

**VILLAGE OF TARRYTOWN
BOARD OF TRUSTEES
SPECIAL WORK SESSION 6:00 P.M.
THURSDAY, MAY 28, 2020**

Location: Zoom Video Conference – For Information on How to Join

Visit <https://www.tarrytowngov.com/home/events/30644>

Any questions prior to the meeting may be emailed to administrator@tarrytowngov.com. If you wish to speak during the meeting, please use the “raise hand” function during the meeting, or press *9 if calling in by phone

Board of Trustees Concerns

Open Session

1. Dog “No Leash” Run Hour in Wilson Park
2. Excavation in Streets
3. Discussion of Village of Tarrytown Reopening Strategy
4. COVID-19 Small Business Recovery Strategy
5. Request for Crewing on Tarrytown Lakes

Imagery Date: 6/26/2019 41°04'56.20" N 73°50'53.93"

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1994

Today's call: I'm stuck on another one.

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LOCAL LAW ____ - 2020

A local law to amend Chapter 259 of the Code of the Village of Tarrytown entitled “Streets and Sidewalks”, to add additional requirements to Chapter 259

Section 1. Be it enacted by the Board of Trustees of the Village of Tarrytown as follows (Language in **Bold and Underlined** to be added, language in ~~**Strikethrough and bold and underlined**~~ to be deleted):

Section 2. Amending Existing Provision. Chapter 259, Section 1 Entitled “Permit Required” is hereby amended as follows:

No person shall open up **the surface pavement or soil in any portion of public right of way, or** alter the grade of, dig or excavate in the roadbed, pavement or gutters of any street whatever except upon compliance with the provisions herein, and no person shall tunnel under the roadbed of any street, in whole or in part, for any purpose.

Section 3. . New Subsections to Existing Provision. Chapter 259, Section 5 Entitled “Obligations of permittees” is hereby amended to add the following new subsections to Subsection A:

- (6) **The permittee is responsible for the temporary repair of the trench. Temporary trench repair is to consist of two inches of asphalt concrete placed on top of the K-Crete backfill and level with the existing road surface. Temporary trenches shall be widened a minimum of one foot beyond the original cut or any crack developed from the adjacent pavement settling because of the excavation.**
- (7) **The permittee is responsible for the permanent repair of the trench. All final pavement restoration limits shall follow the guidelines depicted in the minimum pavement restoration limits diagram attached to this Chapter. Asphalt thickness and materials shall conform to the standard construction details maintained by the Village Engineer and/or the Superintendent of Public Works. The edges of all trenches shall receive a liberal application of asphaltic emulsion to seal edges.**

Section 4: Severability

If the provisions of any article, section, subsection, paragraph, subdivision or clause of this local law shall be judged invalid by a court of competent jurisdiction, such order of judgment shall not affect or invalidate the remainder of any article, section, subsection, paragraph, subdivision or clause of this local law.

Section 5: Effective Date

This local law shall take effect immediately upon filing in the office of the New York State Secretary of State in accordance with Section 27 of the Municipal Home Rule Law.

MINIMUM PAVEMENT RESTORATION LIMITS

SCALE: 1" = 30'-0"

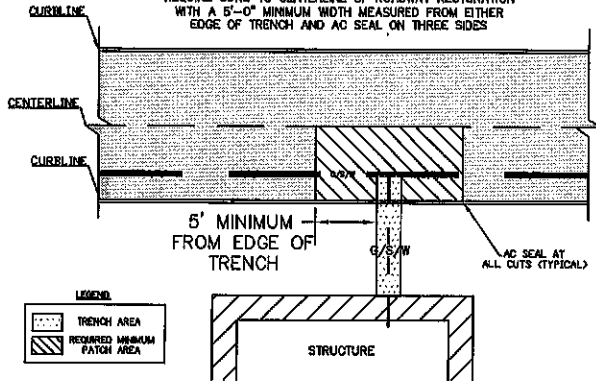
Streets & Sidewalks 259 Attachment 1

SCENARIO "A"

(SINGLE SERVICE/UTILITY)

DEPOSIT REQUIRED

IF THE MAIN IS LOCATED ON THE NEAR SIDE OF THE ROADWAY (CURB TO CENTERLINE), THE VILLAGE WILL REQUIRE CURB TO CENTERLINE OF ROADWAY RESTORATION WITH A 5'-0" MINIMUM WIDTH MEASURED FROM EITHER EDGE OF TRENCH AND AC SEAL ON THREE SIDES

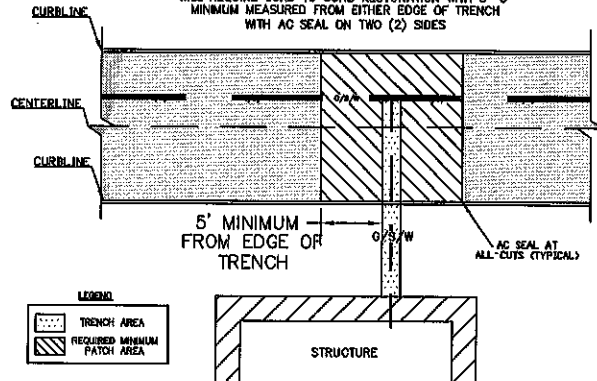


SCENARIO "B"

(SINGLE SERVICE/UTILITY)

DEPOSIT REQUIRED

IF THE MAIN IS LOCATED ON THE FAR SIDE OF THE ROADWAY (ACROSS THE CENTERLINE), THE VILLAGE WILL REQUIRE CURB TO CURB RESTORATION WITH 5'-0" MINIMUM MEASURED FROM EITHER EDGE OF TRENCH WITH AC SEAL ON TWO (2) SIDES

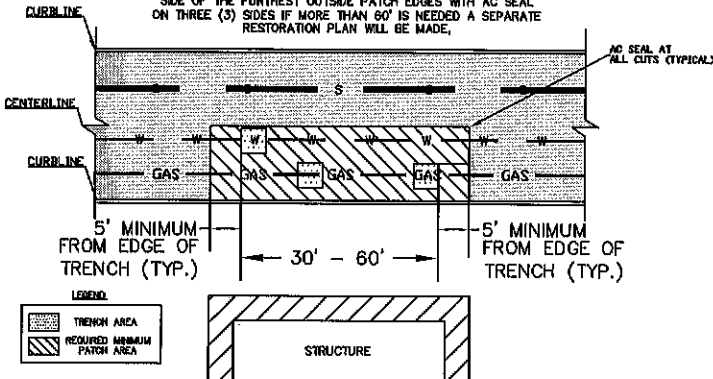


SCENARIO "C"

(MULTI-SERVICE/UTILITY PATCHWORK)

DEPOSIT REQUIRED

IF MULTIPLE VILLAGE SERVICE/UTILITY PATCHES ARE NEEDED WITHIN 30' THE RESTORATION REQUIRED WILL BE 5' ON EITHER SIDE OF THE FURTHEST OUTSIDE PATCH EDGES WITH AC SEAL ON THREE (3) SIDES IF MORE THAN 60' IS NEEDED A SEPARATE RESTORATION PLAN WILL BE MADE,

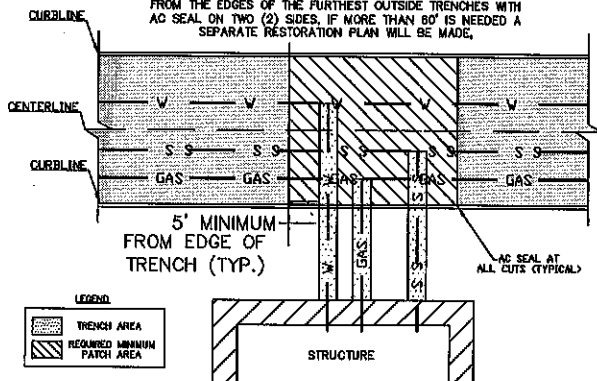


SCENARIO "D"

(MULTI-SERVICE/UTILITY)

DEPOSIT REQUIRED

IF MULTIPLE VILLAGE SERVICE/UTILITY LINES ARE AFFECTED WITHIN 60' THE RESTORATION REQUIRED WILL BE 5' MEASURED FROM THE EDGES OF THE FURTHEST OUTSIDE TRENCHES WITH AC SEAL ON TWO (2) SIDES, IF MORE THAN 60' IS NEEDED A SEPARATE RESTORATION PLAN WILL BE MADE,

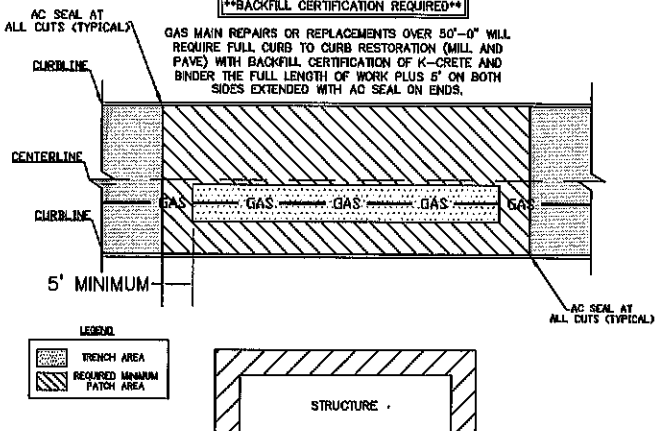


SCENARIO "E"

(GAS MAIN REPAIR OVER 50')

BACKFILL CERTIFICATION REQUIRED

GAS MAIN REPAIRS OR REPLACEMENTS OVER 50'-0" WILL REQUIRE FULL CURB TO CURB RESTORATION (MILL AND PAVE) WITH BACKFILL CERTIFICATION OF K-CRETE AND BINDER THE FULL LENGTH OF WORK PLUS 5' ON BOTH SIDES EXTENDED WITH AC SEAL ON ENDS,





Main Street **FORWARD**

PLANNING FOR RECOVERY GUIDE

May 2020



INTRODUCTION

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Downtowns and urban commercial districts across the U.S. won't recover from the economic impacts of the global pandemic simply by way of government proclamations to reopen or marketing campaigns to bring customers back downtown. A return to bricks and mortar shopping, and other downtown activities, like getting a haircut, participating in a fitness class, eating in a restaurant, and attending a special event will all be greatly dependent on having an informed and strategic recovery plan. Your Recovery Work Plan will position your organization with a road map, a leadership position in the recovery, and an opportunity to secure implementation resources through advocacy.

The following graphic highlights the overall approach to crafting your Main Street *Forward* Recovery Work Plan. Since it is difficult to predict the timeline between reopening and a more settled new normal, we recommend that you initially look at your plan as a 90-day period for activities in all Four Points of the Main Street Approach that will aid in your district's recovery efforts. After the initial period, reevaluate based on remaining needs and a fresh look at your recovery inputs.



PLANNING FOR RECOVERY: AN OVERLAY TO THE MAIN STREET APPROACH



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STEP 1: THE INPUTS

Recovery must start by gathering understanding from several "inputs" that help to inform a thoughtful and strategic response to the lifting of business restrictions in your community.

A. Resident/Consumer Recovery Survey

Human psyche regarding responses to shopping downtown will be influenced by both personal and environmental conditions, which lead to habit formation. For example, have you grown used to being able to swing past your favorite downtown restaurant and have them bring your food out to your car? Have runs through the downtown and your local park taken the place of a treadmill at the gym? Research suggests that, on average, it takes 66 days for people to form a new habit, but it can range from as few as 18 days to 264 days. As such, we should anticipate that our shopping, working, and social interactions have been deeply influenced at both the conscious and subconscious levels.

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To help you in this effort, we have created a [local resident survey](#) designed for your use and adaptation, to better understand current and likely consumer attitudes toward shopping and social engagement. We suggest that you use a survey platform like Survey Monkey and engage social media, local partner organizations, and the media to distribute the survey link. Analyze the responses for key trends that help you to better understand shopping needs, concerns, and opportunities that can be addressed through your Main Street *Forward* Recovery Work Plan.

B. Business Recovery Interviews

The attitudes of small business owners have also changed, so the support they need in a recovery will depend on a number of factors. These could include their feelings about existing safety guidelines, employee safety, consumer safety, liability issues, and business model shifts, such as increases in e-commerce, delivery, and pick-up strategies.

To assist you in better understanding small business needs, concerns, and potential opportunities during recovery, we have developed a [sample set of questions](#) to ask a subset of your small business owners. We recommend an interview format as you can dive deeper into your understanding of issues, which, due to the amount of survey data available, is likely more informative at this point. Be sure to also consider interviewing a highly representative sample of your businesses. For example, select 10 businesses that represent a variety of length of time in business, diversity in gender, age, and ethnicity, as well as diversity of business types.

C. Existing Transformation Strategies

One of the fundamentals that remains part of previous work plan efforts is the need to be market-based. As you consider your recovery activities, be thoughtful about activities that can support your selected Transformation Strategies. For example, if your district's market niche was geared to support residents downtown, be sure to direct additional resources and activities that are recovery-related in support of your primary targets and the small businesses that further strengthen those markets. For some districts, shifts due to COVID-19 may cause you to rethink your initial Transformation Strategies. More details on understanding your market and developing Transformation Strategies can be found [here](#).

D. National Trends

On a more macro level, no rural or urban district resides in a bubble. We are deeply influenced by trends at the national level; some will quickly go away, while others may be more rooted, to which commercial districts will need to adapt. In either case, as the proverbial saying goes, "when one door closes, another one opens." While there will be closures and changes in our normal operations, there will undoubtedly be opportunities more suited to changes in our district conditions. Thus, as you review your current market conditions, consumer, and business responses, do so with a lens of how more macros shifts in consumerism and other societal norms will influence your districts' recovery. For example, how might a more permanent number of people working from home influence a downtown largely dependent on the office worker sector? What happens with office real estate, fast casual dining, etc. as a result? Your Main Street *Forward* Recovery Work Plan may lead to a recruitment strategy geared toward new retail niches in office furniture and home décor/home technology.

E. Local, State, and National Guidelines

The last input as you are designing your Main Street *Forward* Recovery Work Plan is to consider any restrictions and guidelines imposed at each policy level that may impact your activities. For example, if guidelines on gatherings of more than 10 people are in place or occupancy levels in retail and restaurants, more considerations will be needed as to any special event plans or even short-term design assistance programs for store layouts.

STEP 2: RECOVERY WORK PLANNING

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Given current conditions, the following planning process can be conducted in a virtual format over a series of webinar “meetings.”

- /// **Webinar 1** – Facilitated meeting with Board and staff to review the survey and recovery interview findings. Dialogue about their meaning, how it relates to national trends, and local reopening guidelines. (1.5 hours)
- /// **Webinar 2** – Facilitated meeting with Board and staff to evaluate current workplan for activities that should remain short-term to address COVID-19 recovery, and then construct key goals within each of the Four Points. These goals will serve as the framework for Four Points meetings. In addition, review any known activities by partner organizations. (1 hour)
- /// **Webinar 3** – Facilitated meeting with Organization group (this may be a committee, task force, loose cadre of individuals) to review activities identified as relevant given COVID-19 recovery and address new activities conforming to the goals identified by the Board. (1 hour)
- /// **Webinar 4** – Facilitated meeting with Promotion group (this may be a committee, task force, loose cadre of individuals) to review activities identified as relevant given COVID-19 recovery and address new activities conforming to the goals identified by the Board. (1 hour)
- /// **Webinar 5** – Facilitated meeting with Design group (this may be a committee, task force, loose cadre of individuals) to review activities identified as relevant given COVID-19 recovery and address new activities conforming to the goals identified by the Board. (1 hour)
- /// **Webinar 6** – Facilitated meeting with Economic Vitality group (this may be a committee, task force, loose cadre of individuals) to review activities identified as relevant given COVID-19 recovery, and address new activities conforming to the goals identified by the Board. (1 hour)
- /// **Webinar 7** – Facilitated meeting with Board, staff and Committee/Task Force Chairs to review finished “Recovery Dashboard” and discuss advocacy messaging and metrics. (1 hour)



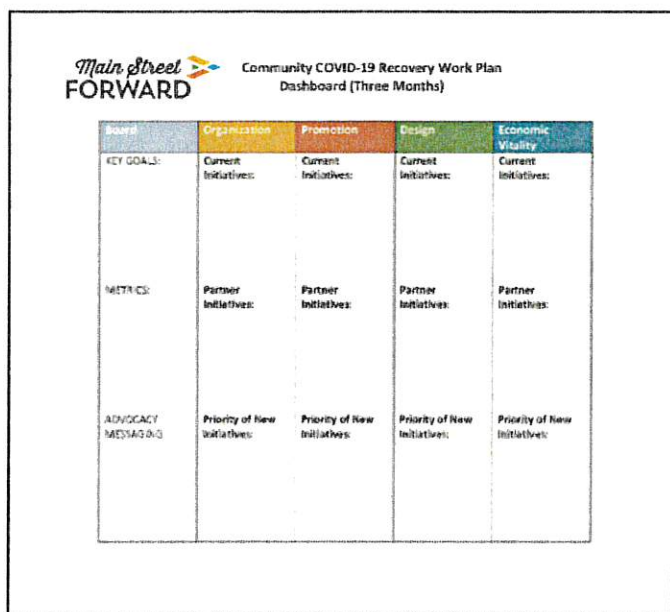
STEP 3: THE OUTCOMES

The final step in developing your Main Street *Forward* Recovery Work Plan is to assemble a list of your program's existing activities that are relevant to recovery, any newly identified activities, and partner organization activities that will contribute to your district's recovery efforts.

The products that result from this workplan can provide a critical framework for the next 90 days of your work, serve as an advocacy tool for the resources needed to implement your plan, and provide metrics for you to measure what success looks like for your district over this phase of recovery.

As part of the Main Street *Forward* set of resources, we've created two downloadable templates below that you can use as part of the Recovery Work Plan outcomes. The [Work Plan Dashboard Template](#) is a simple messaging tool for your Board and committees to review their progress and for funders to better understand your comprehensive and strategic approach to recovery. The [Work Plan Template](#) is a tool to allow your committees/task forces to plan out the details for each of your new initiatives.

Work Plan Dashboard Template



The **Work Plan Dashboard Template** is a table with the Main Street FORWARD logo and the title "Community COVID-19 Recovery Work Plan Dashboard (Three Months)". The table has five columns: Board, Organization, Promotion, Design, and Economic Vitality. The rows are: KEY GOALS, METRICS, and ADVOCACY MESSAGING. Each cell contains a label for the content to be entered.

| Board | Organization | Promotion | Design | Economic Vitality |
|---------------------|------------------------------|------------------------------|------------------------------|------------------------------|
| KEY GOALS: | Current Initiatives: | Current Initiatives: | Current Initiatives: | Current Initiatives: |
| METRICS: | Partner Initiatives: | Partner Initiatives: | Partner Initiatives: | Partner Initiatives: |
| ADVOCACY MESSAGING: | Priority of New Initiatives: | Priority of New Initiatives: | Priority of New Initiatives: | Priority of New Initiatives: |

Work Plan Template



The **Work Plan Template** is a form with the Main Street FORWARD logo and the title "Work Plan: [Insert District Name]". It includes sections for Activity, Local Committee/Task Force, Budget, Event date or project completion date, Anticipated results/ measures of success, Chair/ person responsible, Phone, Email, Project team members, Tasks, Responsibility/ Person or Committee, Timetable, Cost, Revenue, Volunteer Hours, Staff Hours Needed, and Progress/ Completion/ Comments Measurements of Success. It also has a Total \$ _____ \$ _____ line.

Finally, once you have completed your Recovery Work Plan, [review other similar activities and examples](#) across the Main Street Network. In addition, as part of our Main Street *Forward* resources, we have created tip sheets for each of the Four Points ([Economic Vitality](#), [Design](#), [Promotion](#), and [Organization](#)) that you can review for example activities to consider in your recovery.

We would love to hear from you! Please share your own examples, graphics, and success stories as you progress through your recovery efforts. Email us at mainstreet@savingplaces.org.

Learn more at mainstreet.org/mainstreetforward

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Concept of Crewing on the Tarrytown Lakes

Discussion of May 26, 2020

Participants: Vinny Houston, Ruth Walter, Mark Pappas, Ted Mason, Josh Ringel, Rich Slingerland

The Village was approached through Town Supervisor Paul Feiner, regarding a group that wants to start allowing "skulling" or crew activities on the large Tarrytown Lake. The initial concept proposed as envisioned was for school crewing activities, but there are others who want to do this since they are members of area rowing clubs.

Question: How many boats would be on lake at a time? Answer: Two 8-person and two 4-person boats, with a safety launch, would handle 27 people. Adding Singles and Doubles – with masters – 4 to 6 singles/doubles, so another 5 to 10 people.

Question: Where else have you done this? Answer: For Iona, we practiced off of Glen Island

Question: How many docks do you need? Answer: Would need a launching dock 50-foot by 5-foot wide dock, plus a gang-way between the dock and land. Envision the dock would be by the east end of the lake, by the Eastview Pump Station.

Question: How much parking is needed? Answer: If school athletes are bused as varsity sport, then very little. Mostly dropped off and picked up. If Rowing Club members, then +/- 10 cars.

Question: What is the Season? Answer: The racing season is September through end of October; maybe one race in end of October. The group does not envision racing on the lake. However, if they could host a "Master's Regatta" as an overnight, 2-day event, they claim it brings a lot of visitors and revenue to the Village.

Question: What is the origin of this idea? Answer: We spoke with Greenburgh Schools to try and get this going. We have been working on Sprain Lake project for 12 years, but it is not finalized with the County and City of Yonkers yet.

Question: who would be allowed to participate? Answer: Resident based/resident focused, but they would like to allow their members row on the lake too.

Question: Which school districts? Answer: Can reach out to the UFSD Tarrytown or Irvington

Question: What other groups? Answer: The club/group desires the same opportunity to access the lake for rowing. They envision another 15 persons.

Question: What are the needs for Bathrooms? Answer: port-o-sans are used elsewhere.

Question: What about transporting invasive species? We mentioned that the Tarrytown Lakes are a Critical Environmental Area. The racing shells have no barnacles, and once the season

starts, the boats would stay there; they need some place to store the oars and miscellaneous supplies; something to keep the public from picking up the "skulls" and walking off with them.

Notes:

- We don't have electric to the building
- Perhaps move further west along the path
- They want to start immediately
- They would like to discuss the possibility of renting out skulls too.

Kathy Deufemia

From: Richard Slingerland
Sent: Wednesday, May 20, 2020 1:45 PM
To: Kathy Deufemia
Subject: FW: Tarrytown Lakes--rowing/crews

Richard Slingerland
Village Administrator
Village of Tarrytown
One Depot Plaza
Tarrytown, New York 10591
914-631-1785
fax: 914-909-1208
e-mail: rslingerland@tarrytowngov.com

From: Paul Feiner <pfeiner@greenburghny.com>
Sent: Sunday, May 17, 2020 11:22 PM
To: Mark Pappas <mpappas@miltyholdings.com>; Drew Fixell (external) <drew.fixell@gmail.com>; Richard Slingerland <rslingerland@tarrytowngov.com>
Cc: Vinny Houston <vjhenterprise@aol.com>; Bill Dennison <billdennison@gmail.com>; tedtmason@gmail.com; Ruth Walter <legislatorwalter@gmail.com>
Subject: Re: Tarrytown Lakes--rowing/crews

[EXTERNAL] This email is from outside the Village of Tarrytown - Please use caution when opening links and attachments!

Drew/Richard: In recent years I have been working with some people who would like to see the county promote non motorized boating at the Sprain Lake. Rowing crew team sports is very popular at colleges all around the world. If this sport would be promoted in Westchester County high school students who excel could obtain additional scholarship opportunities.

Despite our efforts - we have not been successful in persuading the county to allow boating at Sprain Lake. A suggestion was made last week to reach out to the village of Tarrytown and see if you would be interested in allowing this sport at Tarrytown Lakes. The boaters from area high schools and colleges typically practice very early in the AM (before rush hour).

I am copying the committee that has been working on this initiative. We'd be happy to have discussions with the village if you are interested. Among the members of the committee--Ruth Walter, a County Legislator who participated in the sport when she was in college.

Thanks for your consideration.
PAUL FEINER

From: Ted Mason <tedtmason@gmail.com>
Sent: Saturday, May 16, 2020 8:53 PM
To: Vinny Houston; Mark Pappas; Bill Dennison

Cc: Paul Feiner; Ruth Walter
Subject: Tarrytown Lakes

EXTERNAL: Do not click links or open attachments if you do not recognize the sender.

Vinny and I visited on Friday morning.

Assuming permission it would be a good venue for training and competition up to 1000 meters. The set-up of racks and/or storage containers looks very easy, at or near the water's edge. A kayak operator has an 8*8*20 container there now - full of Kayaks, placed there by who ever it is that runs a boat rental program. There is a parking lot across the street to serve the lake and bike trails passing through the immediate area. There is a Saw Mill Parkway entrance/exit 500 to 1000 yards away. that's the good news.

I spoke to a father and son fishing team just launching - they said the Village of Tarrytown controls, its \$50 per boat per season, there is very little enforcement, but the lake is restricted to use by residents of Tarrytown and Pocantico Hills. We do not know what, if any, exceptions are made.

Regards, Ted

Ted Mason

tedtmason@gmail.com

914-310-1228 (c)

Your responses to the 2020 Census questionnaire will help the Town and School Districts obtain additional federal funds for schools, roads and public services. PLEASE RESPOND AND HELP GREENBURGH!

"Be Counted- my2020census.gov"

Your responses to the 2020 Census questionnaire will help the Town and School Districts obtain additional federal funds for schools, roads and public services. PLEASE RESPOND AND HELP GREENBURGH!

"Be Counted- my2020census.gov"

5

Kathy Deufemia

From: Richard Slingerland
Sent: Wednesday, May 20, 2020 1:45 PM
To: Kathy Deufemia
Cc: Joshua Ringel
Subject: FW: Wakeless Safety launch

Richard Slingerland
Village Administrator
Village of Tarrytown
One Depot Plaza
Tarrytown, New York 10591
914-631-1785
fax: 914-909-1208
e-mail: rslingerland@tarrytowngov.com

From: Vinny <vjhenterprise@aol.com>
Sent: Tuesday, May 19, 2020 10:38 PM
To: Richard Slingerland <rslingerland@tarrytowngov.com>
Cc: Paul Feiner <pfeiner@greenburghny.com>; Ted Mason <tedtmason@gmail.com>; Mark pappas <mpappas@miltyholdings.com>
Subject: Wakeless Safety launch

[EXTERNAL] This email is from outside the Village of Tarrytown - Please use caution when opening links and attachments!

Rich

This is the type boat we would need for safety and coaching rowing

I hope we can make this happen.

Regards
Vinny Houston
914-439-5615

The U.S. Constitution requires that everyone living in the United States is counted every 10 years -we all count.

<https://2020census.gov/en/who-to-count.html>

