, Mayor - City of Rye  
Dennis Pilla, Mayor – Village of Port Chester**

##### **Absent**

**Joseph Sack, Commissioner  
Benedict Salanitro, Commissioner**

#### **2. Pledge of Allegiance**

#### **3. Approval of Minutes: 7/19 meeting; 7/26 special meeting**

No action taken

#### **4. Comments from the Public**

Mayor French requested that staff look at the time that the garbage is picked up. There have been complaints that the noise of the current early-morning pick-up is disturbing neighboring residents. The Commission discussed whether to have a reciprocal arrangement with the Town of Harrison to enable Harrison resident use the Rye beach and to have Rye resident use the Harrison pool. The Commission will discuss this more at a later time.

Mayor Feinstein asked that he staff prepare a report showing where permit holder live. Staff confirmed that it is preparing such a report.

The Commission discussed what to do with parkers who leave their cars in the lot after closing time. The Commission recommended that some action be taken but preferred “ticketing” to “booting.”

#### **5. Walk Rye History Sign Request**

Laura Brett, President of the Rye Historical Society, presented information on the RHS’s “Walk Rye History” project and requested permission to erect on sign about RTP in the Park. The “Walk Rye History” project is a self-guided tour of key historic sites in Rye using outdoor interpretive signs, brochures and an audiotour. The sign would be installed by the City of Rye at its expense and would be maintained by the RHS. A sample of the sign was passed around.

On a motion by Mayor Pilla, seconded by Mayor French, the Commission voted 4-0 to approve the installation of the sign at site mutually acceptable to the RHS, the RTPC and - in response to an offer from Linda Wells, President of the Friends of RTP - with input from the F RTP.

## **6. Manager's Report**

Fred Gioffre reviewed the highlights of the manager's written report which had been distributed to the Commission. Parking and beach attendance was reviewed. The Commission wanted to discuss the cost of beach more at a later date. The report also covered: the installation of new ramps at the beach tunnels, over areas prone to flooding, the addition of 3 more handicapped spaces, vandalism that occurs after the park is closed, tickets for dogs off leach after 9am, some personnel changes, "Shakespeare in the Park," and Monday night volleyball.

## **7. Financial Report**

Sam Terenzi reviewed the revenue and expenditure data for the month of July 2011 compared with July 2010 and compared to the 2011 budget.

In light of a revenue estimate of \$750,000 for 2011, the Commission discussed the importance of reducing expenditures to \$950,000 by closing the park during the week after Labor Day and possibly totally closing the park after Labor Day if weekend revenue is not estimated to cover weekend expenditures.

## **8. Landscape Outsourcing**

Bishop Nowotnik reviewed the new landscaping contract that the Town of Rye is signing with Greenway Properties. Bishop reported that Greenway will start to maintain the park grounds at RTP in early September. Rocco Lagana, the president of Greenway Properties, reviewed the history and capacity of his firm to maintain RTP.

## **9. Automated Parking Gates**

Bishop Nowotnik reported that Commissioner Salanitro met with RTP staff and the vendor who responded to RTPC's request for proposals for automating the revenue collection at RTP. By the end of the meeting it was clear that the payback period for the \$250,000 investment would be much longer than previously estimated and much longer than acceptable.

An alternative approach was discussed that would cost \$60-80,000 for 4 automatic gates that would just control and process parking revenue.

The Commission would like to finalize this in September so that its decision could be included in the 2012 budget.

## **10. Other**

The formation of Committee to prepare a long range plan for the park and potentially include a private sector partner will be discussed at the Commission's September meeting.

## **11. Adjourn**

On a motion by Mayor Pilla, seconded by Mayor Feinstein, the Commission -by a vote of 4-0 at 7:40pm - adjourned the meeting.



**RYE TOWN PARK COMMISSION**  
**MINUTES OF SEPTEMBER 20, 2011 MEETING**  
(as amended 10/24/2011)

**1. Roll Call (at 6:10pm):**

Present

Joseph Carvin, Chair, Supervisor - Town of Rye

Joan Feinstein, Mayor - Village of Rye Brook

Douglas French, Mayor - City of Rye

Dennis Pilla, Mayor – Village of Port Chester

Joseph Sack, Commissioner

Benedict Salanitro, Commissioner

**2. Pledge of Allegiance**

**3. Approval of Minutes**

On a motion by Mayor French, seconded by Mayor Feinstein, the Commission voted 5-0 to approve the minutes. Commissioner Salanitro abstained.

**4. Comments from the Public**

Goldie Solomon recommended that the RTPC sponsor more concerts at the Park.

**8. Automated Parking Update (taken out of order)**

Dan Mathisson from the City of Rye's Citizen's Advisory Committee on the Rye Town Park spoke. He reported that the CAC felt that the \$250,000 cost of implementing the proposal to fully automate the gates and other Park controls would not be recouped in the 2 year period stated in the proposal and that a less costly approach should be taken.

Paula Schaffer from the CAC then described a \$30,000 proposal – recommended by the CAC - for installing just new automated gates that would connect with the Park's existing computer system.

In his comments Fred Gioffre, the manager of the Park, advised the Commission that there are also other capital improvements that are needed at the Park at this time including sand, ramps, showers, lights, and urinals. Mayor French requested that the City of Rye be informed of whatever decision the RTPC makes to carry out this capital project as it would have an impact on the City's budget.

On a motion by Commissioner Salanitro, seconded by Mayor Pilla, the Commission thanked the CAC and voted to accept the CAC recommendation.

**5. Grant Application**

Susan Auslander from Carpe Diem consultants, advised the Commission that - under NY State's new approach to grants - its \$400,000 application to refurbish the Park's administrative building will now be reviewed by the State's Mid-Hudson Regional Economic Development Council on the basis of how many construction and permanent jobs it will create. Ms. Auslander then proposed that the RTP project be revised and called "Job Creation through Historic Preservation" and be increased to \$1.4 million to include a private sector partner. On a motion by Commissioner Salanitro, seconded by Mayor French, the Commission voted 6-0 to authorize Carpe Diem to revise the application in the manner and amount recommended by Carpe Diem. Feinstein specifically mentioned the Commission's approval of the "Job Creation through Historic Preservation" application to NYS is not a commitment to enter into a contract with NYS should the application be approved."

**9. Rye Town Park Certiorari Case (taken out of order)**

The Town of Rye's attorney, Paul Noto, advised the Commission that the City of Rye's Assessor – in light of a recent court decision in the "Osborn Case" - eliminated RTP's assessment exemption and the City's Board of Assessment Review rejected the Town's objection. As a result of these actions, the RTPC will have to pay the City of Rye about \$22,000 in taxes each year. Mr. Noto advised the RTPC that he will be recommending that the Town of Rye file an Article 7, "Certiorari", proceeding in court to restore the exemption even though such a case may take up to 2 years to be settled.

**6. Manager's Report**

Fred Gioffre briefly reviewed his written report to the Commission. He pointed out that the goal of increasing resident use of the Park was achieved but that non-resident use of the Park decreased by almost 40%.

**7. Financial Report**

Fred Gioffre briefly reviewed his written report to the Commission. Staff estimates that the Park will have a \$140,000 deficit this year.

**10. Memorial Bench Policy Proposal (held over to next meeting)**

**11. Adjourn**

On a motion by Mayor Pilla, seconded by Mayor Feinstein, the Commission voted 6-0 to adjourn at 7:55pm.



**RYE TOWN PARK COMMISSION  
MINUTES OF OCTOBER 24, 2011 MEETING**

**1. Roll Call (at 5:35pm):**

**Present**

**Joseph Carvin, Chair, Supervisor - Town of Rye  
Joan Feinstein, Mayor - Village of Rye Brook  
Douglas French, Mayor - City of Rye  
Benedict Salanitro, Commissioner**

**Absent:**

**Joseph Sack – City of Rye  
Dennis Pilla – Village of Port Chester**

**2. Pledge of Allegiance**

**3. Approval of Minutes of September 20, 2011 Meeting**

**On a motion by Mayor French, seconded by Mayor Feinstein, the Commission voted 4-0 to approve the minutes subject to amending item #5 by adding the following sentence: “The Commission’s approval of the “Job Creation through Historic Preservation” application to NYS is not a commitment to enter into a contract with NYS should the application be approved.”**

**4. Comments from the Public**

- **Catherine Parker reported on some issues that Rye residents felt were important:**
  - **Keeping the beach open after October 31<sup>st</sup>,**
  - **Improving the civility of the staff in their communications with the public,**
  - **Changing the wording on the signs to be more friendly,**
  - **Improving the flow of parking.**

**Feinstein indicated the progress that had been made in 2011 to increase residential participation and commended the staff for their efforts and results. Mayor French requested that staff of RTP set up a “Community Conversation” with residents and officials from the City of Rye in November. Carvin: “We will review our Customer Service practices with the staff”.**

- **Ann Muller, a member of the Friends of Rye Town Park reviewed all of the work done by the Friends over the years; Light poles, duck pond, bulbs & flowers, Fences, etc. She advocated that the Commission not permit unleashed dogs in the park.**
- **Lind Wells, president of the Friends of Rye Town Park, also spoke about all the work and funds that the FRTP have donated to the Park and urged the Commission to not permit unleashed dogs in the park. She gave examples of loose dogs destroying flower beds and digging holes in the park. French mentioned the inconsistency of current laws and codes vs. past practices and policies and Rye City Council was reviewing how best to resolve these inconsistencies. Feinstein again mentioned evaluating alternate possibilities for dog runs.**
- **Lee Sanford of Boot Camp by the Beach volunteered to help the RTPC open and close the park during the off-season as her programs run throughout the winter season.**

**5. Manager's Report**

Fred Gioffre reviewed his written report to the Commission. He reported on: the staff's interaction with the public, the Triathlon, the staff has reviewed the performance of the employees who worked at RTP this season in preparation for hiring staff for the 2012 season, the need for a policy regarding the fees charged for the use of the pavilions, the status of the draft operations manual. He also commented that the issue of dogs in the Park had become highly divisive and needed a final resolution.

Carvin asked that staff first review current fee policies of surrounding municipalities. He also asked for staff to evaluate more events at the Park. French asked to review the staff evaluations.

**6. Financial Report**

Bishop Nowotnik reviewed the Income & Expense Statement for the period: January 1 – September 30, 2011. Staff estimates that there will be a \$152,391 shortfall this year principally due to the reduction in income as a result of the bad weather and the decline in non-resident users of RTP who pay more than residents.

Bishop also reviewed the staff's list of proposed capital projects. The 13 items on the list totaled \$409,850. The Commission did not feel that it could support all of the capital projects and requested that staff prioritize them for the Commission's next meeting. French asked that a Capital Projects review meeting be held with Rye City Manager and Planner. Greg Arcaro reviewed the 1<sup>st</sup> draft of the "Weather metric" report. The report showed that more than 60% of this year's shortfall was due to poor weather: the rainy Sunday during the July 4<sup>th</sup> holiday and three rainy non-holiday Sundays.

**7. Memorial Bench Policy Proposal (held over to next meeting)**

**8. Old Business - none**

**9. New Business**

The 1<sup>st</sup> draft of the 2012 Fee Schedule was included in the Commissioner's packet.

**10. Adjourn**

On a motion by Commissioner Salanitro, seconded by Mayor French, the Commission voted 4-0 to adjourn at 7:15pm.



## **RYE TOWN PARK COMMISSION**

### **MINUTES OF NOVEMBER 15, 2011 MEETING**

**1. Roll Call (at 6pm):**

**Present**

**Joseph Carvin, Chair, Supervisor - Town of Rye**

**Joan Feinstein, Mayor - Village of Rye Brook**

**Douglas French, Mayor - City of Rye**

**Joseph Sack, Councilman - City of Rye**

**Absent**

**Dennis Pilla, Mayor, Village of Port Chester**

**Benedict Salanitro, Commissioner**

**2. Pledge of Allegiance**

**3. Approval of Minutes of October 24, 2011 Meeting**

**On a motion by Feinstein, seconded by French, the Commission voted 3-0 to approve the minutes. Commissioner Sack abstained as he was absent that meeting.**

**4. Comments from the Public**

- **Goldie Solomon recommended that when commissioners know that they will be absent from a meeting, they should have an alternate represent them, and their constituents, at the meeting. She also recommended, getting dogs leashed and schedule more free concerts.**
- **Linda Wells, president of the Friends of Rye Town Park, updated the Commission on some of the recent activities of the Friends:**
  - a) **The FRTP will be contributing to the cost of having Bartlett “deep root” fertilizing 50 trees at the Park and assessing the extent of the damage that the recent snow storm had on the trees at the Park**
  - b) **The FRTP is looking forward to meeting with Bishop and Bill Lawler to discuss the feeding of the ducks at the Duck Pond and the treatment of the water at the Pond**
  - c) **The FRTP would like to meet with the Commission in an informal “roundtable” to discuss its role in the operation and preservation of the Park.**

**The Commission tentatively set January 7<sup>th</sup> as the date for its next public forum on the Park. Mayor French offered the use of Damiano Recreation Center.**

**5. Financial and Manager’s Report**

**Fred Gioffre reviewed his written report to the Commission. He reported that: the development of the Operations Manual is continuing, the park has been “winterized,” all seasonal employees are “off the books,” there was some minor storm damage at the park, many trees will soon be receiving**

a “deep root” fertilizing, and that – as requested at the Commission’s last meeting - a list of needed capital improvements has been prepared.

The Commission noted that the capital improvements would cost approximately \$400,000. Mayor French and Commissioner Sack were concerned that under NYS’s new “tax cap” law, The City of Rye might not be able to contribute to these improvements. The Commission requested that Bishop meet with the City Manager of Rye before the Commission’s December meeting to identify what projects could be supported by the City and report on the results of that meeting at the Commission’s December meeting.

The Commission discussed how to keep the beach open now that all seasonal staff have left. The Commission agreed that “Boot Camp by the Beach” would continue to open the beach in the morning and that City of Rye personnel would lock the beach gate at night; staff of RTP will post new signs to warn beach users that they would be using the beach “at their own risk.”

Commissioner Sack noted that while the City of Rye would arrange for the beach be closed at night at no cost to RTP, the Village of Port Chester was getting paid by RTP for collecting Park’s garbage.

The Commission discussed its policy regarding unleashed dogs in the park. While affirming that policy, the Commission agreed to explore the idea of building an enclosed space for unleashed dogs in the Park provided the impact on the park was minimal and that the cost of building and maintaining the enclosure were borne by the users.

Chairman Carvin noted that the Park’s operating deficit for 2011 would be approximately \$150,000 which – in light of the fact that weather forced the Park to close 6 of the 24 weekend days and thus lose a projected \$90,000 – was a significant achievement.

Greg Arcaro reviewed the final version of the “Weather metric” report which showed the impact of weather on the park’s revenue – for example, in 2011, 14 of the 24 weekend days were sunny and produced an average of \$15,209 in revenue whereas 6 of the 24 weekend days were closed due to weather and produced an average of \$373.

The Commission discussed the status of the installation of automated gates. Bishop will work with the Ad Hoc Parking Committee to get a bid proposal ready for a subsequent meeting.

## **6. Old Business**

### **a) Donation of free “Family Beach Pass” to Rye Chamber of Commerce.**

Bill Lawyer described that the purpose was to support an important partner’s fundraiser and to provide the RTP with publicity. The Commission voted 4-0 to approve this pass provided a pass was also made available to the Port Chester-Rye Brook Chamber of Commerce

### **b) Memorial Bench Policy – This Item was put over**

### **c) Triathlon.**

Staff reported that while the Triathlon paid RTP \$2,000 to use the Park this year, it did not cover all of RTP’s the costs. The Commission requested staff to provide the Commission at its next meeting with an analysis of the direct and indirect costs associated with hosting the Triathlon.

**7. New Business – Rye Town park Website**

- a) Staff reported that the RTP website has been updated with operational and financial information including videos of meeting, minutes of meetings, budgets and actual income and expenses as part of the Commission's transparency policy.
- b) The Commission briefly discussed the beach & parking fees for 2012 and will discuss it further at December's meeting.
- c) The Commission discussed the benefits of having entering into an agreement to have a private entity pay RTP to use the Administration building, Chairman Carvin offered to provide the Commission with a preliminary RFP at its December meeting.

**8. Adjourn**

On a motion by Commissioner Sack, seconded by Mayor Feinstein, the Commission voted 4-0 to adjourn at 7:20pm.



## **RYE TOWN PARK COMMISSION**

### **MINUTES OF DECEMBER 20, 2011 MEETING**

**1. Roll Call (at 6:07pm):**

**Present**

**William Villanova, Chair, Deputy Supervisor - Town of Rye**

**Joan Feinstein, Mayor - Village of Rye Brook**

**Douglas French, Mayor - City of Rye**

**Dennis Pilla, Mayor, Village of Port Chester**

**Benedict Salanitro, Commissioner**

**Absent: Joseph Sack, Commissioner**

**2. Pledge of Allegiance**

**3. Approval of Minutes of November 15, 2011 Meeting - Held over**

**4. Comments from the Public**

- **Michael Corbett, City of Rye's Rye Town Park Advisory Committee**  
Introduced two members of the City of Rye's Rye Town Park Advisory Committee:

**A. Stephanie Spearing. The Committee:**

- 1) Appreciates the work the RTPC has done to increase the number of residents from Rye City who come to the RTP;**
- 2) Is working with the Friends of Rye Town Park and the Cub Scouts to place plants throughout the Park;**
- 3) Is working with the RTPC to show an outdoor movie at the Park**

**B. Ann Muller. The Committee:**

- 1) recommends that signs stating the rules regarding dogs on a leash be prominently posted throughout the park;**
- 2) Recommends that positive, welcoming signs are posted throughout the Park;**
- 3) Recommends that business sponsors are sought to defray the \$700 cost of renting the rear screen projection equipment and the movie itself.**

- **Bill Lawyer, Town of Rye**  
The RTPC recently joined the Rye Chamber of Commerce; the Chamber and its members may be interested in sponsoring movies at the Park
- **Bishop Nowotnik, Town of Rye**

Some communities work with local businesses to produce a short “advertisement reel” which is shown just before the feature film

- **Linda Wells, Friends of Rye Town Park**  
Recommended that the Port Chester - Rye Brook Chamber of Commerce be included in the outreach to businesses to sponsor movies. Commissioner Pilla offered his assistance as he is a member of the PC/RB Chamber of Commerce Board of Directors.
- **Mayor French, City of Rye**  
The City has confirmed that the “Community Conversation” about Rye Town Park is set for January 7<sup>th</sup> at 10:30am at the Damiano Recreation Center in Rye.

## **5. Financial and Operations Report**

### **A. Regarding finances:**

- 1) Bishop Nowotnik pointed out that the operating loss for the year as of November 30th \$73,000 but it will increase due to unemployment charges and some other end of year adjustments;
- 2) The Commission noted that some of the financial reports contain forecasts; the Commission feels that most of the time the forecasts are based on limited data and requested that staff not include forecasts in future reports.

### **B. Regarding operations, Bishop reported that:**

- 1) There has been some vandalism at the parking booth; it has been reported to the Rye PD and it will be repaired in the spring;
- 2) A main electrical transformer that controls a major portion of the park’s electrical supply developed a leak and was replaced by Con Ed at no cost to the Park;
- 3) A resident complained that their dog got sick from the recent “deep root” feeding of the trees at the Park; the contractor - Bartlett – investigated and reported its findings to the resident; no response from the resident yet; Fred Gioffre pointed out that the Parks pro-active treatment of the trees has resulted in very few of them being damaged by the recent storms;
- 4) There have not been any complaints regarding the lack of staff at the Park since November when the Park went “passive”;
- 5) The new landscape contractor – Greenway – has done a good job so far;
- 6) Staff initiated a meeting with FEMA to see if some funds might be obtained to restore the south beach; while FEMA was responsive, the lack of a “beach profile” to show the “before” conditions might prevent it from funding the cost to restore the beach;
- 7) The 2012 fee schedule is ready for review. Mayor Feinstein felt he Commission should decide “sooner rather than later.” Mayor French was concerned about the fee for beach access at night. Mayor Pilla recommended obtaining data on fees of similar parks in the area and also comparing the permit fee amount with the single use fee. The Commission would like to receive this information at least one week before its January meeting to help it make a decision at that meeting.

## **6. Old Business**

### **A. Draft Park Development RFP**

Bishop briefly reviewed the RFP with the Commission. The Commission agreed that it would like to issue the RFP - subject to the following actions being completed:

- 1) Commissioner Pilla volunteered to add sections on the RFP process and criteria for selecting a developer.
- 2) It was also suggested information on any State laws affecting how long a lease the Commission can enter into be obtained prior to the release of the RFP, and that the City of Rye Planner and Corporation Counsel should review the RFP before release.

#### **B. Capital Projects for 2012**

As requested by the Commission at its last meeting, staff prepared a list of high priority – health and safety – projects; these projects would cost \$70,000. The Commission discussed the issues of the 2% tax cap and its possible impacts on the RTP budget. Mayor French indicated the City of Rye has budgeted a maximum of \$75,000 for 2012 and this total amount was available to fund operating or capital. Villanova brought up the distinct possibility that if repairs were not made and unsafe conditions existed, the Commission might be put in the position of closing off any unsafe areas/facilities of the park in order to protect the citizens.

### **7. New Business**

#### **A. Park Operations Manual.**

Bishop reported that staff is working on this and will review it with the Commission at the Commission's January, February and March meetings with a goal of completing the manual by April 1<sup>st</sup>.

#### **B. Pond Management**

Bill Lawyer reported that when the pond was created in 2004 with State funds its purpose was to be "wildlife habitat enrichment" to the Park. In the seven years since the pond was created, the public has had a habit of throwing food into the pond. The pond's water quality and wildlife have suffered. The pond needs to be cleaned. A contractor – Pond and Lake Connection - has offered to perform this service at a fee of \$3,500 per year. The Commission agreed that it would like to proceed on this project quickly and requested staff to present it with additional quotes before its January meeting. The Friends of Rye Town Park may be able to help pay for this.

#### **C. Garbage Pickup**

Mayor French reported that the City of Rye cannot help the Park with this operation and it should continue to work with the Village of Port Chester.

#### **D. 2012 Liability, Property and Casualty Insurance Renewal**

The Commission agreed that while it was important to review the coverage and cost every year and to possibly have an independent insurance evaluator help with this, the premium the Park pays to its current carrier – NYMIR – is very good and should be renewed.

#### **E. Employee Hiring**

The Commission members would like to receive a copy of the ad staff uses to attract applicants and agrees that all applications should be received by May 1<sup>st</sup> to enable managers sufficient time to complete interviews and background checks.

#### **F. 2012 Rental Policy.**

Commissioner Salanitro recommended that the Commission decide on the rental fees including non-profit fees for the park and the pavilions at its January meeting

**G. The Commission requested that it receive all material for its meetings at least 1 week prior to the meeting.**

**8. Adjourn**

**On a motion by Commissioner Salanitro, seconded by Mayor Feinstein, the Commission voted 5-0 to adjourn at 7:25pm.**