

Philipstown Recreation Commission
Tuesday, March 26, 2013
Philipstown Community Center – 7:30 P.M.

PLEDGE

MINUTES – February

FINANCIAL – February

CORRESPONDENCE

REPORTS

- a) Program
- b) Theatre
- c) Building and Grounds
- d) Friends of Philipstown Rec

QUESTIONS FROM THE FLOOR

OLD BUSINESS

- 1. Theatre Storage
- 2. Security
- 3. Boilers

NEW BUSINESS

- 1. Landscaping
- 2. Camp Pricing – 8 week discount

PHILIPSTOWN RECREATION COMMISSION
MINUTES OF MEETING – February 26, 2013

The regularly scheduled meeting of the Philipstown Recreation Commission was held on January 29, 2013, at the Community Center at 7:30pm.

Commission Members Present:

Bill Mazzuca
Claudio Marzollo
Al Zgolinski
Stephanie Hawkins
John Maasik
Amber Stickle, Director of Recreation

John Maasik opened the meeting with a salute to the Flag and the Pledge of Allegiance.

Claudio Marzollo made a motion, seconded Bill Mazzuca and unanimously approved to accept the January minutes.

Financial Report

Gross Revenues for November:	\$
Bank Charges:	\$
Refunds:	\$
Net:	\$

Al Zgolinski made a motion, seconded by Stephanie Hawkins, and the board unanimously approved to accept the January financials.

Program Reports – Amber Stickle reported that spring registration opened on February 11. Programs have been well received. Amber Stickle also reported that Thursday, February 28 she is attending an orientation with the Office of Children and Family Services to start the process of certifying the preschool program.

Depot Theatre – Stephanie Hawkins reported attending the retreat for the Depot Theatre on February 23. She thanked Amber Stickle, John Maasik and Dave Merandy for attending. Topics covered included the financial relationship with rec, mission statement, and fundraising ideas. Claudio Marzollo reported that Prisoners the weekend of February 28.

Building and Grounds – Amber Stickle reported that building security was moving along as planned. There was one item for discussion during the old business section. Amber Stickle reported that the Garrison Institute wants to move ahead with painting the water tower this year. There is some discussion regarding what percentage each party is responsible for. Ms. Stickle referred the Garrison Institute to the Common Facilities agreement to clarify any issues. Jim Boorum has been working on the heating schematics for the building. Al Zgolinski suggested that we look at the replacement of the oil tank in conjunction with the replacement of the system.

Friends of Philipstown Recreation – N/R

Old Business

Building Security Update – John Maasik raised some concerns regarding the camera in the gymnasium. He explained that he received some feedback from some people asking if it was a violation of privacy. The commission felt this issue was best to be addressed by the town attorney. They asked Amber Stickle to advise EIPS to finish the job as is and submit a bill for payment. Ms. Stickle was then advised to contact the Town Attorney for his advice. Al Zgolinski made a motion that as long as there are no issues raised by the town attorney, the commission authorized the installation of the camera in the gymnasium and to work on language for signs and forms. The motion was seconded by Stephanie Hawkins. Four members voted yes and one voted no.

New Business

Theatre Storage Solutions – The Depot theatre is having storage issues and being asked to move out of Station One. Amber Stickle reported that there was some discussion as to converting a portion of the upstairs bathroom into a storage area. The commission discussed the need to evaluate the theatres needs and the rec department needs. A committee was set up to look into some possible storage options. The committee consists of Claudio Marzollo, Stephanie Hawkins, Dave Merandy, John Van Tassel, and Amber Stickle.

Claudio Marzollo made a motion for the commission to go into executive session at 8:47pm to discuss the vacancy on the commission. The motion was seconded by Bill Mazzuca and unanimously approved.

Claudio Marzollo made a motion for the commission to come out of executive session at 8:50pm. The motion was seconded by Al Zgolinski and unanimously approved.

Claudio Marzollo made the motion to recommend Joel Conybear to the Recreation Commission. The motion was seconded by Bill Mazzuca and unanimously approved. The commission stated that they were very impressed with Shannon O'Sullivan and recommended talking to her about joining the Friends of Philipstown Recreation.

It was moved by Al Zgolinski and seconded by Bill Mazzuca to adjourn the commission meeting at 8:52pm. The motion was unanimously approved.

Respectfully submitted,

Amber Stickle, Director of Recreation and Parks

These minutes are subject to review by the Recreation Commission for corrections and approval thereof.

February
Financials

	<u>Feb 13</u>
Ordinary Income/Expense	
Income	
BUILDINGS AND GROUNDS -- INCOME	100.00
CREDIT	0.00
DEPOT THEATRE -- INCOME	8,174.10
ISF FEES (returned check fee)	0.00
PROGRAMS -- INCOME	<u>24,586.30</u>
Total Income	<u>32,860.40</u>
Gross Profit	32,860.40
Expense	
CONTRACTUAL	13,979.72
EQUIPMENT	0.00
PERSONNEL SERVICES	40,659.93
REFUNDS (REFUNDS)	65.00
Total Expense	<u>54,704.65</u>

Year to Date

	<u>Jan - Feb 13</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Income			
BUILDINGS AND GROUNDS -- INCOME	295.39	3,300.00	8.95%
CREDIT	57.50	1,500.00	3.83%
DEPOT THEATRE -- INCOME	11,293.67	161,732.00	6.98%
ISF FEES (returned check fee)	0.00	100.00	0.0%
PROGRAMS -- INCOME	<u>66,419.35</u>	<u>433,250.00</u>	<u>15.33%</u>
Total Income	<u>78,065.91</u>	<u>599,882.00</u>	<u>13.01%</u>
Expense			
CONTRACTUAL	30,205.82	309,602.00	9.76%
EQUIPMENT	0.00	5,000.00	0.0%
PERSONNEL SERVICES	91,173.44	610,372.00	14.94%
REFUNDS (REFUNDS)	65.00		
Total Expense	<u>121,444.26</u>	<u>924,974.00</u>	<u>13.13%</u>

Amber

UPDATED 3/12

will TALK to you Later

**Philipstown Recreation Center
Boiler Plant Renovation Project**

Dme

Project Schedule

**Submission 2
Mar. 12th 2013**

ATTACHED:

Top Level Tasks Completion—item 1

Preliminary Design Work	77%
Publishing of Bid Documents	0%
Bid Solicitation	0%
Construction	0%

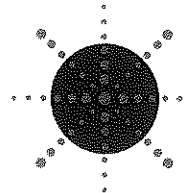
Current GANT Chart of project—item 2

Impacts:

1. No existing facility drawings or equipment schedules.
 - 1.1 BFS currently recreating equipment schedules—COMPLETE
 - 1.2 BFS recalculating connect load—boiler sizing --COMPLETE
 - 1.3 BFS recalculating existing flow requirements—COMPLETE
2. Abatement needs to be addressed.
 - 2.1 BFS to meet with abatement contractor at site for review

Boorum Facility Solutions
140 Route 301
Cold Spring, New York
10516
845-265-2700

Email:
Boorum@Boorum.com



BOOROM
Facility Solutions


Philipstown Re

Boiler Plant

ID	Task Name	Duration	Start	Finish	% Complete	Gantt Chart																											
						[Gantt Chart Area with weekly grid from Jan '13 to Apr '13]																											
1	Preliminary Design Work	32 days	Mon 2/11/13	Tue 3/26/13	81%	Preliminary Design Work																											
2	Review site	1 wk	Mon 2/11/13	Fri 2/15/13	100%	Review site																											
3	Acquire existing drawings	0 days	Mon 2/18/13	Mon 2/18/13	0%	Acquire existing drawings																											
4	Establish working drawings	3 wks	Mon 2/18/13	Fri 3/8/13	67%	Establish working drawings																											
5	Define connected loads	2 days	Mon 3/11/13	Tue 3/12/13	100%	Define connected loads																											
6	Define distribution piping	3 days	Wed 3/13/13	Fri 3/15/13	100%	Define distribution piping																											
7	Calculate boiler plant loading	3 days	Mon 3/18/13	Wed 3/20/13	100%	Calculate boiler plant loading																											
8	Calculated pumping requirements	2 days	Thu 3/21/13	Fri 3/22/13	100%	Calculated pumping requirements																											
9	Establish equipment schedules	2 days	Mon 3/25/13	Tue 3/26/13	50%	Establish equipment schedules																											
10	Publish Bid Documents	15 days	Wed 3/27/13	Tue 4/16/13	3%	Publish Bid Documents																											
11	Demolition scope	2 days	Wed 3/27/13	Thu 3/28/13	25%	Demolition scope																											
12	Construction Scope	3 days	Fri 3/29/13	Tue 4/2/13	0%	Construction Scope																											
13	Contractual requirements	8 days	Wed 4/3/13	Fri 4/12/13	0%	Contractual requirements																											
14	Print documents	2 days	Mon 4/15/13	Tue 4/16/13	0%	Print documents																											
15	Bid Solicitation	25 days	Wed 4/17/13	Tue 5/21/13	0%	Bid Solicitation																											
16	Public / Contractor notification	7 days	Wed 4/17/13	Thu 4/25/13	0%	Public / Contractor notification																											
17	Public / Contractor response	10 days	Fri 4/26/13	Thu 5/9/13	0%	Public / Contractor response																											
18	Review responses	5 days	Fri 5/10/13	Thu 5/16/13	0%	Review responses																											
19	Selection	3 days	Fri 5/17/13	Tue 5/21/13	0%	Selection																											
20	Estimated construction schedule	55 days	Wed 5/22/13	Tue 8/6/13	0%	Estimated construction schedule																											
21	Mobilization	5 days	Wed 5/22/13	Tue 5/28/13	0%	Mobilization																											
22	Demolition	15 days	Wed 5/29/13	Tue 6/18/13	0%	Demolition																											
23	Preparation	10 days	Wed 6/19/13	Tue 7/2/13	0%	Preparation																											
24	Installation	20 days	Wed 7/3/13	Tue 7/30/13	0%	Installation																											
25	Commissioning	5 days	Wed 7/31/13	Tue 8/6/13	0%	Commissioning																											

Project: Boiler Plant Renovation m Date: Tue 3/12/13

Task Split
 Milestone
 Project Summary
 External Milestone
 Inactive Milestone
 Summary
 External Tasks
 Inactive Task
 Inactive Summary



Todd August Landscaping
Po Box 26, Garrison, NY 10524

Amber Stickle
Philipstown Recreation Department
107 Glenclyffe Drive, Garrison, NY 10524

Estimate:

Please review the estimate schedule and agreement and confirm that it accurately reflects the services that I will provide to you. If you would like any changes, please don't hesitate to contact my office at (845)222-0676 during usual business hours Monday – Friday 9 AM – 5 PM.

Quarry Pond:

Mow all grass around the pond and surrounding area, trim grass in any areas necessary around dog run, blow off walkway of grass clippings and debris. **\$300 per cutting.**

Philipstown park:

Mow all fields, entrance to park, trim grass in any necessary areas around buildings, parking lot, basketball court, trees etc. Blow off any debris from basketball court:

\$325 per cutting.

VFW:

Mow grass, trim grass in any necessary areas, blow off debris from all walkways:
\$25 per cutting.

Town Hall:

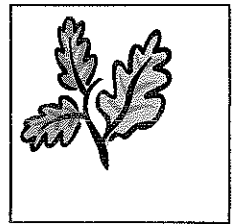
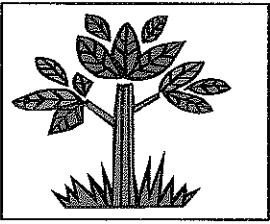
Mow grass, trim grass in any necessary areas, blow off debris from all walkways:
\$25 per cutting.

TOTAL: \$675.00

Thank you in advance for your time and consideration for the lawn maintenance contract. Please do not hesitate to contact me with any questions you may have.

Sincerely,

Todd August



MARC'S LANDSCAPING
Marc Manzoello

"The best in the area "

March 25, 2013

2013 PROPOSAL

Glass Bury Court
Route 9
Cold Spring, NY 10516

Cutting of all grounds:

- ❖ Surrounding Lane
- ❖ Water Shed
- ❖ Dog Run
- ❖ Either side of entrance facing Route 9
- ❖ 10 (Ten) cuts for the year

Philipstown Park

Cutting of grass at the following locations:

- ❖ 3 soccer fields (18 cuts per season)
- ❖ Cold Spring Town Hall (17 cuts per season, weeding & pruning included)
- ❖ Cold Spring VA (15 cuts per season, weeding & pruning included)
- ❖ House that is owned by Town Hall (15 cuts per season)

TOTAL: \$7,230.00
8 Monthly payments starting May 1, 2013 = \$903.75
Thank you for your business!



Phone: (845) 206-2527
mrmtruck@yahoo.com

p.o. box 346, cold spring, ny 10516

Camp Pricing

Weekly amount: \$150 Resident / \$165 Non-Resident

8 weeks (without a discount): \$1,200 Resident / \$1,320 Non-Resident

Proposed Costs

Weekly amount: \$150 Resident / \$165 Non-Resident

Early Bird Registration (must register by June 1 for all 8 weeks): \$1,080 Resident / \$1,200 Non-Resident

After June First: \$150 per week