

**VILLAGE OF TARRYTOWN  
BOARD OF TRUSTEES  
WORK SESSION 6:00 P.M.  
WEDNESDAY, DECEMBER 14, 2016  
Tarrytown Village Hall  
One Depot Plaza, Tarrytown, New York**

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Executive Session

1A. Alan Kassay – O'Connor Davies

Board of Trustees Concerns

Open Session

1. Cable Television Franchise Renewal Negotiation
2. Towing Contract
3. Trails
4. RFP – Development of Eastview Pump Station Facility
5. Evaluation of Traffic Mitigation Concepts
6. Invasive Species at Tarrytown Lakes
7. Tarrytown Lakes Park Trailhead Kiosk Project
8. Fire Department Inspection



**McCarthy  
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November 23, 2016

**VIA EMAIL & REGULAR MAIL**

Village of Ardsley  
507 Ashford Avenue  
Ardsley, New York 10502  
Attn: Meredith Robson, Village Manager

Village of Dobbs Ferry  
112 Main Street  
Dobbs Ferry, New York 10522  
Attn: Charlene Indelicato, Village Administrator

Village of Irvington  
85 Main Street  
Irvington, New York 10533  
Attn: Lawrence Schopfer, Village Administrator

Village of Tarrytown  
One Depot Plaza  
Tarrytown, New York 10591  
Attn: Michael Blau, Village Administrator

**Re: VOC – Cable Television Franchise Renewal Negotiation**

Ladies and Gentlemen:

This shall serve to memorialize the agreement between our firm and the Villages of Ardsley, Dobbs Ferry, Irvington and Tarrytown acting as a consortium, for our provision of legal services to the four Village's in connection with the renewal/extension of their respective cable television franchise agreements with Verizon and Cablevision (and or their successors).

Per our letter proposal of October 20, 2016, our fees for this matter will be charged at my standard billing rate of \$390.00 per hour, although all fees will be shared equally among the four Villages. We will bill each month for work performed in the prior month and provide separate detailed invoices of work performed, including costs and expenses such as Westlaw electronic research and delivery of documents by overnight delivery. We do not charge for standard postage or photocopying. We will provide each Village with a separate invoice for its equal share of the overall bill. We request that all invoices/vouchers as submitted by our firm for work performed be paid within thirty (30) days of delivery to the Villages.

Part 137 of the Rules of the Chief Administrative Judge of the Courts of the State of New York establishes a statewide Attorney-Client Fee Dispute Resolution Program. Any controversy, dispute, or claim arising out of or relating to our fees, charges, performance of legal services,

obligations reflected in this letter, or other aspects of our representation may be resolved through binding arbitration in accordance with the rules then in effect, and judgment on the award rendered may be entered in any court having jurisdiction thereof. This method is at your election. Arbitration awards become final and binding by operation of law if neither party seeks a trial de novo within 30 days. You may learn more about the program and the right to arbitrate by viewing information on the internet at [www.courts.state.ny.us](http://www.courts.state.ny.us).

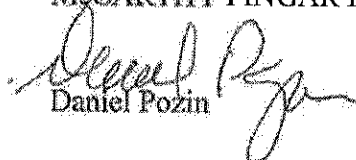
All or any of you may terminate the engagement of the firm at any time upon written notice, provided that any fees and/or expenses incurred through the day of the notice shall remain your obligation and shall be promptly paid. Upon written notice, the firm may terminate its representation of all or any of you in its discretion consistent with its professional responsibility, including the failure to pay the firm's fees and expenses agreed upon in this letter.

Please confirm acceptance by your respective Village of this engagement in accordance with the terms provided herein by signing and returning a copy of this letter, which may be executed in separate counterparts and delivered by PDF or mail.

I personally look forward to working with all of you on this matter.

Very truly yours,

McCARTHY FINGAR LLP

  
Daniel Pozin

Village of Ardsley

By: \_\_\_\_\_

Village of Dobbs Ferry

By: \_\_\_\_\_

Village of Irvington

By: \_\_\_\_\_

Village of Tarrytown

By: \_\_\_\_\_

# **REQUEST FOR PROPOSALS**

## **DEVELOPMENT OF EASTVIEW PUMP STATION FACILITY VILLAGE OF TARRYTOWN, NEW YORK**

### **INTRODUCTION.**

The Village of Tarrytown is seeking proposals for the adaptive reuse of the Eastview Pump Station building and property located at the northeasterly section of the Village. An adaptive reuse study was completed by the Village in January of 2010 and a copy of the study is included herewith for your review. The study is being provided to you as a resource only and is not intended as direction concerning what your proposal should include. The Board of Trustees will review the proposals and determine which of the proposals, if any, the Board would prefer for the site. It would then be the intention of the Board to negotiate a long term lease agreement with the developer for the preferred plan for the site.

The zoning of the property is single family residential, two acre zoning (R-80); however, the Village Board is seeking the best use of the building and property and is willing to work with a proposer on zoning issues to accomplish the adaptive reuse for the building. The map attached to this RFP denotes the extent of the property that would be included in the long term lease associated with the Eastview Pump Station.

### **FACTUAL INFORMATION.**

The Eastview Pump Station building is 11,000 square feet in size and was designed to house an operational water treatment facility that treated 800,000 gallons of water per day from the Tarrytown Lakes. The building was constructed in the late 1880's as part of the development of the Village's Tarrytown Lakes reservoir system. Over twenty years ago that Village discontinued the water treatment operation at the pump station. The property is located on Neperan Road on the easterly boundary of the Village with the Town of Greenburgh. There is easy access to the site from the Eastview exit of the Saw Mill River Parkway.

Please refer to the "Existing Conditions" portion of the Adaptive Reuse Study which will provide a basic understanding of the condition of the building and what work will need to be completed as part of the adaptive reuse. The Village believes that the building presents significant opportunities for adaptive reuse and the possibility of a public-private partnership. Please note that the closest public sanitary sewer system is on Old Saw Mill River Road in the Town of Greenburgh.

### **INFORMATION TO BE INCLUDED IN THE RESPONSE ABOUT THE ADAPTIVE REUSE.**

Proposers should provide the Village with the following information regarding the proposed adaptive reuse.

- Proposed use of the building.
- Conceptual diagrams of the exterior of the building after completion of the adaptive reuse.
- Conceptual floor layouts.
- Site plan for property surrounding the building.
- Should proposer be interested in a public-private partnership, what would be the expectations of the proposer from the Village?

#### **INFORMATION TO BE INCLUDED IN RESPONSE ABOUT PROPOSER.**

- Firm brochure/description.
- Description of prior experience in the adaptive reuse of older buildings.
- Description of prior experience in the adaptive reuse of buildings and/or properties, regardless of the age of the building and/or property.
- Listing of municipal clients for whom your firm has completed work similar to that described in this RFP.
- Resume of principals and staff members who would be working on this project and their past experience on projects of this type.
- Consultants/engineers outside of the proposer's organization that would work with on the proposal.
- Time frames for completing the work included in this RFP.

#### **THE PROCESS.**

The Board of Trustees will review the proposals and determine which adaptive reuse proposals they believe serves the best interest of the Village. The Board will then meet with the proposer(s) to negotiate how the proposer(s) and the Village will proceed to the adaptive reuse of the building and property. The Village reserves the absolute right to base its selection on any criteria it deems appropriate for the selection process or to reject all responses to the Request for Proposals.

#### **SUBMISSIONS.**

Ten (10) copies of each proposal must be transmitted to:

Village Administrator  
Village of Tarrytown  
One Depot Plaza  
Tarrytown, New York 10591

**PROPOSAL DEADLINE.**

The Village Administrator must receive responses to this Request for Proposals no later than 4:00 p.m., February 15, 2013. The proposals will not be opened publicly. Any proposal received after the time stipulated will not be considered and will be rejected. It is anticipated that a decision will be rendered by the Village in the spring 2013 as to which proposer(s) the Board of Trustees would like to meet to negotiate proceeding with the adaptive reuse project.

## **REQUEST FOR PROPOSALS**

### **EVALUATION OF TRAFFIC MITIGATION CONCEPTS TARRYTOWN, NEW YORK**

#### **SCOPE OF SERVICES**

This evaluation shall be divided into two distinct parts. The first part is for the consultant to ascertain the feasibility of the proposed traffic mitigation concepts. When the two Villages executed the settlement agreement, the Village included the mitigation concepts without the assistance and knowledge of a traffic consultant. As such, some of the mitigation concepts may not be feasible and it shall be the responsibility of the consultant to inform the Village of Tarrytown of that determination prior to moving into the second part of this evaluation project. A report shall be issued to the Village with the results of this feasibility evaluation.

The second part is for the consultant to complete the following should the mitigation concept be deemed feasible:

- Impact analysis of the proposed concept (mitigation measure) on traffic, specifically addressing whether the concept, if implemented will positively address traffic impacts from the Edge-on-Hudson development project. Should the consultant believe that the proposed concept will provide no benefit to address traffic impacts or negatively impact traffic, that information shall be included in the evaluation report.
- Cost analysis of the proposed concept.
- Warrant analysis for a traffic signal at the intersection of South Broadway and West Franklin Street. The warrant analysis shall be in a format acceptable for submission to the New York State Department of Transportation.

A report documenting this second part of the evaluation shall be submitted to the Village.

It is expected that the consultant shall meet with the Board of Trustees to discuss the report on the feasibility evaluation prior to moving forward with the second part of this evaluation project. The second part shall not commence until the consultant has met with the Board of Trustees on the report from the first part of the evaluation.



Site Planning	Environmental Studies
Civil Engineering	Entitlements
Landscape Architecture	Construction Services
Land Surveying	3D Visualization
Transportation Engineering	Laser Scanning

November 30, 2016

Mr. Michael Blau  
Village Administrator  
Village of Tarrytown  
One Depot Plaza  
Tarrytown, NY 10591

RE: JMC Project 16177  
Evaluation of Traffic Mitigation Concepts  
Village of Tarrytown, NY

**Feasibility Evaluation (Part One)**

Dear Mr. Blau:

We have prepared this letter to summarize the results of the feasibility evaluation of traffic mitigation concepts at various locations within the Village of Tarrytown. We are prepared to present our findings to the Village Board of Trustees, prior to the commencement of part two of the RFP. All of the property line information shown on our figures is based on Westchester County GIS information. The feasibility evaluation has been summarized into five locations below, and the following figures have been prepared to assist in the Village's review:

<u>Figure No.</u>	<u>Title</u>
1	Broadway (US 9) & Neperan Road/Main Street – Bypass Lanes
2	Broadway (US 9) & Neperan Road/Main Street – Photographs
3	South Broadway (US 9) & Franklin Street – Photographs
4	South Broadway (US 9) & Franklin Street – Photographs
5	South Broadway (US 9) & Franklin Street – Traffic Signal Pole Alternative 1
6	South Broadway (US 9) & Franklin Street – Traffic Signal Pole Alternative 2
7	Miller Park Neighborhood
8	H-Bridge over Metro North Railroad
9	H-Bridge over Metro North Railroad – Photographs
10	West Franklin & White Street
11	West Franklin & White Street – Photographs



#### **A. Broadway (US 9) & Neperan Road/Main Street**

Figure 1 depicts the removal of parking spaces to create bypass lanes which provide the ability for thru vehicles to bypass vehicles waiting to make left turns without striping separate left turn lanes. The first 4 parking spaces on the southbound side of Broadway just north of Main Street and the first 4 parking spaces on the northbound side just south of Neperan Road are proposed to be removed. These two areas of parking removal are highlighted in pink. An existing fire hydrant on the southbound side of Broadway just north of Main Street could likely be relocated to the northbound side of Broadway to allow for an additional parking space. Figure 2 includes a photograph of a potential parking space after the relocation of an existing fire hydrant. With the bypass lanes a net parking reduction of 7 parking spaces on Broadway is proposed.

The design of the bypass lanes with the net removal of 7 parking spaces on Broadway is feasible at its intersection with Neperan Road and Main Street.

#### **B. South Broadway (US 9) & West Franklin Street**

NYSDOT recently completed improvements to the west side of South Broadway along the frontage of Washington Irving Middle School, south of West Franklin Street. The improvements included replacing the sidewalk along the frontage of the school and reducing the southbound travel lane slightly to accommodate a stamped concrete drop-off/parking lane to assist the daily school operations. Figures 3 and 4 show the recent improvements compared to a record view.

The striping improvements depicted in the DEIS for Lighthouse Landing have been modified to account for the recent improvements to South Broadway and are shown on Figures 5 and 6. The improvements provide a separate left turn lane for the northbound approach along South Broadway. Parking is required to be removed for on the east side of South Broadway to allow for the northbound lane shift. Providing a left turn lane on this approach reduces delays for the thru traffic and improves safety as motorists currently weave around vehicles that are waiting to make a left turn onto West Franklin Street.

The traffic signal design considered herein will signalize the four approaches of the intersection, including eastbound West Franklin Street and westbound East Franklin Street. Two traffic signal design alternatives have been considered at this intersection. A traffic signal pole with a mast arm is proposed to be placed on the west side of South Broadway, opposite East Franklin Street, to serve the southbound approach on Broadway and the westbound approach on East Franklin Street. This pole location is the same in both alternatives. Alternative 1 locates a second traffic signal pole on the northeast corner of the intersection to serve the northbound approach on Broadway and the eastbound approach on West Franklin Street. Based on Westchester County Geographic Information System (GIS), which places the right of way line along the retaining wall behind the existing sidewalk, the pole location is on private property. A permanent easement would likely be required for the pole location. A review of record survey information or a new survey if required would confirm whether the pole would be located within the right of way or on private property. Alternative 2 locates the second traffic signal pole in the southwest

corner of the intersection, which is within the right of way, yet requires significant pruning to or the removal of a large tree. A photograph of the existing tree is shown on Figure 4.

The design of a traffic signal is feasible at the intersection of South Broadway & West Franklin Street. An easement for the second traffic signal pole may be necessary depending on the location of the pole if the preservation of a large tree is preferred.

### **C. Miller Park Neighborhood**

The Miller Park neighborhood is generally bounded on the easterly side by South Broadway; on the northerly side by West Franklin Street; on the westerly side by Franklin Courts and the Metro-North Commuter Railroad tracks; and on the southerly side by Church Street.

The primary goal of the traffic calming within the Miller Park neighborhood appears to be reducing the amount of cut-through traffic between the Tarrytown Village Hall/train station area and Broadway south of Benedict Avenue. A secondary goal of the traffic calming is to reduce the operating speeds of motorists within the neighborhood.

Typical traffic calming measures were assessed for the Miller Park neighborhood and we feel speed humps are the most appropriate application for the area. A speed hump is a rounded raised area of pavement typically 12 to 14 feet in length and typically spaced between 300 and 600 feet apart. Speed humps are typically placed along roadway segments with minimal roadway slopes and should not be located where the roadway slope is greater than 8%. The Institute of Transportation Engineers (ITE) discusses that traffic volumes reduced on average by 18 percent and speeds between humps have been observed to be reduced between 20 and 25 percent on average after the implementation of speed humps.

Potential speed hump locations and existing stop locations are depicted on Figure 6. Seven speed humps were placed throughout the area, generally being placed near the middle of each roadway segment in areas within locations having minimal existing slopes. The recommended locations of speed humps were placed based on the existing roadway lengths and grades within the Miller Park neighborhood. Additional speed humps could be placed in relatively level areas if desired by the Board to further reduce travel speeds.

The design of traffic calming measures in the Miller Park neighborhood is feasible.

### **D. H-Bridge over Metro North Railroad**

The H-Bridge currently operates with a yield condition for vehicles making turns from the bridge section which spans over Metro North railroad and vehicles traveling on the ramp sections have free movements. The installation of coordinated traffic signals at the east and west sides of the bridge over Metro North railroad where the ramps connect to the structure was assessed. Traffic signal poles can likely be installed in the location of existing street lights located across from the center of the bridge section review and design by a structural engineer. Figure 9 shows the existing light poles on the H-Bridge. The foundations may possibly be located partially within the existing travel lane and protected with curbs and/or guide rails. A potential traffic signal head layout is depicted on Figure 8.

As part of the FEIS for Ferry Landings a structural engineer, Pustola & Associates PE, concluded that the bridge is structurally sound and capable of handling the projected traffic volumes. Traffic signals were considered in conjunction with the Ferry Landings project.

The concept of traffic signals is feasible at the H-Bridge intersections. The details of the design would need to involve a structural engineer as part of the design team.

#### **E. West Franklin Street & White Street**

The intersection of West Franklin Street and White Street currently operates as an all-way stop. The eastern leg of the intersection is a one-way approach exiting the intersection. The installation of a traffic signal at this location was evaluated and is depicted on Figure 10. With the right-of-way and utility constraints in the area a traffic signal pole has been located in the northwest corner of the intersection, adjacent to the existing firehouse building. There is a curbed area underneath the roof overhang of the firehouse, within which the existing sidewalk can be widened to provide sufficient sidewalk space around the proposed traffic signal pole. This area is depicted on Figure 11.

The design of a traffic signal is feasible at the intersection of West Franklin Street & White Street.

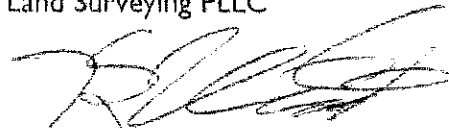
We look forward to addressing any questions you may have at a Village Board of Trustees meeting. If you have any questions in the interim, please contact us at (914) 273-5225.

Sincerely,

JMC Planning Engineering Landscape Architecture & Land Surveying PLLC



Richard J. Pearson, PE, PTOE  
Senior Associate Principal



Kevin R. Masciovecchio, EIT  
Senior Designer

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*Analis elata* (Japanese angelica).

There are already large, competitive  
stickets of this stuff throughout  
the woods north of the upper lake.  
Lakes Committee would like to undertake removal.



## Japanese angelica tree

*Aralia elata* (Miq.) Seem

USDA PLANTS Symbol: AREL8  
Invasive Plant Atlas

**Record ID:** 4759073  
**Status:** Positive  
**Location:** Passaic County, New Jersey  
**Source:** Matt Simonelli, New York New Jersey Trail Conference  
**Project:** Mid-Atlantic Early Detection Network  
**Habitat:** Forest  
**Abundance:** Scattered Plants  
**Locality:** Parking available at yellow trail head on Winding Hollow Dr. in circle. Plants found on western side of red trail. Plants were dispersed within sunny spots all the way up the ridge.  
**Comments:** 239 individuals were treated using the basal bark method with Pathfinder II herbicide  
**Area Infested:** 30000 sq feet  
**Gross Area:** 30000 sq feet  
**Coordinates:** 40.97516, -74.20751  
**NADatum:** WGS84  
**Ownership:** public  
**phenology:** Mature,Sapling/Immature,Seedling/Rosette,In Flower  
**Identified by:** Matt Simonelli, and Mike Young  
**Observation Date:** August 4, 2016  
**Date Entered:** August 8, 2016  
**Population Size:** 101-1,000  
**Percent Cover:** Low  
**Source Type:** Web Report



\* New Jersey Invasive Strike Team also recommends Pathfinder in late fall - spring. This is applied in a ring around base of saplings <6" wide.



## LOW VOLUME BASAL BARK TREATMENTS

### Description

Low volume basal bark treatments are a type of individual plant treatment designed to specifically target individual stems within the proximity of desirable vegetation. Preferred equipment includes a backpack sprayer equipped with oil resistant seals and pressure control, a wand fitted with an adjustable cone tip nozzle such as 5500-X3 and with a shut off at the tip. This application with Milestone®, Garlon® 4 Ultra or Pathfinder® II can control more than 80 woody plants and vines.

### How to use

Treat the target stem by applying the spray solution to the lower 12-15 inches of bark down to the ground line completely around the entire stem. This application is similar to applying spray paint, so that the stem is covered but not to the point of runoff. Also treat any exposed surface roots from the target trees. This treatment is effective on smooth bark species up to 6 inches in diameter and rough bark species up to 4 inches in diameter.

### When to use

Low volume basal bark treatments can be performed year-round except when water or snow prevents spraying to ground line or stem surfaces are saturated. Do not apply to bark that's wet from heavy dew and rain. If the herbicide/penetrating oil mix turns white when applied to the bark, then that is an indicator that the bark is too wet and the application will be less likely to work well.

### Product recommendation

Mix 20-25% Garlon 4 Ultra + 75-80% Basal Oil or use Pathfinder II undiluted. For improved control of certain root-suckering species, consider adding 1-3% Milestone herbicide. Talk to your local Dow AgroSciences representative or local distributor to determine if you should add Milestone to your mixture.

When adding Milestone ensure the basal oil is compatible with Milestone since it's a water soluble herbicide. Make a stable tank mixture for basal bark application by first combining each product with a compatibility agent prior to final mixing in the desired ratio. Mix Milestone and Garlon 4 Ultra (if using a tank mix) thoroughly with basal oil; if the mixture stands for more than 30 minutes, re-agitation may be required. Do not store the final mixture. Read Milestone Specialty Herbicide for Use Around Woody Plants Sheet before using Milestone.

If you need less than 10 gallons, Pathfinder II is the convenient choice. However, if you need 10 or more gallons, you might consider inquiring about a custom blend of Garlon 4 Ultra + basal oil which comes pre-mixed with an indicator dye for your convenience.



**Tarrytown Lakes Park Trailhead Kiosk Project**  
**Proposal for a kiosk at the western end of the Tarrytown Lakes Park**

**A Joint Project of the Tarrytown Lakes Committee, TEAC, the Historical Society, Inc. and the Tarrytown Sleepy Hollow Chamber of Commerce**

***Why the Tarrytown Lakes Park needs a kiosk:***

**For many visitors to Tarrytown, the lakes give the first impression of the village.** Currently, though, there are no informational or welcoming signs at the top of the Tarrytown Lakes Park, and so it looks more like a neighborhood parking lot than a place to hike, fish, bike, ski or skate.

**A kiosk by the parking area at the western end of the Upper Reservoir would formalize the setting of the trails there, and serve as the first and last impression of Tarrytown, its history, its natural beauty.** A kiosk would indicate arrival, welcome visitors, and provide them with information and maps that may be essential to their safety and enjoyment of the lakes and nearby trails. It would offer the opportunity to educate and communicate a variety of information as a means of helping to solve management problems associated with visitor use (e.g., litter, dog waste). The value of informed visitors is less waste, more reverence, and an understanding of volunteer efforts.

A kiosk designed to reference the train depot that once stood at the Upper Lake would be a reflection of the history of the area and its railroad past. Or, a kiosk that included design elements of the new Tappan Zee Bridge's shared-use path could visually link the two locations.

In addition to creating a visible connection between the bike paths, the footpaths, the lakes and the town, people arriving by bike or car may find information at the kiosk helpful to getting into the business district of Tarrytown, thus enhancing the value of the kiosk to local businesses.

**We would like to urge the Board of Trustees to consider granting permission for the Lakes Committee to raise funds for the planning, design, building and long-term maintenance of a multi-paneled kiosk to be erected at the western end of the Tarrytown Lakes Park, adjacent to the parking lot (site to be determined).**

**The Problem:**

1. The parking area at the top of the lakes gives no indication of its history, significance, location as the start of the two County Trailways, or connection to the Old

Croton Aqueduct State Park. There is no roadside presence, or sense of entry. A visitor passing by would have no indication that this area is the gateway to a large park.

2. There are no maps that show where the lakes trails are located, where they go, how long they are, or what their surface is.
3. There is no historical information that reflects the significance of the area as a former train depot.
4. There is no lockable bulletin case that would allow for a dynamic display of community or lakes-related notices, for news about progress with cleaning up the lakes, volunteer-led activities, fishing, etc.
5. There is no ecology information, such as flora or fauna descriptions, bird, fish and mammal populations, invasive species, tree types. The two pine groves within the park, planted by the CCC, have a history and ecology unto themselves, and this could be highlighted.
5. There is no mechanism for fund raising, or membership-gathering for the Lakes Committee or the Tarrytown Environmental Advisory Council.
6. A total of eleven signs that are now cluttering the parking lot could be partly consolidated at a kiosk.
7. The parking area, cluttered as it is with metal signs and poles, looks ugly.

#### **The Kiosk Solution:**

A kiosk at the parking area of the Upper Lake could address many of the issues that the Lakes Committee discusses every month (a second kiosk at the pump station could also be planned in the future). A kiosk would do the "heavy lifting" for several volunteer groups: how to raise awareness for the ecology of the park; how to increase community involvement and raise funds for projects, how to keep the park clean, how to use Tarrytown's natural gifts as the economic assets they are, how to highlight the history of the lakes, and how to beautify the entrance to the park and generally improve the "livability" of the Tarrytown area.

A kiosk would address these issues:

- It would immediately identify the park as a hike-able asset to cars driving by.
- It could memorialize the location as the site of an old railroad depot and reference the railroad history of the area; architectural elements of the kiosk could reference the old Tarrytown Heights train depot building (see attached);
- It could serve as a reminder to locals that their landscaping decisions have an impact on the ecology of the lakes;
- It could highlight the good volunteer work of the Lakes Committee, TEAC, and



other community groups.

- A panel of the kiosk could direct visitors to the area, unfamiliar with downtown Tarrytown, to the shopping and eating options less than a mile away.
- A kiosk could contain bag dispensers: one for dog waste, and one for recycled plastic bags available for "good samaritans" who don't mind picking up trash on their daily walks.
- At the very least, a kiosk could display a map of the several trails in the park.
- A roofed kiosk could serve as shelter from a rainstorm, or offer a bench to sit or a bike rack for locking bikes, or a "blind" for bird observation.
- A kiosk could serve as a meet-up place for bike groups, hiking groups, school groups, or others; it would be a community-building asset and a gathering place.

### **Fundraising:**

**The Lakes Committee would be responsible for all fundraising activities to pay for design, construction, and long-term maintenance of the kiosk.** These would include:

- Private fundraising events and requests for donations from local business and private citizens
- Grant applications;
- Appeals at the Farmers Market and at the Tarrytown Lakes on weekends;
- IOBY ("In Our BackYard") fundraising project

Appeals for support and donations would be made to the following groups:

- Montefiore
- Regeneron
- Con Edison
- EF School
- Scenic Hudson
- Teatown Lake Preserve
- Central Westchester Audubon Society
- Hudson River Audubon Society
- Pace Environmental Law Society
- Westchester Parks Foundation
- IBM
- Kathryn Davis Family
- Boy Scouts Local Troupe 22
- New York State Pollution Prevention Institute
- Hitachi
- Siemens
- Hackley School
- Edge on Hudson
- Columbia Medical

- Chamber of Commerce for Tarrytown

**A maintenance schedule will be included with a detailed proposal for this kiosk,** once a designer is identified. All kiosk maintenance and its cost would be the responsibility of the Tarrytown Lakes Committee.

During the design approval process, the designer will include a suggested annual maintenance budget.

## **Designer Sought for Tarrytown Lakes Trailhead Kiosk**

The Tarrytown Lakes Committee seeks a qualified individual or firm to develop the design for informational panels as part of our Tarrytown Lakes trailhead kiosk.

The kiosk project is intended to lend consistency to the Tarrytown area, stand as a "gateway" indicator and add value to the community itself by showcasing its natural beauty, recreation opportunities and historical features. The few required design elements highlight the unique historical, recreational and ecological aspects of this community.

The Lakes Committee is developing this kiosk in partnership with the Historical Society, Inc., the Village of Tarrytown and Sleepy Hollow Chamber of Commerce, and the Tarrytown Environmental Advisory Council.

The kiosk is to be located at the western end of the Tarrytown Lakes park in Tarrytown, New York, and will consist of three panels, one dynamic bulletin-board cabinet, and two dispensers for litter bags.

- **The Trails Panel:** Information provided by the Friends of Tarrytown Lakes. Will include a trail map, plus flora/fauna of the lakes.
- **The Ecology Panel:** Information provided by the Environmental Advisory Council. Will include local ecology, as well as watershed conservation information.
- **The History Panel:** information provided by the Historical Society, Inc. Will include information about the area's railroad past.

The selected designer will:

- Participate in one pre-design meeting with partners and key stakeholders to solidify kiosk purpose, panel theme(s), and panel elements.
- Advise partners on photo selection for panel(s).
- Present preliminary designs for each panel, based on any thematic variations or imagery.
- Work closely with GIS professional or cartographer to appropriately orient the associated map.
- Work with sign fabricator to design according to fabrication process requirements for color production and file types.
- Provide production-ready designs for signs to fabricator.
- Facilitate review, edits, and final approval of fabricator's paper proofs.
- Coordinate with fabricator as needed until final receipt of signs by community.
- Assist with selection of sign fabricator.

The Lakes Committee, Historical Society, Inc., Chamber of Commerce and

Environmental Advisory Council will supply the following support and resources:

- Relevant images;
- Copy content for panels.

Selected graphic designer will possess experience in the planning and design of informational or interpretive signage, preferably for parks or trails systems. The selected designer should have experience designing for information or interpretive signs and working with sign fabricators on the production process.

The Tarrytown Board of Trustees will sign off on selection of landscape architect, and design selection and any changes to the design during the process.

**Project Schedule:**

Proposals are due (date to be agreed upon)

The project must be available to begin no later than (date)

The timeline for the proposed scope of work is (120 days), with all deliverables, including receipt of the final fabricated panels, by (date).

**Proposal Submission Requirements:**

All proposals submitted for evaluation must include, but are not limited to the following:

- Relevant experience with similar projects;
- References for three design projects completed in the last three years, including current phone numbers and email addresses;
- Samples of signage design projects that demonstrates your best work;
- Resume(s) of designer(s) and/or project managers devoted to this project;
- Estimated schedule of progress within the timeframe outlined in the project schedule. This includes project updates, meetings, production-ready file delivery to fabricator, proofing, and sign delivery;
- Fees for services, including anticipated reimbursable expenses, and payment terms and conditions.

Submission of Proposals Proposals will be accepted until {deadline date/time to be determined}.



**Tarrytown Environmental Advisory Council**  
Depot Plaza, Tarrytown, NY 10591 [www.tarrytownenvironmental.org](http://www.tarrytownenvironmental.org)

November 22, 2016

To: Mayor Drew Fixell and The Tarrytown Board of Trustees  
Depot Plaza,  
Tarrytown, NY 10591

Dear Mayor Fixell and Trustees:

We are writing to express TEAC's full support for the building of a kiosk or three-panel informational structure at the Tarrytown Lakes. As we see it, this structure can serve some main purposes:

- A map component can help people navigate some of the many beautiful areas of Tarrytown. At the Lakes, bike and walking paths come together, both part of a boom in use of land for recreation and leisure in new and interesting ways. As we see how Manhattan and other areas have been transformed into mixed-use pathways, the Lakes can be formally established to do so. The Lakes are in some ways a border of Tarrytown, and a kiosk would serve as a welcoming sign.
- An informational resource for Ecology of the Region. While we have numerous spectacular areas in Tarrytown, the Lakes lie on an easily accessible flat path that also connects to the long North County Trail. Supplied with a recognition of the ecology within the area, the Lakes and these paths as treasures would be highlighted.
- A place to highlight some the rich history of the region. For example, a passenger train depot once stood at the west end of the Lakes and introducing the history of this area adds to the allure of the Lakes and Tarrytown in general.
- Finally, it could host Public Service Announcements, maintenance reminders and dog waste/litter bag dispensers.

We look forward to following the initiative and supporting it as it progresses. Please let us know if there is anything more we can do to show our support.

Sincerely,

A handwritten signature in black ink, appearing to read "Lakis Polycarpou".

Lakis Polycarpou, Co-Chair  
Tarrytown Environmental Advisory Council

A handwritten signature in black ink, appearing to read "Rachel Tieger".

Rachel Tieger, Co Chair



THE HISTORICAL SOCIETY, INC.

*Serving Sleepy Hollow and Tarrytown*  
One Grove Street, Tarrytown, NY 10591  
914-631-8374 -- historyatgrove@aol.com

November 22, 2016

Board of Trustees  
Village of Tarrytown  
One Depot Plaza  
Tarrytown, New York 10591-3199

Dear Members of the Board:

The Historical Society, Inc., Serving Sleepy Hollow and Tarrytown, is pleased to register its endorsement of the Tarrytown Lakes Committee's plan to design, construct, and maintain an informational kiosk at the parking lot by the Upper Lake. The Historical Society also plans to be involved in the project.

In addition to a locked display for community notices, the kiosk will feature informational panels devoted to: the history of the lake area, the ecology of the lakes, and the trails passing through the area. The panels will be designed to the National Park Service's standards for wayside exhibits. The Lakes Committee plans to do its own fund-raising for the project. The Historical Society expects to cooperate in the historical aspects.

This is a low-cost project that could have significant benefits in orienting both visitors and residents and introducing them to an area that may only think they know. Moreover, the Lakes Committee looks like it is going about it in the right way. The Historical Society is happy to support it, and we hope the Board of Trustees will as well.

Sincerely yours,

*Scott C. Monje*

Scott C. Monje  
President